



THE MONTH BY MONTH LPAC FRAMEWORK FOR ADMINISTRATORS

LEP VERIFICATION WINDOW
YEARS IN US SCHOOL

Monthly
Basis



LEP VERIFICATION WINDOWS

(Refer to the GCCISD 2020-2021 LPAC Calendar)

- **October 2nd, 2020**

- **November 13th, 2020**

- **December 4th, 2020**

YEARS IN US SCHOOLS FOR TELPAS PURPOSES


DOCUMENTATION NEEDED:

- Student's Educational History Data Collection
- Years in US Schools Data Collection


Students' Educational History

- The LPAC is responsible for documenting the number of school years in which each ELL has been enrolled in a US school. This information is reported to TEA in conjunction with the TELPAS and STAAR assessment decisions and accountability and performance based monitoring measures.
- Information must be kept **in students' electronic eStar records** starting with the 2016-2017 school year. Information can be provided by parent/legal guardian but verified by school administration.

Student Educational History – English



Student Educational History



Student Name: _____ Initial Date of Enrollment in U.S. Schools: _____
 Student ID: _____ D.O.B.: _____ Date Identified as LEP: _____

Schooling Outside U.S. or State other than Texas					Schooling in TEXAS							Designated LPAC Campus Administrator to sign and date each year
School Year	Grade	Name of School	Country or State	DATE Enrolled & DATE Withdrew	Paperwork rcvd (Y or N)	NAME OF SCHOOL IN TEXAS	DATE Enrolled & DATE Withdrew	Programs (Bilingual, ESL, SPED, 504/Dys) PD – Parent Denial	School Year of Enrollment in U.S.	TELPAS Reading Rating	Test Decision	
	PK										N/A	
	K										N/A	
	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
	10											
	11											
	12											

*If first school year of enrollment in U.S., indicate whether enrolled in first or second semester

This form can help:

- keep track of a student's LEP status, program participation, years in U.S. schools, and TELPAS reading rating;
- monitor extensive absences of schooling outside the U.S. and the schooling patterns of students who move in and out of the U.S.; and
- summarize a student's test history.

KEEP IN PERMANENT LPAC RECORD FILE

eStar Screen # 5

LPAC Program - Internet Explorer
 https://tx.esped.com/servlet/com.esped.v32.TX.LPAC

Recent Students: [dropdown] Recent Screens: [dropdown]

Student: Diana Acosta Record: Active, ID: 3026262
 School: Ashbel Smith Elementary Age: 0 yrs
 Documents: ARD 504 RTI LPAC

Screen: 5. LPAC Student History 3 of 3 Application: LPAC Student Records

Date first enrolled in US school: [calendar]

Years in US Schools (grades 1-12 for testing purposes): [0] Years in US Schools (grades PK-12): [0]

Immigrant Status: [dropdown] Immigrant Tracking: [dropdown] End Date for Immigrant Status: [calendar]

School History:

Add Entry	Year	Grade	School	City	Country	Schooling		Schooling Inside US		
						All or Partial School Year	Enrolled	Program Participation	TELPAS Reading Rating	State Assessment Decision

History Notes: [icon]

*Federal Definition of Immigrant:

- An individual age 3 through 21;
- were not born in any State (the 50 states, District of Columbia and the C
- have not been attending one or more schools in any one or more States

Note: Foreign exchange students are not considered as immigrants.

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 Copyright © 2016 esped inc. All rights reserved.
 Download Time: 0.05 seconds, Round trip: 0.12 seconds, Server: 0.12 seconds

Student History [Save] [Cancel]

Year: [dropdown] Grade: [dropdown] School: [text]
 City: [text] Country: USA Other: [text]

Schooling

School Year Type: [dropdown] Enrolled From: [calendar] Enrolled to: [calendar]
 2013 and later entries:
 Was the student enrolled 60 consecutive school days? [dropdown]

Schooling Inside US

ESL Program: [dropdown] Bilingual Program: [dropdown] TELPAS Reading Rating: [dropdown]
 Assessment Decision: R: [dropdown] W: [dropdown] ELA: [dropdown]
 M: [dropdown] Sci: [dropdown] SS: [dropdown]

LEP VERIFICATION INSTRUCTIONS

LEP Verification Instruction Guide

LEP Verification Window Dates:

October 5th – 9th

November 30th – December 4th

1. Log In
2. My report profiles
3. Click on Student and go down to Special Programs
4. Click on Campus LEP/BIL/ESL Listing

Example of parameters that need to be followed:

Campus LEP/BIL/ESL Listing

Campus Listing of Students in the LEP/BIL/ESL Special Programs

Campus: Alamo Elementary

Fiscal Year: 2016

Enrollment Date: 08-24-2015

LEP Indicator: 1 - Identified as LEP

Parental Permission: ALL

BIL Program Type: ALL

ESL Program Type: NONE

Bilingual Summer School Indicators: ALL

Include Schedule Enrollment?: No

Summary Counts: No

Only?: No

Sort Order: Grade Level

Page Break: None

Profile Name: Request Report Add Schedule

* Changing the parameters for a Profile will affect all the schedule reports of the Profile

- Campus: Name of your campus
- Fiscal Year: 2016
- Enrollment Date: Use the date that you are running the report
- LEP Indicator: Choose whether you want LEP, M1 or M2 report
- Parental Permission: Choose ALL to see all coding in one report, or 1 specific letter code to see same code in 1 report (Note: LEP List Codes page included in packet, last page)

- Page Break: None
 5. Click on Request Report and press OK – (choosing to run a report as an excel spreadsheet is also an option)

Please print out report and verify whether the coding are correct with your paperwork and scan report back to me.

Example of verifications:

(Elementary, Junior High, and High School)

Campus: Sterling High School
Fiscal Year: 2016
Date: 09-01-2015
Time: 1:33 PM
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Campus LEP/BIL/ESL Listing
For Date: 09-01-2015

Student Name	Local ID	Status	Grd Lvl	Gender	Ethnicity	Home Language	Birthdate	Enrollment Date	Yrs in US Sch	LEP Ind.	Parent Perm.	BIL	ESL	Monitor Ind.	Sumr Sch
Total Students for Grade Level 10: 22															
Grade Level 11															
Almugrabi, Omar N	3001933	E	11	M	White	1H - Arabic	12-25-1999	08-24-2015	6	1	F	0	2	N	
Briz, Natalie A	69575	E	11	F		01 - Spanish	10-01-1998	08-27-2015	6	1	F	0	2		
Chavez, Bryan J	64856	E	11	M	Hispanic	01 - Spanish	05-11-1998	08-24-2015	6	1	F	0	2		
Deniz, Vanessa A	88035	E	11	F	Hispanic	01 - Spanish	05-16-1998	08-24-2015	6	1	F	0	2		
Flores, Francisco	76726	E	11	M	Hispanic	01 - Spanish	06-19-1998	08-24-2015	6	1	F	0	2		
Garcia, Yazmin	3018090	E	11	F	Hispanic	01 - Spanish	02-13-1998	08-24-2015	6	1	F	0	2		
Garza Garcia, Jose J	83662	E	11	M	Hispanic	01 - Spanish	10-12-1998	08-25-2015	6	1	F	0	2		
Gonzalez Pena, Jesus A	3012494	E	11	M	Hispanic	01 - Spanish	10-19-1999	08-24-2015	4	1	F	0	2		
Herrera Rodriguez, Yeickson U	3015537	E	11	M	Hispanic	01 - Spanish	04-07-1999	09-01-2015	3	1	F	0	2		
Ibarra Meraz, Alma K	3016833	E	11	F	Hispanic	01 - Spanish	08-21-1998	08-24-2015	3	1	F	0	2		
Leon Valdivinos, Gustavo	3006106	E	11	M	Hispanic	01 - Spanish	07-21-1998	08-24-2015	6	1	F	0	2		
Llora Torres, Luis D	3012232	E	11	M	Hispanic	01 - Spanish	11-10-1998	08-24-2015	4	1	F	0	2		
Lugo Torres, July S	3016452	E	11	F	Hispanic	01 - Spanish	08-16-1999	08-24-2015	3	1	F	0	2		
Martinez Chavez, Pedro	3011833	E	11	M	Hispanic	01 - Spanish	05-23-1998	08-24-2015	4	1	F	0	2		
Martinez Munoz, Alondra M	3007981	E	11	F	Hispanic	01 - Spanish	07-29-1999	08-24-2015	5	1	F	0	2		
Martinez, Godo A	3012552	E	11	M	Hispanic	01 - Spanish	04-12-1998	08-24-2015	6	1	F	0	2		
Mendez Luciano, Maria R	90908	E	11	F	Hispanic	01 - Spanish	06-01-1998	08-24-2015	6	1	F	0	2		
Mercedo Castellanos, Gilary K	3011524	E	11	F	Hispanic	01 - Spanish	04-29-1999	08-24-2015	3	1	F	0	2		
Nava Nava, Keiri L	3005194	E	11	F	Hispanic	01 - Spanish	08-19-1999	08-24-2015	6	1	F	0	2		
Pierdes, Kaylee Nicole E	3006885	E	11	F	Hispanic	01 - Spanish	08-16-1999	08-24-2015	5	1	F	0	2		
Pena, Roberto	85328	E	11	M	Hispanic	01 - Spanish	01-26-1999	08-24-2015	5	1	C	0	0		
Perez Pina, Maria D	3009578	E	11	F	Hispanic	01 - Spanish	12-25-1998	08-24-2015	5	1	F	0	2		
Ramirez Ramos, Juanita	3015599	E	11	F	Hispanic	01 - Spanish	09-20-1998	08-24-2015	3	1	F	0	2		
Rivera Medina, Luis J	3015709	E	11	M	Hispanic	01 - Spanish	03-22-1999	08-26-2015	3	1	F	0	2		
Rodriguez Castillo, Melina I	3015826	E	11	F	Hispanic	01 - Spanish	05-29-1998	08-24-2015	3	1	F	0	2		
Rodriguez, Brandon S	65803	E	11	M	Hispanic	01 - Spanish	08-24-1998	08-24-2015	6	1	C	0	0		
Salgado Pedro, Jacinto I	3012336	E	11	M	Hispanic	01 - Spanish	12-19-1998	08-24-2015	6	1	F	0	2		
Tirado, Edwin G	83973	E	11	M	Hispanic	01 - Spanish	06-12-1998	08-24-2015	6	1	F	0	2		
Torres, Cesar	82364	E	11	M	Hispanic	01 - Spanish	08-15-1998	08-24-2015	3	1	F	0	2		

6. Please verify and make any corrections if needed. Make sure that if an error is found, you write the correct letter or number.

7. Scan and send back to PEIMS Data Clerk, Claudia Orozco, so that coding can be corrected.

Years in US Schools Points to Consider

- For Years in US Schools, Years start counting in 1st grade.
- Partial enrollment counts as 1 year.
- (F)= First Semester (S)= Second Semester
- 3 – Third Year Monitor
- 4 – Fourth Year Monitor
- 5 – Fifth Year Monitor/Former LEP
- Maximum years 6 after 2011, before 2011 maximum years was 5.

LEP List Codes

LEP LIST CODES

LEP Code	DESCRIPTION
0	Not LEP
1	Identified as Limited English Proficient (LEP)
F	Student exited from LEP status – first year monitor (M1)
S	Student exited from LEP status – second year monitor (M2)
Bilingual Code	DESCRIPTION
0	Student does not participate in the bilingual program.
2	Student participates in a bilingual/early-exit program
3	Student participates in a bilingual/late-exit program
4	Student participates in a dual language /two-way program