LEP Verification Instruction Guide LEP Verification

Window Dates:

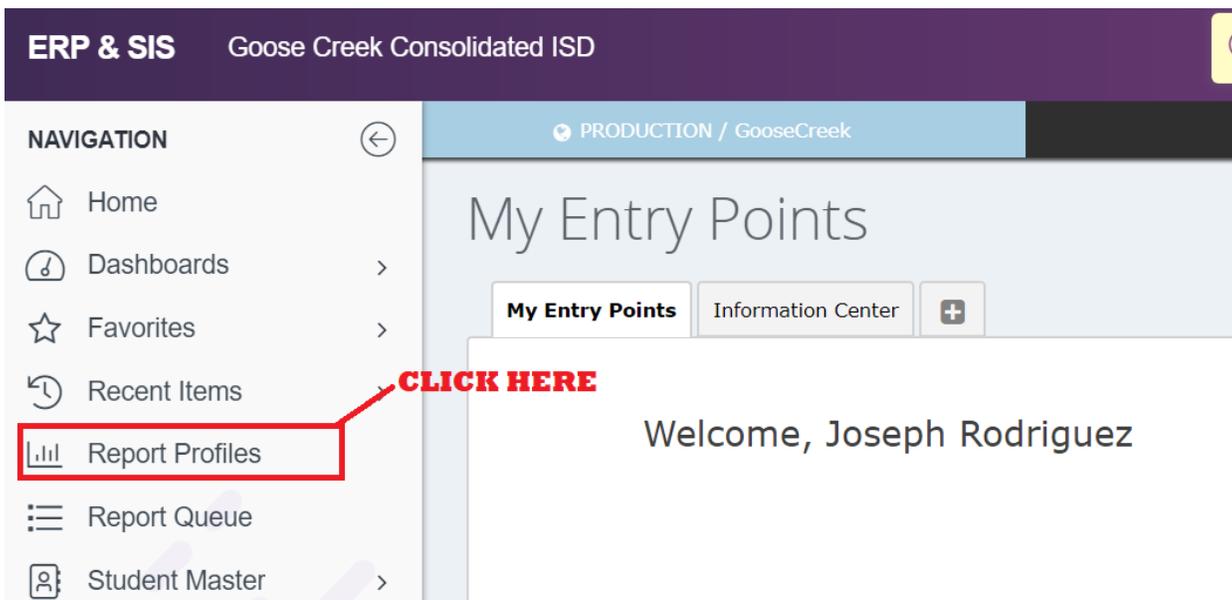1st Collection: September 28th - October 2nd, 2020

2nd Collection: November 9th – November 13th, 2020

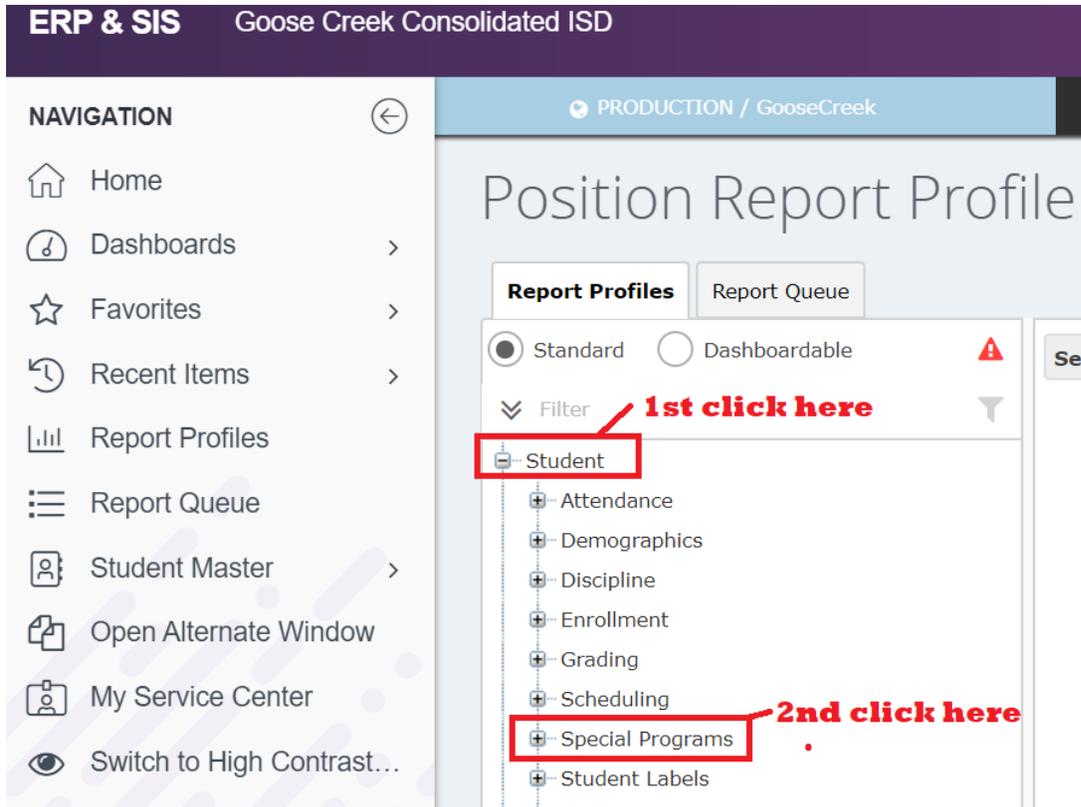3rd Collection: November 30th – December 4th, 2020.

Step One: Log into TEAMS by clicking the Frontline ERP & SIS tile in the employee portal.

Step Two: Click on Report Profiles

Step Three: Under the Report Profiles tab, you will need to click on the "Student" tab. Under the student tab you will need to click the "Special Programs" tab.

Step Four: Under the "Special programs" tab, you will need to click on the "Campus LEP_BIL/ESL listing" tab.
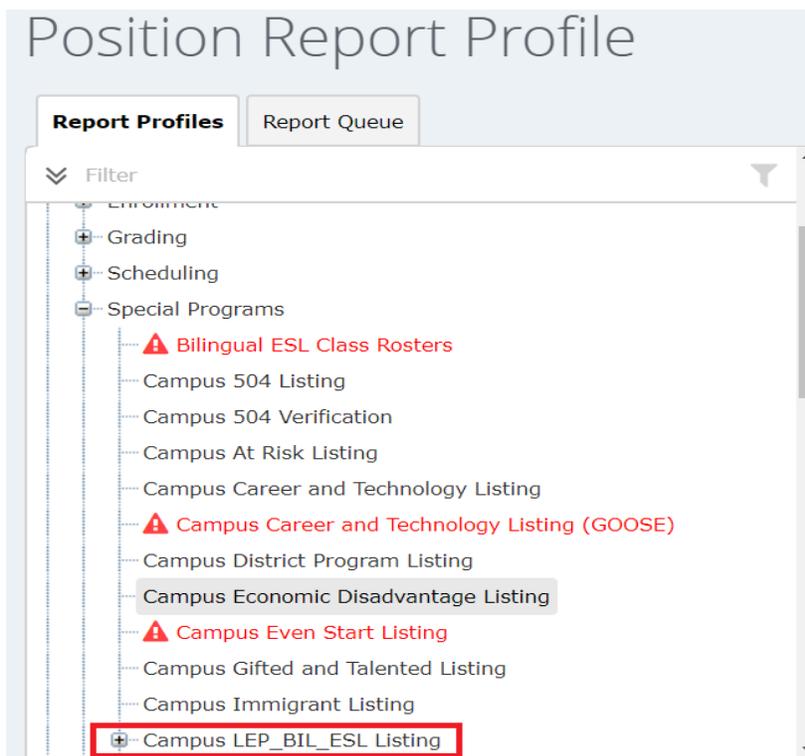
Step Five: Once you have selected "Campus LEP_BIL_ESL_Listing", a pop-up window will appear.

You will need to enter the following information:

1. Campus
2. Year – 2020
3. Enrollment date – Current date
4. LEP indicator - select 1
5. Parent permission = All
6. Bilingual program type = All (Elementary) None (Junior High and High School)
7. ESL program type = ALL
8. Alternative Language Program: ALL
9. Bilingual summer school = ALL
10. Include school enrollment = Yes
11. Summary Counts Only? = No
12. Sort Order: Parent Permission/Grade level
13. Page Break = None

Campus LEP_BIL_ESL Listing

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

Campus:	★	James Bowie Elementary
Fiscal Year:	★	2021
Enrollment Date:	★	01-27-2021
LEP Indicator:	★	1 - Identified as LEP
Parental Permission:	★	ALL

		ALL
		NONE
BIL Program Type Code:	★	0-No participation
		2-Transitional biling/early exit
		3-Transitional biling/late exit
		ALL
		NONE
ESL Program Type Code:	★	0-Does not participate
		2-ESL/content-based
		3-ESL/pull-out

Alternative Language Program Type:	★	ALL
Bilingual Summer School Indicator:	★	ALL
Include Schedule Enrollment?:	★	Yes
Summary Counts Only?:	★	No
Sort Order:	★	Parental Permission/Grade Level
Page Break:	★	None

Step Six: Once you have entered all of the information in the fields, click on "Request Report"

Step Seven: Select your desired format for the report PDF or Excel.

Step Eight: You will print the report and verify the coding and the years in US schools for each Bilingual/ESL student that is on your campus LEP roster.

Step Nine: Verify the coding and years in US years for the students on your LEP roster. Write on the report if you need to make changes to the LEP roster. If you do not have any changes to make, then write "no changes" on the LEP roster report. Also, make sure that you have signed or initial each page to signify that you have verified each page on your campus LEP roster report.

Campus: Baytown Junior High School				Campus LEP/BIL/ESL Listing For Date: 11-29-2018					Date: 11/29/18 Time: 6:46 PM Page 1 of 7						
Fiscal Year: 2019																
Student Name	Local ID	Status	Grd Lvl	Gender	Ethnicity	Home Language	Birthdate	Enrollment Date	Yrs in US	LEP Ind	Parent Perm	BIL	ESL	Monitor Ind	Sumr Sch
Grade Level: 06															
Alcaraz Marquez, Alvaro	3028796	E	06	M	Hispanic	01 - Spanish	7/4/2007	8/27/2018	3	1	J		3		
Aliling, Erce Thrine	3027768	E	06	M	Asian	4P - Pilipino (Tagalog)	8/8/2007	8/27/2018	3	1	B		3		
Avila, Yeeilin	3037657	E	06	F	Hispanic	01 - Spanish	5/11/2007	8/27/2018	1	1	B		3		
Barranco, Jacklyn	3007688	E	06	F	Hispanic	01 - Spanish	9/1/2007	8/27/2018	6	1	B		3		
Benavidez, Jael	3008516	E	06	M	Hispanic	01 - Spanish	10/27/2005	8/27/2018	6	1	J		3		
Caceres Diaz, Xavier A	3035068	E	06	M	Hispanic	01 - Spanish	7/13/2006	8/27/2018	4	1	J		3		
Cardiel, Jasmin	3008173	E	06	F	Hispanic	01 - Spanish	12/27/2006	8/27/2018	6	1	J		3		
Carrizales, Rogelio	3012340	E	06	M	Hispanic	01 - Spanish	2/19/2007	10/16/2018	6	1	B		3		
Castillo-Vieyra, Amy A	3033320	E	06	F	Hispanic	01 - Spanish	1/27/2006	8/27/2018	6	1	B		3		

Step Ten: Complete the eStar and TEAMS alignment

A new item that has been added to the LEP verification is to ensure that both eStar and TEAMS align with the number of students in bilingual, ESL, parent denial, DNQs, and monitored students at each campus. Complete the eStar and TEAMS alignment chart.

Step Eleven: After you have completed verifying your campus LEP roster report and the eStar and TEAMS alignment chart, email the finished documents to the PEIMS Data clerk (Elizabeth Perez) and District LPAC Administrator (Joseph Rodriguez).