



TELPAS Maintenance

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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:

Student	<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">• Last name, comma, first name (smith, john)• Last name initial, comma, first name initial (s,j)• Comma, first name (,j)
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Texas Unique Stu ID	<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 TSDS Unique ID 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 Assign a TSDS Unique ID guide for additional information.</p>
Directory (photo)	<p>Click to select a student from the Directory.</p> <p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <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.

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

Reading Scr Cd	Indicate if the reading section was scored. This field must be blank when TELPAS Alternate is 1.
Listening Scr Cd	Indicate if the listening section was scored. This field must be blank when TELPAS Alternate is 1.

Speaking Scr Cd	Indicate if the speaking section was scored. This field must be blank when TELPAS Alternate is 1.
Writing Scr Cd	Indicate if the writing section was scored. This field must be blank when TELPAS Alternate is 1.
RPTE Eco Disadv	Select the student's economic disadvantage status.
RPTE Spcl Ed	Indicate if the student participates in a special education program.
Parental Denial	Indicate if the parent or guardian has denied placement of the student in any special language program.
US Schl Yrs	Indicate the number of years in which the student has attended schools in the US.
Reading Scr Cd Def	<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>
Listening Scr Cd Def	Select the code indicating the listening score code default.
Speaking Scr Cd Def	Select the code indicating the speaking score code default.
Writing Scr Cd Def	Select the code indicating the writing score code default.
RPTE Title I	Indicate the student's Title I, Part A status.
RPTE Gifted	Indicate the student's participation in a state-approved gifted and talented program.
Rater Info	<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 TELPAS Alternate is 1.</p>
Reading Prof Rating	<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>

Listening Prof Rating	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
Speaking Prof Rating	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
Writing Prof Rating	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
RPTE Migrant	Indicate if the student has been identified as a migrant student.
RPTE At Risk	Indicate if the student is designated as at risk of dropping out of school under state-mandated academic criteria only.
Comprehension Scr	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 Admin Dt is 2019 or later.
Reading Raw Scr	Indicate the student's total points achieved on the reading portion of the test.
Listening Raw Scr	Indicate the student's total points achieved on the listening portion of the test.
Speaking Raw Scr	Indicate the student's total points achieved on the speaking portion of the test.
Writing Raw Scr	For students who took the TELPAS Alternate, indicate the student's total points achieved on the writing portion of the test.
RPTE LEP	Select the code indicating the student's EB status. Options T and R are only valid when Admin Dt is 2019 or later.
RPTE Career Tech	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.

Composite Score	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%		
Reading Scl Scr	Indicate the statistically-determined scale score on the reading portion of the test.		
Listening Scl Scr	Indicate the statistically-determined scale score on the listening portion of the test.		
Speaking Scl Scr	Indicate the statistically-determined scale score on the speaking portion of the test.		
Writing Scl Scr	For students who took the TELPAS Alternate, indicate the statistically-determined scale score on the writing portion of the test.		
RPTE Bil	Indicate if the student participates in a bilingual program.		
Prior PEIMS Campus	Type the student's prior PEIMS county-district and campus ID.		
Composite Rating	Type the student's composite rating, which is determined from the composite score using the following assignments:		
	TELPAS Composite Score	TELPAS Composite Rating (Numeric Value)	TELPAS Composite Rating
	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
Listening Holistic	Indicate the student's holistic rating for listening. This field must be blank when TELPAS Alternate is 1.		
Speaking Holistic	Indicate the student's holistic rating for speaking. This field must be blank when TELPAS Alternate is 1.		
Lrg Print Adm	Indicate if the test was administered in large print.		
RPTE ESL	Indicate the student's participation in an English as a Second Language (ESL) program.		

Yrly Prog Ind	<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 TELPAS Alternate is 1.</p> <p>This field is invalid when Admin Dt is 2018, but valid when Admin Dt is 2019 or later.</p>
Test Site	Type the three-digit campus at which the student took the test.

RPTE Raw Scr (prior to 2019)	Type the total number of correct items.
RPTE Scl Scr (prior to 2019)	Type the student's statistically-determined score.
TOP Spk Scr Cd Def (prior to 2019)	Select the code indicating the student's TOP score code default for speaking.
Prof Rating (prior to 2019)	<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>
TOP Lstn Scr Cd (prior to 2019)	Select the code indicating the student's TOP score code for listening.
TOP Wrt Scr Cd Def	Indicate the student's TOP score code default for writing.

☐ Under **ELL Progress Measure Information:**




These fields apply for admin year 2016.

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

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

☐ Click **OK** to close the window.

☐ Click **Save**.

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p>
	<p>Delete a row.</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 Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No.</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>
Documents	View or attach supporting documentation.



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