

Teacher Directions on How to Input Monitored and ELL Student Failures

## FACILITATED BY BILINGUAL / ESL DEPARTMENT

# **LPAC Monitoring**

Goose Creek CISD conducts monitoring of the following students who are failing one or more core content areas every six weeks:

-Monitor Year 1 and Year 2

-Parent Denials

-Bilingual and ESL

Documentation is archived and kept electronically.

## Monitoring LPAC: Step One

Begin by going to GCCISD Employee Portal and login <a href="https://my.gccisd.net/">https://my.gccisd.net/</a>



3

## Monitoring LPAC: Step Two

Click on the eSped tile to enter eStar. You should automatically be logged into eStar once the tile has been clicked. If not enter your GCCISD email and password used to log into employee portal.



# Monitoring LPAC: Step Three

If you do not see the eStar tile when you log into the employee portal, then click on the "APPLICATIONS" tab at the bottom of the screen.



5

# Monitoring LPAC: Step Three

After you have clicked "APPLICATIONS" tab at the bottom of the screen, you will now see the eSped(eStar tile).



## Monitoring LPAC: Step Four

2. Click on LPAC Student Records.



## Monitoring LPAC: Step Five

3. Make sure to get the failure report from your administrator.

C	Close	Meetings 1:59:58								
Monito	or LP	AC 2nd 6 Weeks Reas	on: Monitor	ing of Students Date:	12/07/2015					
Campus: Baytown Junior School										
Show Roster Show Attendees Batch Print/Archive Admin LPAC Reports										
Neetin	ig Ro	ster Add Students Clear	All Student	ts Printable View						
≪First ≪	Prev N	ext ▶ Last ▶ Students: 🕑	1- 71o	f 71						
		STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR				
1. 🗙 Re	emove	Aguirre, Osvaldo	3002973	Baytown Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP				
2. 🗙 Re	emove	Barrera Campos, Lizbeth	86125	Baytown Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP				
3. 🗙 Re	emove	Blanco, Fatima	3005015	Baytown Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP				
4. 🗙 Re	emove	Buenrostro, Francisco	3016058	Baytown Junior School	Withdrawn	1 - LEP				
5. 🗙 Re	emove	Camarillo, Mauricio	91124	Baytown Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP				
6. 🗙 Re	emove	Campos, Julio	91846	Baytown Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP				
7. 🗙 Re	emove	Carrasquillo - Rivera, Abraham	87071	Baytown Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP				
8. 🗙 Re	emove	Carrasquillo Rivera, Alex	3001856	Baytown Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP				

## Monitoring LPAC: Step Five

#### 3. Find the student and click on the name

View All To search for a student: 1. Type in the Last Nam	Printable View					
NOTE: Click View All to bring up your entire roster						
ELL Status:	<ul> <li>ELL Indicator:</li> </ul>		*			
Last Name: 🔎 First Name:	🔎 Loca	i ID: 🔎				
Campus:	*					
Other <u>1</u> :	٣	P				
Show Extra Filters View: Select one of these views	Delete   Creat	te Current View   Clear Extra I	Filters			
Find Student(s) Add Student Add from list						
STUDENT NAME CAMPUS	LOCAL ID	INITIAL LPAC MTG DUE	LPAC DECLINED	LPAC PROGRAM EXIT	ELL STATUS	ELL INDICATOR
1. Abreu, Wendy Sterling High School	3024720	10/07/2015			ELL/LEP - ESL or Bilingual Program	1 - LEP
2. Abreu, Yanirson Alamo Elementary	3012269	09/18/2015			Parent Denial	1 - LEP
3. Acevedo, Alfredo Lee High School	3024786	09/30/2015			ELL/LEP - ESL or Bilingual Program	1 - LEP

## Monitoring LPAC: Step Six

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

#### 1:59:53

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".

#### Select FERPA Reason

You must enter a reason for accessing this student's record. Access is monitored for confidentiality purposes. Failure to supply a reason for access will result in denial of access to this record.

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

## Monitoring LPAC: Step Seven

### Using the drop menu, go down to number 2: LPAC Monitoring of Students

Save	Close	Previous	Next	Students	Rep	orts	Preview	Prin	t/Archive	1:59	:51	_					
Screen:	1. Stu	dent Inforn	nation		•	Appl	ication:	LPAC	Student	Record	s 🔻						
	Select 1. Stud 2. LPA 3. LPA	Student lent Informa C: Monitori C: State As	ation ng of St sessme	u <mark>dents</mark> nt Review	DI	Yea	r 1 & 2 Midd	le:	Ţ	LPAC	Info (	Contacts .ast: Abrego		Gen	eration:	¥	
		Preferred Homero Grade	Name: oom #:( Level:(	1151 04 ▼	)			5	Loca SS/State	DOB: 🔳 I ID#: 30 e ID#: 63	(01/3 14960 30254	1/2006	TSDS L	Age Gender Jnique ID	9 Years Fema 41267915	11 Mo le ® 74	nths Male

11

## Monitoring LPAC: Step Eight

While on Screen 2, click on Add/Select Interventions/ Instructional Accommodations

Student: Brenda Acevedo Record: Active, II School: Lee High School Age: 16 yrs	D: 74661	
Save Close Previous Next Students Reports	Preview Print/Archive 1:59:59	
Screen: 7. LPAC: Monitoring of Students	<ul> <li>Application: LPAC Student Records</li> </ul>	<b>v</b>
Date of LPAC Meeting: 🔳	Reason for Meeting:	•
ELL Status:	ELL Indicator:	
LPAC Info	Assessment Results	LPAC Attendees
School/Class Schedule - Six Week	School/Class Schedule - Nine Week	
Interventions/instructional accommodations provided	during school year:	rventions/Instructional Accommodations

### Monitoring LPAC: Step Nine

A pop-up window will appear and you will search for the instructional accommodation that you are currently using in your classroom. Click Add to insert the instructional accommodation and it will appear in the blank space. Make sure you enter the six weeks, grade level, current school year (2019-2020) and content area.



13

### Monitoring LPAC: Step Ten

If you are the next teacher to enter information you will not able to click the options. You will need to type in the content area, grade level, six weeks, and current school year (2019-2020).

Date of LPAC Meeting: <u>11/09/2018</u> EL Status: ELL/LEP - ESL or Bilingual Program	Reason for Meeting: <u>Monitoring of Students</u> EL Indicator: 1 - LEP				
nterventions provided during school year:					
7th grade 2nd Six Weeks Math2018-2019					
Clarity Directions Extra Time (same day) Gestures Hands on Activities/Manipulatives Peer and Native Language Support Rephrase, repeat and slow down Wait Time					
7th Grade Language Arts - 2nd Six Weeks 2018-19 Chunked text Clarify Directions Extra Time Organize Reading in Chunks Provide Phrases or Simple Sentence Frames Scaffold Writing Assignments Tiered Sentence Stems Wait time					

## Monitoring LPAC: Step Eleven

After you have added all of your instructional interventions that you're currently using to support the student, click SAVE.



## Monitoring LPAC: Step Twelve

Once you've finished entering the instructional interventions for the student, click on STUDENTS and repeat steps 3-8 for the next students on your LPAC monitoring rooster that was provided to you by your administrator.

conor. Inginarao Liononary rigo o po									
Save Close Previous Next Students Reports Preview Print/Archive 1:31:55									
Screen: 2. LPAC: Monitoring of Students 🔹 Application: LPAC Student Records 💌									
Date of LPAC Meeting: Reason for Meeting:									
ELL Status: Exited - Monitor Year 1 & 2 V ELL Indicator: F - First Year Monitor V									
LPAC Info	LPAC Info Assessment Results LPAC Attendees								
School/Class Schedule - Six Week		School/Class Schedule	Nine Week						
Interventions/instructional accommoda	tions provided during	g school year: (	Add/Select	Interventions/Instr	ructional Accommodations				
Additional interventions/instructional ad	ccommodations reco	ommended (if any):	Add/Select I	nterventions/Instru	uctional Accommodations				
Credits earned toward graduation (grad	es 9-12):								
ATTENDANCE	Current Year	Previous Year (1)	Previous Year (2)	Previous Year (3)					
	2015-2016	2014-2015	2013-2014	2012-2013					
Days Absent:									
Days Present:									
DISCIPLINE									
Total # of incidents:									
# that resulted in removal from class:					]				
Disciplinary actions involving student:	•								