
2012 Ohio TESOL Conference

Update on EMIS Reporting Requirements Relating to LEP Students in PK-12 Schools

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Topics



- EMIS Reporting
- EMIS LEP Data Elements
- Reporting the Ohio Test of English Language Acquisition (OTELA)
- EMIS Reports Available
- LEP Students and Accountability
- Prevalent Reporting Errors
- Data Accuracy Tips
- Resources

EMIS Reporting

- Data collections occur throughout the year during specified published timeframes
 - Refer to the “EMIS Processing Schedule” for more details.

Reporting Period	CODE	FYData	Open Date	End Date
Graduate	G	FY12	11/9/2012	11/30/2012
5 YR Forecast	P	FY13	10/1/2012	8/16/2013
Casino Student	K	FY13	10/17/2012	12/21/2013
October	K	FY13	10/17/2012	1/25/2013
SpecEd Fed Followup	S	FY13	11/14/2012 2/12/2013	1/25/2013 7/19/2013
March	D	FY13	2/8/2013	4/26/2013
Yearend	N	FY13	5/3/2013	9/6/2013
Graduate	G	FY13	5/15/2013	11/15/2013

EMIS Reporting

- LEP student data is collected during the following reporting periods:
 - **October (K)** (window is generally Mid October to Late January)
 - Start of school through the end of Oct count week (can also submit record changes after count week)
 - **Yearend (N)** (window is generally Early May to Mid July)
 - Start of school through the end of school year
 - There are others not specifically linked to LEP Data;
 - Financial (H), Graduate (G), Five Year Forecast (P), Career Tech (D)

EMIS Reporting (continued)

- FY13 Cumulative
 - Any status change (i.e. change of LEP Status, Grade Level within a school year, etc.) is captured on a new record.
 - This means that the EMIS Coordinator must report the effective start and end dates of any change.
 - This way of reporting offers a means to correct previously reported incorrect data (current year only)

LEP and Related EMIS Data Elements

Student Elements: (ODE EMIS Manual)

- Changes to Racial/LEP Ethnic Groups
- LEP Status Element
- LEP Reclassification Date Element
- Foreign Exchange Student Graduation Plan Element
- Immigrant Status Element
- Student Home Language Element
- Student Native Language Element

Staff Element: (ODE EMIS Manual)

- Assignment Area Element

Changes to Racial/Ethnic Groups

☀ *Summative Racial/Ethnic Group Element*

Record Field Number	GI090
Definition	The summative, based on USDOE requirements, racial/ethnic group of the individual being reported.

☀ *Racial Group Element*

Record Field Number	GJ060
Definition	A racial group of the individual being reported.

- Part of the new federal requirements for reporting race/ethnicity information is to allow the parent/guardian to designate multiple race groups for the student. The Student Demographic – Race Detail record will allow districts to report each race the parent/guardian indicated in answering the two part question.
- At least one Student Demographic – Race Detail record is to be reported when the Hispanic/Latino element on the Student Demographic record is reported with a ‘Y’ or is reported with an ‘N’ and the Summative Race/Ethnic element is reported with an ‘M’. One Student Demographic – Race Detail record is to be reported for every race that has been indicated.

Refer to ODE EMIS manual

EMIS LEP Data – Data Elements

☀ *Limited English Proficiency (LEP) Status Element*

Record Field Number	FD170
Definition	The Limited English Proficiency status of a student.

Y Yes

Limited English Proficient student who has been enrolled in U.S. schools for more than 180 school days

OR

Previously exempted from taking the spring administration of the State’s English language arts assessments (reading and/or writing).

L Enrolled in U.S. Schools for First Time

A recently arrived Limited English Proficient student who has been enrolled in U.S. schools for no more than 180 school days

AND

Not previously exempted from taking the spring administration of the State’s English language arts assessments (reading and/or writing).

Note: These students are exempted from taking the Reading and Writing assessments. They are still required to take the Math, Science, and Social Studies assessments (if applicable) though their performance does not count toward proficiency rate calculations for AYP.

EMIS LEP Data (Continued)

LEP Status Options (Continued):

M LEP – Trial-Mainstream

A student is considered to be in a Trial-Mainstream period when he/she has achieved a composite score of 4 on the OTELA.

A student remains in the trial-mainstream period until he/she is reclassified from LEP, by obtaining a composite score of 4 or higher in a subsequent year.

N No (default)

The student is not Limited English Proficient.

- Refer to ODE EMIS Manual

EMIS LEP Data (Continued)

☀ *Limited English Proficient Reclassification Date Element*

Record Field Number	FN210
Definition	The date on which the student is considered “no longer LEP”.

- Report the year and month in which a student is reclassified from LEP. This element is to be reported during the **Yearend (N) reporting period** for the school year in which the student was reclassified.
- A student may **only** be reclassified if he/she has met the criteria for being reclassified.
- **Note:** No longer depends upon being a ‘M’ first.

EMIS LEP Data (Continued)

- To be reclassified, a student must meet **one** of the criteria below:
 1. The student has attained a composite score at the proficient level (5) on the OTELA.
 2. The student attained a composite score of 4 on the OTELA, subsequently complete a one-year successful trial mainstream period, and obtain a composite score of 4 or higher on the OTELA.

Special Conditions:

- Students **cannot** be exited from the ELL program before grade 3.
- Students who score a 4 or 5 on the OTELA in grade 2 may be exited from the program if they score a 4 or 5 in grade 3.

Search “Title III Accountability Plan” on ODE website.

EMIS LEP Related Data

☀ *Foreign Exchange Student Graduation Plan Element*

Record Field Number	FD190
Definition	The foreign exchange status of a student as it relates to the student's graduation plans.

Valid Options

- * Not applicable (Student is not a foreign exchange student)
- L Foreign exchange student plans to graduate in Ohio but leave the United States after graduation
- N Foreign exchange student does not plan to graduate in Ohio
- S Foreign exchange student plans to graduate in Ohio and stay in the United States after graduation

From Superintendent's Office on 10/25/10 in *EdConnection*:

“Ohio law clearly requires that all foreign exchange students in grades 10-12 **must** take the Ohio Graduation Test (OGT). This is not a new law; however, our staff dug deeply into this issue and realized it has been implemented unevenly across the state. Prior law related to our former 9th grade proficiency tests included an exemption from the tests for foreign exchange students; however, current law does not provide such an exemption for the OGT. When the General Assembly reconvenes, we will be advocating for a change in current law to exempt foreign exchange students from taking the OGT.”

EMIS LEP Related Data (Continued)

☀ *Immigrant Status Element*

Record Field Number	FD200
Definition	Per Section 3301 (6) of the Elementary and Secondary Education Act, an immigrant student is a student who <ol style="list-style-type: none">is age 3 through 21;was not born in any State; and<u>has</u> not been attending one or more schools in any one or more States for more than 3 full academic years.

- Per Section 9101 (39) of ESEA, a State is defined as each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and each of the outlying areas. Per Section 9101 (30), the outlying areas include the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.
- Can be LEP or Not LEP.
- **Note:** Foreign Exchange students are **not** to be reported as Immigrant students.

EMIS LEP Related Data (Continued)

☀ *Student Home Language Element*

Record Field Number	GI570
Definition	The main language spoken at home by the student.

- Required for **ALL** LEP and Immigrant students for federal reporting.
- Matches EMIS-Redesign SIF framework.
- May be the same or different code from a student’s native language element reported.

Resources:

- http://www.ethnologue.com/language_code_index.asp

EMIS LEP Related Data (Continued)

☀ *Native Language Element*

Record Field Number	GI270
Definition	“Native” or first language of the student. This is often the language spoken at home but should denote the primary language spoken by the student at the onset of speech.

Valid Options

ENG	English	NAV	Navajo
ALB	Albanian	PTG	Portuguese
AMH	Amharic	ROM	Romanian
ARA	Arabic	RUS	Russian
CAM	Cambodian	SBC	Serbo Croat
CAN	Cantonese	SOM	Somali
CRE	Creole (French)	SPN	Spanish
GER	German	TAG	Tagalog
HMG	Hmong	TRI	Trigriyan
JPN	Japanese	UKR	Ukrainian
KOR	Korean	VTM	Vietnamese
LAO	Laotian	OTH	Other

EMIS LEP Related Data (Continued)

Assignment Area Element

Record Field Number	CK220
Definition	The six digit code that more completely defines the position.

999365: LEP Instructional Program

- This assignment area is to be used by school districts for teachers who teach in language instruction education programs designed specifically for limited English proficient (LEP) students.
- The purpose of the language instruction education program is to help LEP students attain English proficiency and achieve challenging State academic content standards.
- The program may make instructional use of both English and a child's native language.



Ohio Test of English Language Acquisition (OTELA)

- A student identified as LEP – Status codes “L”, “Y” and “M”
 - **Must** be tested, therefore a test record is required to be reported during the Yearend reporting period
 - Refer to (ESEA 3113 (b)(3)(D))
 - Accommodations may be provided for students with disabilities, but they still **must** be tested. The allowable accommodations and test type may differ from those on the OAA/OGT that resulted from the implementation from the IEP.
 - **For EMIS Coordinators:** Only if a student is enrolled for the first time after the OTELA administration is an OTELA test record not required.

LEP Students and Accountability

- OAA & OGT: Inclusion in Test Indicators is determined by the LEP status code:
 - If LEP Status = ‘L’ – student is not included
 - If LEP Status = ‘Y’, ‘M’ or ‘N’ – student is included

*Note: ‘N’ students (with a valid reclassification date reported) are counted for only 2 years in the LEP Subgroup.
- For Students with an LEP Status = “L”
 - They are required to take Math, Social Studies and Science tests, they are not required to take Reading and Writing tests.
- All LEP students are included in non-test indicators:
 - Attendance*
 - Graduation

*Note – must meet full academic year

Prevalent EMIS Errors from 2010

- Student not properly coded in October.
 - **Reminder:** Funding for many programs (not just Title III) is largely based upon October reporting, so it is **very** critical to get this data accurate.
- OTELA Reporting errors—Impacts AMAOs
 - Missing domain scores
- LEP Reclassification Date Under-Reported
 - Under-reporting of this date will result in the recoded students not being included in the LEP AYP subgroup calculations (for two subsequent years). The Reclassification Date is a very important data component to the future AYP subgroup calculations.

Reports Available

- **October General Issues Reports:** (Should begin a couple of weeks after October (K) Reporting opens—prepared weekly)
 - **District Change in LEP Enrollment (#113)**
 - Count of October 2012 compared to October 2013 by district
 - Aggregate report of students with change $\pm 10\%$
 - **District Change in Immigrant Enrollment (#114)**
 - Count of October 2012 compared to October 2013 by district
 - Aggregate report of students with change $\pm 10\%$
 - **Improper LEP Code Change (#118)**
 - Shows list of students (SSID) by district who did not meet criteria for changing LEP codes.
 - Student LEP code changed improperly from ‘M’ \rightarrow ‘Y’ or ‘L’, ‘N’ \rightarrow ‘L’
 - **Student Eligible for LEP Reclassification (#155)**
 - Shows list of students (SSID) by district that the student met the revised exit criteria in the 2011-12 school year. Report will continue to be posted throughout the entire October reporting period, as ODE does not collect this until yearend.

Reports Available (Continued)

- **Yearend General Issue Reports:** (in addition to applicable October reports, should begin a couple of weeks after the Period opens)
 - **Missing OTELA Domain Score(s) (#115)**
 - Not all domains (Listening, Reading, Speaking, Writing) scores reported.
 - **Improper LEP Reclassification (#120)**
 - Students that are not eligible for reclassification (using new exit criteria).
 - **Reclassification date needed (#122)**
 - Students who met Reclassification criteria, but reclassification date not yet reported.
 - Will look at OTELA scores from previous year and current year, as well as LEP status code.

Search “FY13 EMIS Report Explanation Documentation” on ODE website.

What you can do to ensure data accuracy?

- Familiarize yourself with the location of the LEP portions in the EMIS Manual.
- Refer to resources listed in this presentation often.
- Check assessment data thoroughly, contact vendor (AIR) or Office of Assessment, with questions or score inquiries.
- Ask your EMIS Coordinator to see the EMIS Gen Issues Reports (and Missing Reports) for your LEP students during the October and Yearend Reporting periods.
- Make sure to follow-up with your EMIS Coordinator and ITC/A-Site to confirm that the data you reported made it accurately to ODE.
 - Don't just check your Student Information System to see if the data is accurate. Check the EMIS reports and EMIS data itself early and often in a reporting period. And make sure that the ITC/A-Site submits it correctly.
- Ask the Lau Resource Center questions for clarification.

Resources

- Type these phrases **exactly** into the Search box on the ODE website for quick retrieval:
 - “Lau Resource Center”
 - “Guidelines for the Identification and Assessment of LEP Students”
 - “Ohio English Language Proficiency Standards”
 - “Understanding OTELA Results – 2012”
 - “Title III Accountability Plan”
 - “ODE EMIS Manual”
 - “EMIS 101 Handbook”
 - “EMIS Processing Schedule”
 - “FY13 Report Explanation Documentation”
- Language information found at:
http://www.ethnologue.com/language_code_index.asp
- ODE EMIS Manual can be found at:
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1102&ContentID=132225&Content=135527>

Contact Information

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