## **LEP Verification Instruction Guide LEP Verification**

Window Dates:

1<sup>st</sup> Collection: September 28<sup>th</sup> - October 2<sup>nd</sup>, 2020

2<sup>nd</sup> Collection: November 9<sup>th</sup> – November 13<sup>th</sup>, 2020

3<sup>rd</sup> Collection: November 30<sup>th</sup> – December 4<sup>th</sup>, 2020.

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



## Step Two: Click on Report Profiles

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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.

Position Report Profile	
Report Profiles Report Queue	
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Enronmene	
i∎ Grading	
• Scheduling	
Special Programs	
Bilingual ESL Class Rosters	
Campus 504 Listing	
Campus 504 Verification	
Campus At Risk Listing	
Campus Career and Technology Listing	
Campus Career and Technology Listing (GOOSE	≘)
Campus District Program Listing	
Campus Economic Disadvantage Listing	
Campus Even Start Listing	
Campus Gifted and Talented Listing	
Campus Immigrant Listing	
Campus LEP_BIL_ESL Listing	•

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:	)1-27-2021								
LEP Indicator:	🖈 1 - Identified as LEP 🗸 🗸								
Parental Permission:	★ ALL ✓								
	ALL								
	NONE								
BIL Program Type Code:	O-No participation								
	2-Transitional biling/early exit								
	3-Transitional hilino/late evit								
	ALL								
	NONE								
ESL Program Type Code:	O-Does not participate								
	2-ESL/content-based								
	3-ESL/pull-out								
Alternative Language Program	*								
Type:	ALL								
type.									
Bilingual Summer School	*								
Indicator:	ALL								
Include Schedule Enrollment?:	🖈 Yes 🗸 🗸								
Summary Counts Only?:	k 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"

Campus LEP_BIL_ESL Listin	g	
Campus Listing of Students in t	he Ll	EP/BIL/ESL Special Programs
Campus:	*	Antonio Banuelos Elementary 🗸 🗸
Fiscal Year:	*	2020 🗸
Enrollment Date:	*	09-30-2019
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 hilipo/late evit
		ALL
SOL Deserves Trans Colder		NONE
ESL Program Type Code:	*	0-Does not participate
		2-ESL/content-based
		3-ESL/pull-out
Bilingual Summer School	*	NONE
Indicator:		
Include Schedule Enrollment?:	*	Yes 🗸
Summary Counts Only?:	*	No
Sort Order:	*	Parental Permission/Grade Level 🗸
Page Break:	*	None 🗸
Profile Name:		
🗄 <u>R</u> equest Report	Ð	Add

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

Campus LEP_BIL_ESL Li	sting	
Campus Listing of Students	in the LEP/BIL/ESL Special Programs	
Campus:	\star 🗛 Antonio Banuelos Elementary	
Fiscal Year:	★ 2020 V	
Enrollment Date:	★ 09-30-2019	
LEP Indicator:	\star 🛛 1 - Identified as LEP 💦 🗸 🗸	
Parental Permission:	* ALL	$\sim$
Please S	Gelect an Output Type	×
BIL Program Type Report (	Dutput Type: 🛛 Adobe Acrobat (PDF) 🗸	
	<b>(</b> ) O <u>k</u> ★ <u>C</u> ancel	
ESL Program Type Code:	O-Does not participate	

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					Ap	Date: 11/29/18 Time: 6:46 PM					
Student Name	Local ID	Status	Grd Lvl	Gender	Ethnicity	Home Language	Birthdate	Enroltment	Yrs in US	LEP	Parent Perm	BIL ESL	Monitor	Sumr Sch
Grade Level: 06							(Bell			AUSBOAS			100010000	
Alcaraz Marquez, Alvaro	3028796	E	06	м	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	в	3		
Barranco, Jacklyn	3007688	E	06	F	Hispanic	01 - Spanish	9/1/2007	8/27/2018	6	1	в	3	1.09127	1.1
Benavidez, Jael	3008516	Е	06	м	Hispanic	01 - Spanish	10/27/2005	8/27/2018	6	1	J	3	der bande mare	
Caceres Diaz, Xavier A	3035068	E	06	M	Hispanic	01 - Spanish	7/13/2006	8/27/2018	4	1	J	3		
Cardiel, Jasmin	3008173	Ē	06	F	Hispanic	01 - Spanish	12/27/2006	8/27/2018	6	1	J	3		
Carrizales, Rogelio	3012340	E	06	м	Hispanic	01 - Spanish	2/19/2007	10/16/2018	6	1	В	3		
Castillo Viewra Amy A	3033320	F	06	F	Hispanic	01 - Spanish	1/27/2006	8/27/2018	ß	1	R	3	e constantino de la	

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).