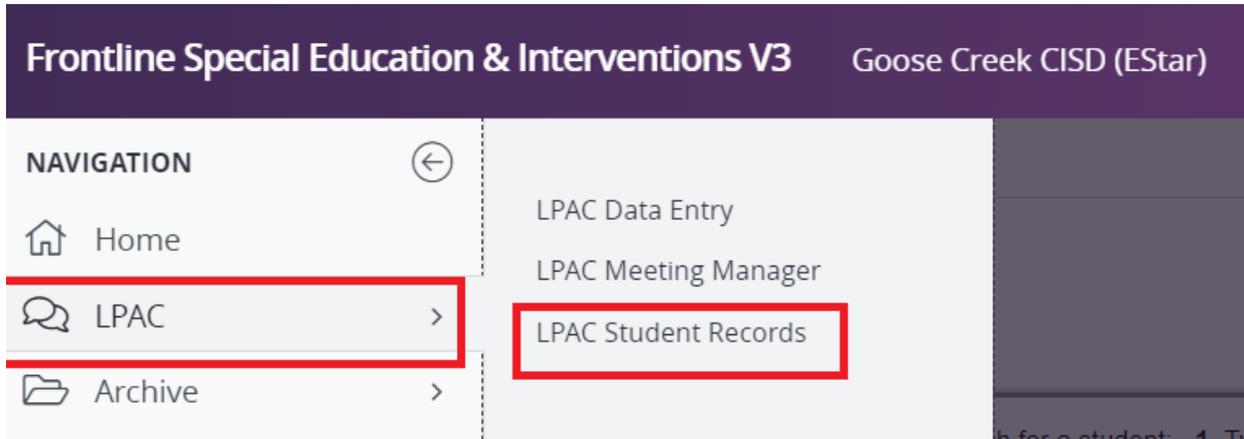


## LEP Verification: eStar and TEAMS Alignment

Step One: Select LPAC and then select LPAC Student Records



Step Two: Ensure that the number of students in each grade level aligns with TEAMS. Select the “Other” drop mean option and select “grade”. Type in the preferred grade level to review. In the example below the junior high will review grade levels 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>. The number in TEAMS needs to match the same number in eStar.

The screenshot shows the search interface with the following details: 'View All' button, search instructions, 'Printable View' button, search filters for 'EL Status', 'EL Indicator', 'Last Name', 'First Name', 'Local ID', and 'Campus' (Highlands Junior School). The 'Other 1' dropdown is set to 'Grade' and '06'. The 'Find Student(s)' button is highlighted, and the results show '1 - 126 of 126' LPAC Students.

Step Three: Click the EL status and select “withdrawn” There are times when students are not automatically removed from eStar. If students that have withdrawn from your campus are still showing up in eStar, then make a list of those students. Email those students to Mr. Rodriguez because those students will need to be manually deleted.

The screenshot shows the search interface with the following details: 'View All' button, search instructions, 'Printable View' button, search filters for 'EL Status' (set to 'Withdrawn'), 'EL Indicator', 'Last Name', 'First Name', 'Local ID', and 'Campus' (Highlands Junior School). The 'Other 1' dropdown is set to 'Grade' and '06'. The 'Find Student(s)' button is highlighted, and the results show 'No LPAC Students'. A table header is visible at the bottom: STUDENT\_NAME, CAMPUS, LOCAL ID, EL STATUS, EL INDICATOR, GRADE.

The number of students in eStar and TEAMS need to align. If there are more students in eStar than in TEAMS, then that is a discrepancy. Similarly, if there are less students in eStar than in TEAMS, then that is also a discrepancy.

Step Four: The number of students in the bilingual program, ESL, DNQ, parent denial at each grade level needs to align between eStar and TEAMS. Select the “EL Status” field and select the desired language program. In the example, the elementary school campus has 13 students in the Bilingual program at the 5<sup>th</sup> grade level. On the TEAMS report, there also needs to be 13 students coded bilingual at the 5<sup>th</sup> grade level.

The screenshot shows a search interface with the following elements:

- View All** button and instructions: "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." A **Printable View** button is also present.
- NOTE:** Click View All to bring up your entire roster.
- EL Status:** Bilingual Program (highlighted with a red box)
- EL Indicator:** (empty)
- Last Name:** (empty)
- First Name:** (empty)
- Local ID:** (empty)
- Campus:** Highlands Elementary
- Other 1:** Grade
- Grade:** 05
- Show Extra Filters** button
- View:** Select one of these views
- Delete | Create Current View | Clear Extra Filters** options
- Find Student(s)** button
- Add Student** button
- Add from** checkbox (checked)
- LPAC Students:** 1 - 13 of 13 (highlighted with a red box)
- Navigation:** First, Prev, Next, Last
- Table Headers:** STUDENT NAME, CAMPUS, LOCAL ID, EL STATUS, EL INDICATOR, GRADE

Step Five: High School – Students that are now coded as GR means graduate. These students also need to be removed from eStar. However, if the student is still attending the high school campus but their coding states GR, then that is a discrepancy.