

# LPAC

Language Proficiency Assessment Committee







## Administrator Directions for EOY LPAC

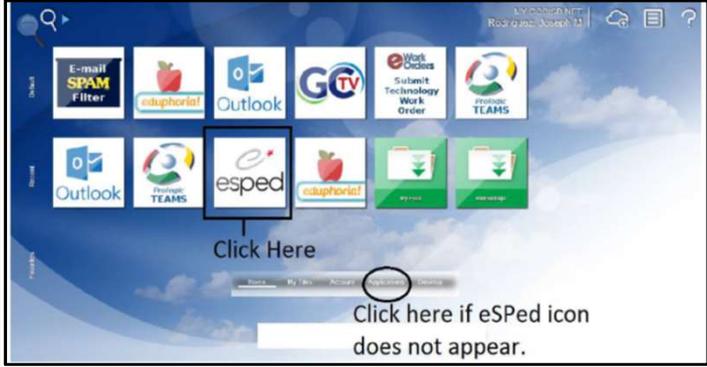
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### FACILITATED BY BILINGUAL / ESL DEPARTMENT

## EOY LPAC eStar : Step One

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1. Begin by going to GCCISD employee portal and login  
<https://my.gccisd.net/>



Your username is your Goose Creek email.

Your password will be the password that you use to login into the portal.

If you do not see the icon, then click on the applications tab at the bottom of the screen.

## EOY LPAC eStar : Step Two

2. Click on the drop down arrow close to your name. Then click on "My Profile".

The screenshot shows the eSTAR user interface. The top navigation bar is purple and contains the eSTAR logo, the text "powered by Frontline Education", and the user's name "Joseph Rodriguez" with a dropdown arrow and a notification bell icon. A red box highlights the user's name and the dropdown arrow, with a red arrow pointing to the text "Click drop down arrow". Below the navigation bar, the main content area is divided into two columns. The left column contains a sidebar menu with categories "Admin" and "Document". The right column contains a main content area with a "NEW Notices Available" section and a "Document" section. A second screenshot on the right shows the user's profile dropdown menu, which is titled "YOUR FRONTLINE ACCOUNT" and contains two options: "My Profile" and "Sign Out". A red box highlights the "My Profile" option.

## EOY LPAC eStar : Step Three

3. While the profile screen, click "My Signature", and enter your digital hand drawn signature.

The screenshot shows the eSTAR user profile screen. The form contains the following fields:

- Full Name: Joseph Rodriguez
- First Name: Joseph
- Last Name: Rodriguez
- Alias: (empty)
- Alternate Email: (empty)
- Timeout: 2 hours
- Navigation Style: Dropdown
- Page Size: 300
- Mailing List: (empty)
- My Signature: (empty)

The "My Signature" field is highlighted with a red box. It contains a digital signature of "Joseph Rodriguez" and a "Click to Sign" button.

## EOY LPAC eStar : Step Four

4. Click on LPAC Meeting Manager. Click on the “NEW LPAC Meeting” button. Enter the meeting ID, reason for meeting, Campus, Date, and School Year.

The screenshot shows the eSTAR interface. On the left is a navigation menu with 'LPAC Meeting Manager' highlighted. The main area is titled 'LPAC Meetings' and contains a search filter section and a 'New LPAC Meeting' button. An overlay window titled 'LPAC Meeting Information' is open, showing the following fields:

- Meeting ID: 8th Grade EOY LPAC
- Reason for Meeting: End of Year
- Campus: Horace Mann Junior School
- Date: 04/30/2018
- School Year: 2017-2018
- Status: Scheduled

## EOY LPAC eStar : Step Five

5. Click the “SHOW ATTENDEES” button to add LPAC members to the meeting.

The screenshot shows the 'Meeting Roster' interface for the '8th Grade EOY LPAC' meeting. The meeting details are:

- Reason: End of Year
- Date: 04/30/2018
- Campus: Horace Mann Junior School

Buttons available include: Show Roster, Show Attendees (highlighted with a red box), Batch Print/Archive, Admin LPAC Reports, Include Students on Roster, Clear All Students, and Printable View. A red arrow points to the 'Show Attendees' button with the text 'Click here to add LPAC committee members'. Below the buttons, it says 'No Students'.

STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL
No Students				

## EOY LPAC eStar : Step Six

6. Click the “ADD ATTENDEE” to add LPAC administrator, SPED Rep, ESL teacher, and parent. Optional Bilingual/ESL District representative.

**8th Grade EOY LPAC** Reason: End of Year Date: 04/30/2018  
 Campus: Horace Mann Junior School

[Show Roster](#) [Show Attendees](#) [Batch Print/Archive](#) [Admin LPAC Reports](#)

**Attendees** [Add Default Attendees for Horace Mann Junior School](#) [Clear All Attendees](#)

Attendees: 1 - 5 of 5

[Add Attendee](#)

NAME	POSITION	SIGNATURE
		<a href="#">Click here to add</a>

## EOY LPAC eStar : Step Seven

7. Once the LPAC meeting is set up, click on the “MANAGE” button to enter students.

**LPAC Meetings**

Search Filters: [Search](#) [Clear Filters](#)

Meeting ID:  Campus: Horace Mann Junior School  
 Reason for Meeting:  Date:   
 Status:  School Year:

Meetings: 1 - 3 of 3

	MEETING ID	REASON FOR MEETING	DATE	SCHOOL YEAR	CAMPUS
<a href="#">New LPAC Meeting</a>	HMJ Accommodations	Monitoring of Students	05/25/2018	2017-2018	Horace Mann Junior School
<a href="#">Edit</a> <a href="#">Manage</a>	8th Grade EOY LPAC	End of Year	04/30/2018	2017-2018	Horace Mann Junior School
<a href="#">Edit</a> <a href="#">Manage</a>	Monitoring 5 Grading Period LPAC	Monitoring of Students	04/20/2018	2017-2018	Horace Mann Junior School

[Go to Top](#) Click here to add students

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## EOY LPAC eStar : Step Eight

8. Add students by clicking the “Include Students on Roster” button. Next, arrange the LPAC meeting by grade level.

**8th Grade EOY LPAC** Reason: End of Year Date: 04/30/2018  
 Campus: Horace Mann Junior School

[Show Roster](#)
[Show Attendees](#)
[Batch Print/Archive](#)
[Admin LPAC Reports](#)

**Meeting Roster**
[Include Students on Roster](#)
[Clear All Students](#)
[Printable View](#)

[First](#)
[Prev](#)
[Next](#)
[Last](#)
No Students

STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR
<a href="#">Go to Top</a>				

Click here to add students.

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## EOY LPAC eStar : Step Nine

9. In the “OTHER” field select “GRADE” and enter the specified grade to arrange the LPAC meeting by grade level.

**8th Grade EOY LPAC** Reason: End of Year Date: 04/30/2018  
 Campus: Horace Mann Junior School

[View All](#) To search for a student: **1.** Type in the Last Name or Local ID# in the appropriate field below. **2.** Click the [Find Student\(s\)](#) button.  
**NOTE:** Click [View All](#) to bring up your entire roster.

Click here to filter by GRADE

ELL Status:  ELL Indicator:   
 Last Name:  First Name:  Local ID:   
 Campus:   
 Other 1:

[Show Extra Filters](#) View:  [Delete](#) | [Create Current View](#) | [Clear Extra Filters](#)

[Find Student\(s\)](#)

Click here to enter the desired grade level.

## EOY LPAC eStar : Step Ten

10. Select your student.

**8th Grade EOY LPAC** Reason: End of Year Date: 04/30/2018  
 Campus: Horace Mann Junior School  
Show Roster Show Attendees Batch Print/Archive Admin LPAC Reports  
**Meeting Roster** Include Students on Roster Clear All Students Printable View  
 Students: 1 - 56 of 56

	STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR	GRADE	HOMEROOM
1.  Remove	Acevedo, Diana	3028937	Horace Mann Junior School	ELL/LEP - ESL or Bilingual Program 1 - LEP		08	0210

## EOY LPAC eStar : Step Eleven

11. When the pop up window appears, click on the first option.

**8th Grade EOY LPAC** Reason: End of Year Date: 04/30/2018  
 Campus: Horace Mann Junior School  
Show Roster Show Attendees Batch Print/Archive Admin LPAC Reports  
**Meeting Roster** Include Students on Roster Clear All Students Printable View

	STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR	GRADE	HOMEROOM
1.  Remove	Aoevedo, Diana						
2.  Remove	Alcaraz, Eleazar						
3.  Remove	Alvarado Gonzalez						
4.  Remove	Alvarez, Andrea						
5.  Remove	Amaya, Jessica						
6.  Remove	Arizmendi Burgoin,						
7.  Remove	Benavides, Eunice						
8.  Remove	Briseno, Agustin	3001333	Horace Mann Junior School	ELL/LEP - ESL or Bilingual Program 1 - LEP			

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) requires that "an educational agency or institution shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student".

You must enter a reason for accessing the student records associated with this meeting. The reason you select will be recorded for each individual student that you access. Access is monitored for confidentiality purposes. Failure to supply a reason for access will result in denial of access to these records.

I provide services and am inputting data/reading this student's LPAC file.  
 I am reviewing this student's data for campus/district reporting and analysis.  
 Cancel

# EOY LPAC eStar Overall At A Glance View.

The screenshot shows the 'EOY LPAC eStar' interface for a student named Ekeazar Alcaraz. The page includes a header with the student's name, ID, and school information. Below this are navigation tabs for 'LPAC Info', 'Assessment Results', 'LPAC Attendees', 'School/Class Schedule - Six Week', and 'School/Class Schedule - Nine Week'. The main content area is titled 'Review Student Data (School Year: 2017-2018, Grade: 08)'. It displays TELPAS scores for Listening, Speaking, Reading, and Writing, and STAAR scores. A red flag icon indicates that the student is not eligible for exit based on STAAR accommodations. There are also sections for 'Instructional Information' and 'Summer School Information'.

## EOY LPAC eStar : Step Twelve

12. Review TELPAS and STAAR assessment results, to determine if the student has met exit criteria. Also look to see if the red flag appears indicating that the student is not eligible for exit based upon designated supports received on STAAR.

This close-up screenshot focuses on the 'Review Student Data (School Year: 2017-2018, Grade: 08)' section. It highlights the 'TELPAS Scores' section, which shows listening, speaking, reading, and writing scores represented by five dots each. To the right, the 'STAAR Scores' section shows 'No STAAR Scores available'. A red box highlights a message: 'Student is not eligible for exit based on STAAR Accommodations recommended by the LPAC.'

## EOY LPAC eStar : Step Thirteen

13. After reviewing the assessment results, answer the question “ Did the student meet exit criteria ?” Select “PENDING” if the student has been passed STAAR Reading and has obtained Advanced High on TELPAS Writing.

Student: Eliazar Alcaraz Record Active: ID: 3030647  
 School: Horace Mann Junior School Age: 14 yrs  
 Documents: AND, 504, RTI, LPAC

Date of LPAC Meeting: 05/04/2017 Reason for Meeting: End of Year  
 ELL Status: ELL Program ELL Indicator: L-LEP  
 \* Please do NOT change ELL Status or ELL Indicator.

Review Student Data (School Year: 2017-2018, Grade: 08)

TELPAS Scores  
 Listening: Speaking: Reading: Writing: STAAR Scores  
 No STAAR Scores available  
 Student is not eligible for exit based on STAAR Accommodations recommended by the LPAC.

Does student meet exit criteria?  
 Pending STAAR Results

## EOY LPAC eStar : Step Fourteen

14. Next, the LPAC will recommend a course sequence for the 2018 – 2019 school year.

Student: Eliazar Alcaraz Record Active: ID: 3030647  
 School: Horace Mann Junior School Age: 14 yrs  
 Documents: AND, 504, RTI, LPAC

Date of LPAC Meeting: 05/04/2017 Reason for Meeting: End of Year  
 ELL Status: ELL Program ELL Indicator: L-LEP  
 \* Please do NOT change ELL Status or ELL Indicator.

Review Student Data (School Year: 2017-2018, Grade: 08)

TELPAS Scores  
 Listening: Speaking: Reading: Writing: STAAR Scores  
 No STAAR Scores available  
 Student is not eligible for exit based on STAAR Accommodations recommended by the LPAC.

Does student meet exit criteria?  
 Pending STAAR Results

Instructional Information  
 Go to ELL Instructional Accommodations screen  
 Go to Licensure, Schedule/Course Recommendation screen  
 Interventions provided during school year: Add Select Interventions

## EOY LPAC eStar : Step Fifteen

15. Under screen 21, you will enter new to enter a new entry. Select the grade, campus, course name, school year, start, and end date for the 2018 – 2019 school year.

Student: Eleazar Alcaraz Record: Active, ID: 3030647  
 School: Horace Mann Junior School Age: 14 yrs  
 Documents:  ARD  504  RTI  LPAC

Save Close Previous Next Meeting Roster Return Reports Preview Support 1:59:02

Screen: 21. Upcoming Schedule/Course Recommendation Application: LPAC Meeting Manager

New Save Delete Cancel

Grade (when course will be taken):

Course Name:  Course Number:

Campus (where course will be taken):

School Year (when course will be taken):

Start Date:  End Date:

## EOY LPAC eStar : Step Sixteen

16. Once a recommended course sequence has been entered, click on the “RETURN” button to go back to the EOY LPAC screen.

Student: Eleazar Alcaraz Record: Active, ID: 3030647  
 School: Horace Mann Junior School Age: 14 yrs  
 Documents:  ARD  504  RTI  LPAC

Save Close Previous Next Meeting Roster Return Reports Preview Support 1:59:02

Screen: 21. Upcoming Schedule/Course Recommendation Application: LPAC Meeting Manager

New Save Delete Cancel

Grade (when course will be taken):

Course Name:  Course Number:

Campus (where course will be taken):

School Year (when course will be taken):

Start Date:  End Date:

First Prev Next Last Totals

	Grade	Course Name	Course Number	Campus	School Year	Start Date	End Date
	08	NA Language Arts 8th Grade	J00600	Horace Mann Junior School	2017-2018	08/28/2017	05/31/2018
	08	NA NELD 8th Grade	J00700	Horace Mann Junior School	2017-2018	08/28/2017	05/31/2018
	08	NA Reading 8th grade	J00500	Horace Mann Junior School	2017-2018	08/28/2017	05/31/2018
	08	SI Math 8th Grade	J08304 SI	Horace Mann Junior School	2017-2018	08/28/2017	05/31/2018
	08	SI Science 8th Grade	J08404 SI	Horace Mann Junior School	2017-2018	08/28/2017	05/31/2018
	08	SI US History 8th Grade	J08204 SI	Horace Mann Junior School	2017-2018	08/28/2017	05/31/2018

## EOY LPAC eStar : Step Seventeen

17. Enter the summer school plans for the student.

The screenshot shows the eStar LPAC interface for a student named 'Student: Elvira Rosendo Alvarez, CI 008647'. The 'Date of LPAC Meeting' is 03/22/2017 and the 'Reason for Meeting' is 'End of Year'. The 'ELL Status' is 'ELL Program' and the 'ELL Indicator' is 'L1-LP'. The 'Review Student Data' section shows TELPA1 scores for Listening, Speaking, Reading, and Writing, with a note that the student is not eligible for STAAR accommodations. The 'Summer School Information' section is highlighted with a red box and contains the following fields:

- Extended School Year Services were discussed:  Yes  No  Not considered at this time
- Eligible/ELL Summer School Indicator Code:  Yes  No  Clear
- Type of Summer School:
- Relevant for Summer School:
- Summer School Plan:

## MOY LPAC State Assessment Review eStar: Step Eighteen

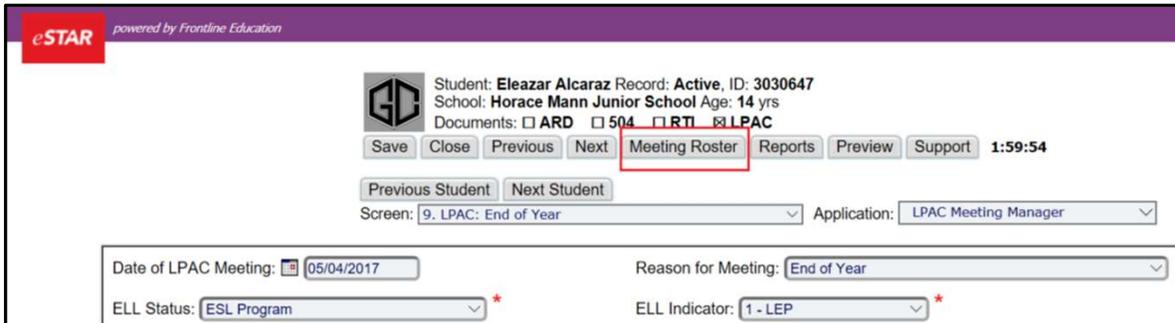
18. After the summer school plans have been filled out, proceed to the LPAC recommendation.

The screenshot shows the eStar LPAC interface with the 'LPAC Recommendation' section highlighted by a red box. It contains a table with the following data:

Recommendation	Effective Date	Program Code/Description	Program Status	Parent Signature	Parental Code	Program Type	Pending	Exit Date
	03/22/2017	English as a Second Language/ESL	00000000			ELL Program	No	
	03/22/2017	English as a Second Language/ESL	00000000			ELL Program	No	

## EOY LPAC eStar : Step Nineteen

19. After you have reviewed information on the testing screen, clicking the “MEETING ROSTER” button to return to the previous menu.



eSTAR powered by Frontline Education

Student: **Eleazar Alcaraz** Record: Active, ID: 3030647  
 School: **Horace Mann Junior School** Age: 14 yrs  
 Documents:  ARD  504  RTI  LPAC

Save Close Previous Next **Meeting Roster** Reports Preview Support 1:59:54

Previous Student Next Student

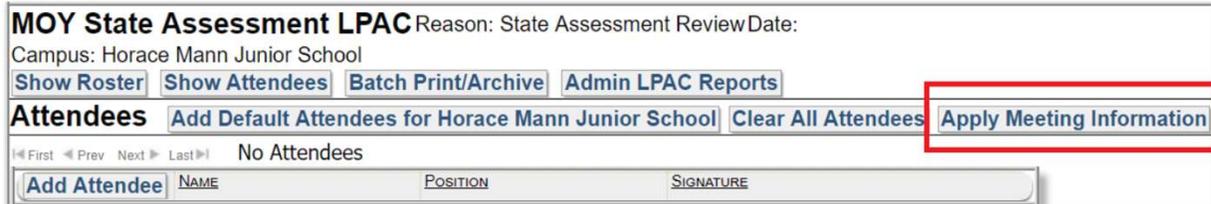
Screen: 9. LPAC: End of Year Application: LPAC Meeting Manager

Date of LPAC Meeting: 05/04/2017 Reason for Meeting: End of Year

ELL Status: ESL Program \* ELL Indicator: 1 - LEP \*

## EOY LPAC eStar : Step Twenty

20. After LPAC administrator, SPED Rep, ESL teacher, and parent have digitally hand drawn their signatures into eStar. Click the “APPLY MEETING INFORMATION” button.



**MOY State Assessment LPAC** Reason: State Assessment Review Date:  
 Campus: Horace Mann Junior School

Show Roster Show Attendees Batch Print/Archive Admin LPAC Reports

**Attendees** Add Default Attendees for Horace Mann Junior School Clear All Attendees **Apply Meeting Information**

First Prev Next Last No Attendees

Add Attendee

NAME	POSITION	SIGNATURE

## EOY LPAC eStar : Step Twenty-One

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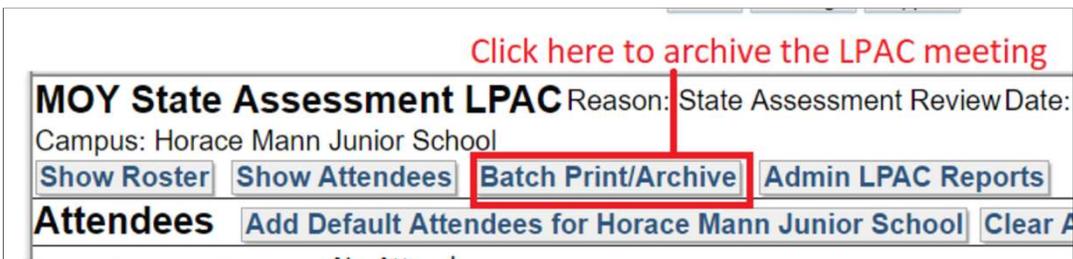
21. After the LPAC administrator, SPED Rep, ESL teacher, and parent have digitally hand drawn their signatures into eStar. After you have clicked the "APPLY MEETING INFORMATION" button. Please email Joseph Rodriguez, LPAC Specialist, so that he can send you an eStar excel report of the Pending Exits based upon EOY LPAC recommendations.



## EOY LPAC eStar : Step Twenty-Two

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22. We will wait until we receive the TELPAS listening and speaking results in August 2018 to archive the EOY LPACs. You will need to archive the meeting by clicking the "BATCH PRINT/ARCHIVE" button in August 2018.



## EOY LPAC eStar : Step Twenty-Three

23. In the archive screen follow the sequence below.

- A. Check the Auto-Archive box.
- B. Enter the type of Archive: LPAC State Assessment
- C. Enter Archive Folder: 2017 – 2018
- D. Enter Archive Comment: Grade level LPAC
- E. Select type of LPAC – State Assessment Review
- F. Click “CREATE”
- G. Once the meeting has been archived, click the “MEETINGS” button.

Close Meetings Reports Preview S

7

**MOY State Assessment LPAC** Reason: State Assessment Review  
Campus: Horace Mann Junior School

Show Roster Show Attendees Batch Print/Archive Admin LPAC Report

Next Step: Choose a report for batch printing Print in Foreign Language: [ ]  
(Note: Static text of the selected report will print in the language indicated in the report.)

1 Auto Archive:  2 Type of Archive: LPAC: State Assess Archive Folder: 2017-2018 3

4 Archive Comment: 6th Grade State Assessment LPAC HMJ

Reports Create 6

Bundle: Assessment Results  
Bundle: ELL Linguistic Accommodations  
Bundle: LPAC Parent Approval for Exit from ESL  
Bundle: LPAC EOY  
Bundle: EOY LPAC / Parent Notification / Assessment / Course Recommendation  
LPAC: Student Background  
LPAC: Placement/Initial  
LPAC: Placement Initial/Assessment Results  
LPAC: Monitoring of Students  
5 LPAC: State Assessment Review  
LPAC: End of Year  
LPAC: Program Change/Review

## EOY LPAC eStar : Step Twenty-Four

24. In August 2018, once the LPAC meeting has been archived, click the edit button.

**LPAC Meetings**

Search Filters: Search Clear Filters

Meeting ID: [ ] Campus: Horace Mann Junior School

Reason for Meeting: [ ] Date: [ ]

Status: [ ] School Year: [ ]

Meetings: 1 - 3 of 3

	MEETING ID	REASON FOR MEETING	DATE	SCHOOL YEAR	CAMPUS
1		6th Grade MOY State Assessment LPAC State Assessment Review		2017-2018	Horace Mann Junior School

New LPAC Meeting

1 Edit Manage

## EOY LPAC eStar : Step Twenty-Five

25. Change the status, to completed.

