

Bilingual/ESL

Table of Contents

Bilingual/ESL 1

Bilingual/ESL

Registration > Maintenance > Student Enrollment > Bil/ESL

This tab allows you to view and update information for students who participate in a bilingual or English as a second language (ESL) program.

- Limited English Proficiency (LEP) students must be identified as LEP, and a parental permission code is required.
- Students who are not LEP can be enrolled in a bilingual or ESL program, and the parental permission code must reflect that the placement is for a non-LEP student.

The Bil/ESL tab is not available until you retrieve a student on the Student Enrollment page. For a new student, you must enter and save all required data on Demo1 before proceeding to this tab.

Funding:

- Non-LEP students are not eligible for funding.
- A bilingual or ESL student who is is placed in a disciplinary setting, and ESL/BIL services are not provided during that time, is not eligible for funding.
- Other students may also not be eligible for funding. See the Student Attendance Accounting Handbook, Section 6 - Bilingual/English as a Second Language (ESL) for more information.

Update data:

The student’s existing bilingual/ESL entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

❑ Click **+Add** to add a record.

The fields below the grid are enabled.

Home Lang	If the student's home language has changed, click ⋮ to select the primary language spoken by the student. **NOTE:** Once you accept the student's Home Language Survey, this field is updated according to the parent's answer to the question **What language is spoken in the child’s home most of the time?** TWEDS Data Element: HOME-LANGUAGE-CODE (E0895) (Code table: C092)

Student Language	Click ⋮ to select the primary language spoken by the student. **NOTE:** By default, this field is set to default to value established in **Default Home Language Cd** on Maintenance > District Profile > District Maintenance > Control Info when a new student is added. Once you accept the student's Home Language Survey, this field is updated according to the parent's answer to the question **What language does the child speak most of the time?** A student cannot be EB if his **Home Lang** and **Student Language** are both English (98). TWEDS Data Element: STUDENT-LANGUAGE-CODE (E1590) (Code table: C092)
Yrs US Sch	If the number of years the student has been enrolled in U.S. schools has changed, select the number of years. This field is automatically incremented during Move to Grade Reporting.
Date HLS Admin	Enter the date on which the *Home Language Survey* form was administered. Use the MMDDYYYY format. Or, click to select the date from a calendar. This field can only be saved when both the **Home Language** and **Student Language** fields have values. You cannot enter a future date.
Campus	Enter the campus ID for which the student is applying.
Entry Date	To enroll a student in the program, type the date the student entered the program. Use the MMDDYYYY format. Or, click to select the date from a calendar. If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. The student can have only one active record (i.e., a record without an exit date). The entry/exit dates for different records cannot overlap.
Exit Date	To withdraw a student from the program, type the date the student exited from the program. Use the MMDDYYYY format. Or, click to select the date from a calendar. The exit date should be the school day following the last day the student was in the program.

Reason	If you are withdrawing the student from the program, click ⋮ to select the withdrawal reason. If the student is exiting the program, select EP (*exit program*). **+33** 1. Click +33 to do a status change. • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields display the data from the previous row by default. 2. Modify any information that changed for the entry date. 3. Click **Save** to save the status change. **-33** If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click -33 to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid. 1. Click +33 in the the second row. This creates a new row (now 3 rows). 2. Click -33 in the second row. This removes the third row. 3. Click -33 in the first row. This will remove the second row leaving one remaining. 4. Make the change and click **Save**.

Changes to the following fields usually occur when there is a status change (withdrawal reason code 33). The new information is entered upon reentry.

Bilingual	If the student's participation in the bilingual program has changed, indicate if the student is participating in a state-approved bilingual education program. If the student is in an ESL program, leave this field blank. TWEDS Data Element: BILINGUAL-PROGRAM-TYPE-CODE (E1042) (Code table C175)
ESL	If the student's participation in the ESL program has changed, indicate if the student is participating in a state-approved ESL education program. If the student is in a bilingual program, leave this field blank. TWEDS Data Element: ESL-PROGRAM-TYPE-CODE (E1043) (Code table C176)

LEP Cd	Select the code that applies to the student's emergent bilingual status as indicated by the Language Proficiency Assessment Committee (LPAC). Or, if the year in which the student is being monitored for EB has changed, select the code indicating the monitoring year. If the student is EB, an EB monitoring code cannot be selected. If the student has a row with the withdrawal reason code set to EP (*exit the bilingual* or *ESL program*), Annual Student Data Rollover (ASDR) will set **EB Cd** to F (*exited from EB - Monitored 1 (M1)*). If **EB Cd** is F, ASDR will increment the code to S (*exited from EB - Monitored 2 (M2)*). If **EB Cd** is S, ASDR will create a third year EB monitoring record in the new school year (**EB Ind** = 3). If **EB Cd** is 3, ASDR will create a fourth year EB Monitoring record in the new school year (**EB Ind** = 4). If **EB Cd** is 4, ASDR will create an EB code 5 record (*former EB/EL student*) in the new school year. If **EB Cd** is 5, ASDR will create an EB code 5 record in the new school year.
Par Perm Cd	If the student's parental permission has changed, indicate if the student's parent or guardian has granted permission to place the student in the bilingual or ESL program.
Bil/ESL Fund Cd	Select the language program in which the student participates during the reporting period that generates funding under TEC 48.105.
Alt Lang Cd	Indicate the type of alternative language program participated in by the student. An alternative language program must be approved by the TEA due to the LEA submission of a bilingual education exception and/or English as a second language (ESL) waiver for the current school year. TWES Data Element: ALTERNATIVE-LANGUAGE-PROGRAM-CODE (E1642) (Code table: C221)
OLPT English Test	If you add data in one field, you must add data in all fields. **Type** — Indicate the type of English oral language proficiency test administered to test the student. **Date** — Type the date the test was administered. Use the MMDDYYYY format. Or, click to select the date from a calendar. **Score** — Type the student's test score.
OLPT Spanish Test	If you add data in one field, you must add data in all fields. **Type** — Indicate the type of Spanish oral language proficiency test administered to test the student. **Date** — Type the date the test was administered. Use the MMDDYYYY format. Or, click to select the date from a calendar. **Score** — Type the student's test score.

❑ Click **Save**.

	Edit a record. The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.
	Delete a row. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Comments	View or add comments. Click to view or add comments about the student. The Comments window opens. If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.
Hist Directory	Retrieve a student enrolled in a prior school year.
Bus Info	View or update the student's bus information. The button does not appear until you retrieve a student on the Student Enrollment page.
	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.
Documents	View or attach supporting documentation.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover