



# TELPAS Maintenance



# Table of Contents

**TELPAS Maintenance** ..... 1



# TELPAS Maintenance

## Test Scores > Maintenance > Individual Maintenance > TELPAS

The Texas English Language Proficiency Assessment System (TELPAS) page allows you to view and update a student's TELPAS data, which consists of the Texas Observation Protocols (TOP) and Reading Proficiency Tests in English (RPTE). Alternatively, you can use the Import Test Scores utility to import TELPAS test data.

TELPAS is an assessment program for students in Texas public schools who have limited English proficiency. Under the No Child Left Behind Act of 2001, Texas must assess English language learners annually in listening, speaking, reading, and writing. Students learning the English language begin participating in TELPAS in kindergarten and stop participating when their language proficiency assessment committee (LPAC) determines that they are proficient in the English language.

- For students in grade levels KG-2, TELPAS consists of the TOP.
- For students in grade levels 3-12, TELPAS consists of the RPTE and the TOP.

Both parts assess the progress that students are making in learning English.

### Required fields:

The following fields must be entered in order to save a TELPAS record:

- **Admin Dt**

## Update data:

[Select a student.](#)

To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
----------------	---

<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	Click to select a student from the <a href="#">Directory</a> .
<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

Click **TELPAS**.

Click **+Add** to add a TELPAS test record. A pop-up window opens.

<b>Admin Date</b>	Type the date that the test was administered in the MMYYYY format. You cannot type a future date.
<b>Grd</b>	Select the student's grade level at the time the test was administered.
<b>Orig Tst Dt</b>	Type the date that the test was originally administered in the MMYYYY format.
<b>TELPAS Alternate</b>	Indicate if the student is taking the TELPAS Alternate assessment.
<b>Alternate Scr Cd</b>	For students who took the TELPAS Alternate, indicate if the TELPAS Alternate assessment was scored.
<b>Prof Beg Obj1-4 Crct</b>	Type the number of correct items at the beginning proficiency level for each objective.
<b>Prof Beg Ttl Crct</b>	Type the total number of correct items at the beginning proficiency level.
<b>Prof Int Obj1-4 Crct</b>	Type the number of correct items at the intermediate proficiency level for each objective.
<b>Prof Int Ttl Crct</b>	Type the total number of correct items at the intermediate proficiency level.
<b>Prof Adv Obj1-4 Crct</b>	Type the number of correct items at the advanced proficiency level for each objective.
<b>Prof Adv Ttl Crct</b>	Type the total number of correct items at the advanced proficiency level.

<b>Reading Scr Cd</b>	Indicate if the reading section was scored. This field must be blank when <b>TELPAS Alternate</b> is 1.
<b>Listening Scr Cd</b>	
<b>Speaking Scr Cd</b>	
<b>Writing Scr Cd</b>	

<b>RPTE Eco Disadv</b>	Select the student's economic disadvantage status.
<b>RPTE Spcl Ed</b>	Indicate if the student participates in a special education program.
<b>Parental Denial</b>	Indicate if the parent or guardian has denied placement of the student in any special language program.
<b>US Schl Yrs</b>	Indicate the number of years in which the student has attended schools in the US.
<b>Reading Scr Cd Def</b>	<p>Select the code indicating the reading score code default.</p> <p>0 - The score code was gridded as O (grade levels 3-12).</p> <p>1 - The score code was defaulted to B because it was left blank or double-gridded (grade levels KG-2).</p> <p>2 - The score code was defaulted to B because it was gridded as S, but the reading proficiency rating was left blank or double-gridded (grade levels KG-2).</p> <p>3 - The score code was defaulted to O because either the score code was left blank or multiple values were gridded in the score code field (grade levels 3-12).</p>
<b>Listening Scr Cd Def</b>	Select the code indicating the listening score code default.
<b>Speaking Scr Cd</b>	Indicate if the speaking section was scored. This field must be blank when <b>TELPAS Alternate</b> is 1.
<b>Writing Scr Cd</b>	Indicate if the writing section was scored. This field must be blank when <b>TELPAS Alternate</b> is 1.
<b>RPTE Title I</b>	Indicate the student's Title I, Part A status.
<b>RPTE Gifted</b>	Indicate the student's participation in a state-approved gifted and talented program.
<b>Rater Info</b>	<p>Select the code that best describes the instructor responsible for holistically rating the student's English language proficiency using the TOP proficiency level descriptors.</p> <p>0 - No information available (blank or double-gridded)</p> <p>1 - Bilingual education instructor</p> <p>2 - ESL instructor</p> <p>3 - Elementary general education instructor</p> <p>4 - Middle or high school general education instructor of foundation (core) subject(s)</p> <p>5 - Special education instructor</p> <p>6 - Gifted and talented instructor</p> <p>7 - Instructor of enrichment subject(s)</p> <p>8 - Centralized rater for grades 2-12 (only valid for years prior to 2023)</p> <p>9 - No domains rated (E or X in every domain)</p> <p>This field must be blank when <b>TELPAS Alternate</b> is 1.</p>
<b>Reading Prof Rating</b>	<p>Select the code indicating the student's TELPAS proficiency rating for listening.</p> <p>0 - No rating available (blank or double-gridded)</p> <p>1 - Beginning</p> <p>2 - Intermediate</p> <p>3 - Advanced</p> <p>4 - Advanced High</p>

<b>Listening Prof Rating</b>	Select the code indicating the student's TELPAS proficiency rating for listening.  0 - No rating available (blank or double-gridded) 1 - Beginning 2 - Intermediate 3 - Advanced 4 - Advanced High
<b>Speaking Prof Rating</b>	Select the code indicating the student's TELPAS proficiency rating for speaking.  0 - No rating available (blank or double-gridded) 1 - Beginning 2 - Intermediate 3 - Advanced 4 - Advanced High
<b>Writing Prof Rating</b>	Select the code indicating the student's TELPAS proficiency rating for writing.  0 - No rating available (blank or double-gridded) 1 - Beginning 2 - Intermediate 3 - Advanced 4 - Advanced High
<b>RPTE Migrant</b>	Indicate if the student has been identified as a migrant student.
<b>RPTE At Risk</b>	Indicate if the student is designated as at risk of dropping out of school under state-mandated academic criteria only.
<b>Comprehension Scr</b>	Type the student's comprehension score. The score is determined from the listening and reading language area proficiency ratings. Each language area rating is weighted 50% toward the comprehension score. The comprehension score ranges from 1.0 to 4.0. If either the listening or reading rating is not available, a comprehension score cannot be determined and results in a comprehension score of 0.0.  This field is not valid when <b>Admin Dt</b> is 2019 or later.
<b>Reading Raw Scr</b>	Indicate the student's total points achieved on the reading portion of the test.
<b>Listening Raw Scr</b>	Indicate the student's total points achieved on the listening portion of the test.
<b>Speaking Raw Scr</b>	Indicate the student's total points achieved on the speaking portion of the test.
<b>Writing Raw Scr</b>	For students who took the TELPAS Alternate, indicate the student's total points achieved on the writing portion of the test.
<b>RPTE LEP</b>	Select the code indicating the student's EB status.  Options T and R are only valid when <b>Admin Dt</b> is 2019 or later.
<b>RPTE Career Tech</b>	Select the code indicating if the student is enrolled in one or more state-approved career and technology education (CTE) courses.  0 - The student does not participate in CTE courses. 1 - The student is enrolled in one or more state-approved CTE courses as an elective. 2 - The student is a participant in the district's CTE coherent sequence of courses program. 3 - The student is a participant in the district's tech prep courses.

<b>Composite Score</b>	Type the student's composite score, which is determined from the four language area ratings. If one of the four language area ratings is not present, a composite score cannot be determined and results in a composite score of 0.0.  Listening: 5% Speaking: 5% Reading: 75% Writing: 15%		
<b>Reading Scl Scr</b>	Indicate the statistically-determined scale score on the reading portion of the test.		
<b>Listening Scl Scr</b>	Indicate the statistically-determined scale score on the listening portion of the test.		
<b>Speaking Scl Scr</b>	Indicate the statistically-determined scale score on the speaking portion of the test.		
<b>Writing Scl Scr</b>	For students who took the TELPAS Alternate, indicate the statistically-determined scale score on the writing portion of the test.		
<b>RPTE Bil</b>	Indicate if the student participates in a bilingual program.		
<b>Prior PEIMS Campus</b>	Type the student's prior PEIMS county-district and campus ID.		
<b>Composite Rating</b>	Type the student's composite rating, which is determined from the composite score using the following assignments:		
	<b>TELPAS Composite Score</b>	<b>TELPAS Composite Rating (Numeric Value)</b>	<b>TELPAS Composite Rating</b>
	0.0	0	Not Available
	1.0-1.5	1	Beginning
	1.6-2.5	2	Intermediate
	2.6-3.5	3	Advanced
	3.6-4.0	4	Advanced High
<b>Listening Holistic</b>	Indicate the student's holistic rating for listening. This field must be blank when <b>TELPAS Alternate</b> is 1.		
<b>Speaking Holistic</b>	Indicate the student's holistic rating for speaking. This field must be blank when <b>TELPAS Alternate</b> is 1.		
<b>Lrg Print Adm</b>	Indicate if the test was administered in large print.		
<b>RPTE ESL</b>	Indicate the student's participation in an English as a Second Language (ESL) program.		

<b>Yrly Prog Ind</b>	<p>Select the code indicating the proficiency level progress if the current year record can be matched to a previous year record. Leave the field blank if a match cannot be made.</p> <p>0 - The student's composite rating is lower or the same as the previous year's composite rating.*</p> <p>1 - The student's composite rating is one level higher than the previous year's composite rating.*</p> <p>2 - The student's composite rating is two levels higher than the previous year's composite rating.</p> <p>3 - The student's composite rating is three levels higher than the previous year's composite rating.</p> <p>* The yearly progress indicator is set to 1 if a student is Advanced High in the current and previous years.</p> <p>This field must be blank when <b>TELPAS Alternate</b> is 1.</p> <p>This field is invalid when <b>Admin Dt</b> is 2018, but valid when <b>Admin Dt</b> is 2019 or later.</p>
<b>Test Site</b>	Type the three-digit campus at which the student took the test.

<b>RPTE Raw Scr (prior to 2019)</b>	Type the total number of correct items.
<b>RPTE Scl Scr (prior to 2019)</b>	Type the student's statistically-determined score.
<b>TOP Spk Scr Cd Def (prior to 2019)</b>	Select the code indicating the student's TOP score code default for speaking.
<b>Prof Rating (prior to 2019)</b>	<p>Type the student's proficiency rating.</p> <p>0 - No rating available (blank or double-gridded)</p> <p>1 - Beginning</p> <p>2 - Intermediate</p> <p>3 - Advanced</p> <p>4 - Advanced High</p>
<b>TOP Lstn Scr Cd (prior to 2019)</b>	Select the code indicating the student's TOP score code for listening.
<b>TOP Wrt Scr Cd Def</b>	Indicate the student's TOP score code default for writing.

Under **ELL Progress Measure Information:**




These fields apply for admin year 2016.

<b>ELL Progress Meas Plan for Subj Other than English I and II</b>	Select the student's plan.
<b>ELL Progress Meas Plan for English I and II</b>	Select the student's plan.

<b>ELL Progress Meas Qual for Subj Other than English I and II</b>	Select the student's plan.
<b>ELL Progress Meas Qual for English I and II</b>	Select the student's plan.
<b>Year ELL Plan Determined</b>	Type the four-digit school year when the student's ELL plan was determined.
<b>Plan-Year Unschooled Asylee/Refugee</b>	Indicate if the student is an unschooled asylee/refugee.
<b>Plan-Year Students with Interrupted Formal Education</b>	Indicate if the student's formal education was interrupted.
<b>Plan-Year Years in U.S. Schools</b>	Indicate the student's time in U.S. schools.
<b>Plan-Year TELPAS Composite Rating</b>	Select the student's composite rating.

Click **OK** to close the window.

Click **Save**.

	<p><a href="#">Edit a record.</a></p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid. Or, click <b>Cancel</b> to close the window without making changes.</p>
	<p><a href="#">Delete a row.</a></p> <p>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.</p> <p>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



## Back Cover