

LEP Student Monitoring Report



Management Technology Helpdesk

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LEP Student Monitoring Report

The LEP student monitoring report prints the student's bilingual program status, with their latest English language proficiency assessment. The report includes the student's academic test scores for review. The test scores in the report are used to determine if the student is qualified to exit bilingual education, or additional bilingual services are necessary. The LEP student monitoring report is designed as part of the student review process, meeting State of Michigan LEP auditing requirements.

The LEP student monitoring report is created for students in three (3) age groups:

- Kindergarten to second (2nd) grade.
- Third (3rd) grade to sixth (6th) grade.
- Middle school and high school student (post secondary) education.

Students in Kindergarten to grade two (2) have several reading tests for young children, administered by the school districts in the county. A report parameter is provided, specifying the reading test for K-2 students. Reading tests inquired from PowerSchool for K-2 students are: AIMS web, DIBELS, ORR, and Rigby.

Students in third grade (3rd) to sixth grade (6th) report several age related standardized tests, including MEAP and SRI. The AIMS web test scores are reported for children in this age category, when the school district uses the AIMS web test.

Students in middle school and high school report test scores for common grade level testing:

- MEAP 7-8 grade
- MI-Access 7-8 grade
- SRI 6-12 grade
- Explore grade 8 and grade 9
- Practice Plan 9 grade
- Plan 10 grade
- MME 11 grade
- ACT 11 grade

The AIMS web test scores are reported for students in postsecondary education, when the school district uses the AIMS web test.

Michigan State requirements for bilingual student enter and exit protocols are found at:

<http://search.michigan.gov/search?affiliate=mi-som&query=bilingual student enter and exit protocols>

Version History 1.00 June 2013

Current Version 1.4

PowerSchool Requirements

PowerSchool student data is extracted from the LEP state reporting screen (LEP tab). All school districts are able to use this report when the data is entered into PowerSchool for MSDS bilingual student reporting.

The Romeo school district bilingual tutor data refers to the LEP history records for the proper instructor names. Students in the MISD bilingual consortium are identified using the school district code and the bilingual enrollment status code.

If the PDF form file option is selected, then the file “LEPMform.pdf” is required to exist in the output file directory, specified in the run parameters. The file “LEPMform.pdf” is available at:
<ftp://aftp.misd.net/PowerSchool/>

PowerSchool LEP Student Monitoring Report Option Screen

- Identify the file directory where the LEPMform.pdf monitoring report and a copy of your special sign-in file are saved. The file directory should be used each time you run the program. The file directory contains the output PDF report file or PDF output forms created by the program.
- Enter the school building for printing the students in the report.
- The monitor date appears in the top of the report title and in the output form file name.
- The monitor period appears in the top of the report title.
- If the monitor period is “End of Year”, then the program only extracts students with proficient or advanced proficient ELPA test scores.

The screenshot shows a software window titled "LEP Monitor Report". Inside the window, the text "PowerSchool LEP Monitor Report version 1.4" is displayed in green. Below this, there are several input fields and buttons:

- Output file directory:** A text box containing the path ".\Users\lmstefes\Desktop\ps enhancements\" and a "Browse" button.
- School building:** A dropdown menu showing "00099 EXAMPLE HIGH SCHOOL Grade...".
- Report monitor date:** A date field showing "06-02-2015".
- Report monitor period:** A dropdown menu showing "End of Year".
- Radio buttons:** Two options at the bottom: "Create a PDF report file" (which is selected with a filled circle) and "Create a PDF form for each student" (which is unselected with an empty circle).

Students printed include all active students (enroll_status less than one) as of the date the report is run. Tutors and teachers reported are active as of the date the report is run.

The student is reported as a bilingual student, when the check box in the LEP State reporting tab is checked (MI_SRSD_PrgmElig_LEP equal one). Other reporting conditions include the student is active and the student has a FLEP exit code (MI_LEP_ExitCode = "50") or the student

has a status code indicating the student received bilingual services in the past (MI_LEP_StatueCode has a code value entered).

Report monitor periods displayed in the report header include: End of year, Semester 1, Semester, Trimester 1, Trimester 2, Trimester 3, Quarter 1, Quarter 2, Quarter 3, Quarter 4, and Sumer School.

If the PDF form option is specified a file is created for each student with the file name:

pdfMonitor <Student number> on <Report Monitor Date> .pdf

Report Option Page Two

- Select the proper K-2 reading test name used by your school district.
- One school district asked to specify acceptable test score options for "At or Above" or "At or Below"

Students assigned to tutor:		▼	Print
K-2 reading test name:	AIMSWEB	▼	Back
Math acceptable score:	At or Above	▼	
Reading acceptable score:	At or Above	▼	
Writing acceptable score:	At or Above	▼	

Some school districts may have 5th grade students in middle school (should not happen). The report parameter screen requests the K-2 reading test name for the school districts with this special case. Enter the K-2 reading test name used by your elementary schools in the district, when the school is a middle school.

Press the Print button to run the report. A progress bar will display on the left, showing when the report is completed. The report PDF output file is created in the output file directory, specified on the first

parameter page. If the PDF form option is specified, then a file is created for each bilingual student in the school building.

The report output is printed in school teacher, bilingual tutor, and student name order.

Error Messages

Error messages are displayed on the bottom line of each screen.

Error missing output file directory to create the report.

Enter the output file directory name to save the PDF report file name.

Error a building must be selected for the report.

Enter the building number for the report to print the bilingual students.

Error semester must be selected.

Enter the semester code for the report title.

The base form file is missing=Output file directory name\LEPMform.pdf

The option is selected to create a PDF form for each student. The form is created from the base file "LEPMform.pdf" and is required to be in the output file directory.

Error converting data to run the report.

If you receive this error, then please contact MISD programming staff with the district name and building number selected.

PowerSchool Test Scores Referred to

Test scores are sorted in descending order by test date, finding the last test taken.

Test Name	Test attribute name	Function
ACT	ACT_Math	Default Last value entered
	ACT_Reading	Default Last value entered
	ACT_English	Default Last value entered
	ACT_Eng_Writing	Last non-empty value overrides ACT_English value
	ACT_Writing	Last non-empty value overrides ACT_English value and ACT_Eng_Writing value
AIMSWEB*	AIMSWEB_LNF	Grade level K to 2
	AIMSWEB_LSF	Grade level K to 2
	AIMSWEB_PSF	Grade level K to 2
	AIMSWEB_NWF	Grade level K to 2
	AIMSWEB_R-CBM	Grade level K to 8
	AIMSWEB_MAZE	Grade level K to 8
DIBELS	DIBELS_Reading	Grade level K to 2
ELPA	ELPA_Overall_PL	Last ELPA test entered
EXPL	EXPL_Math	Last non-empty value
	EXPL_English	Last non-empty value
	EXPL_Reading	Last non-empty value
MEAP	MEAP_Math	Last non-empty value
	MEAP_Reading	Last non-empty value
	MEAP_Writing	Last non-empty value
MI-ACCESS	MI-ACCESS_Math	Last non-empty value
	MI-ACCESS_Reading	Last non-empty value

	MI-ACCESS_Writing	Last non-empty value
	MI-ACCESS_Writing_Ideas	Last non-empty value
	MI-ACCESS_Writing_Com	Last non-empty value
MME	MME_Math	Last non-empty value
	MME_Reading	Last non-empty value
	MME_Writing	Last non-empty value
ORR	ORR_Reading	Grade level K to 2
PLAN	PLAN_English	Last non-empty value with grade level greater than 9
	PLAN_Math	Last non-empty value with grade level greater than 9
	PLAN_Reading	Last non-empty value with grade level greater than 9
PLAN	PLAN_English	Last non-empty value with grade level Less than 10
	PLAN_Math	Last non-empty value with grade level Less than 10
	PLAN_Reading	Last non-empty value with grade level Less than 10
RIGBY	RIGBY_Reading	Grade level K to 2
SRI	SRI_Reading	Grade level 6 to 12

*Note: Please contact Marcia Hefel in Roseville for the definition or changes needed for AIMS web test score attributes.

Sample Report Grade K-2

Hamilton Parsons Elementary 69875 Dequindre Leonard, MI 48367		ELL Monitoring Report 04/13/2013 Grades K-2 for period: End of Year Student status: Active receiving services		Page: 1 Run date: 04/13/2013		
Student name (Last,First):			Grade: K			
Classroom teacher: I			Student number:			
ELL tutor: MISD, LEP MISD Tutor			School year: 09/05/2012 to 06/30/2013			
Subject	Grade	Assessment	Test Date	Acceptable Score	Student Score	Meets Expectations (place X in appropriate box)
ELL	K-2	Spring ELPA		P or AP		
Math	K-2	District		At or Above		
Reading	K-2	District		At or Above		
Writing	K-2	District		3 or 4		
Reading	K	Rigby		4		
Reading	1	Rigby		16		
Reading	2	Rigby		22		
(place X in appropriate box)	Determination					
	Continue ELL services - daily/weekly; student does not meet expectation/exit criteria (LEP)					
	Continue ELL services - consultation/monitoring; student meets expectations, but not yet in 3rd grade (LEP)					

Sample Report Grade 3-6

Hamilton Parsons Elementary 69875 Dequindre Leonard, MI 48367		ELL Monitoring Report 04/13/2013 Grades 3-5(6) for period: End of Year Student status: Inactive parent request		Page: 13 Run date: 04/13/2013		
Student name (Last,First): I			Grade: 05			
Classroom teacher:			Student number:			
ELL tutor: MISD, LEP MISD Tutor			School year: 09/05/2012 to 06/30/2013			
Subject	Grade	Assessment	Test Date	Acceptable Score	Student Score	Meets Expectations (place X in appropriate box)
ELL	3-5(6)	Spring ELPA	03/05/2012	P or AP	Prof	
Math	3-5(6)	District		At or Above		
Reading	3-5(6)	District		At or Above		
Writing	3-5(6)	District		3 or 4		
Math	3-5(6)	MEAP		1 or 2		
Reading	3-5(6)	MEAP		1 or 2		
Writing	3-5(6)	MEAP		1 or 2		
Reading	3	SRI		500		
Reading	4	SRI		600		
Reading	5	SRI		700		
Reading	6	SRI		800		
(place X in appropriate box)	Determination					
	Continue ELL services - daily/weekly; student does not meet expectation/exit criteria (LEP)					
	Continue ELL services - consultation/monitoring; student meets most expectations (LEP)					
	Exit ELL services - student meets expectation/exit criteria in all four of the domain areas (FLEP). FLEP monitor for two (2) years.					

Sample Report Grade 7-12

Romeo High School 11091 W 32 Mile Rd Romeo, MI 48065		ELL Monitoring Report 04/13/2013 Secondary Progress for period: End of Year Student status: FLEP monitoring as of 07/01/2010		Page: 52 Run date: 04/13/2013		
Student name (Last,First):		Grade: 10				
Classroom teacher:		Student number:				
ELL tutor: 1		School year: 09/05/2012 to 06/30/2013				
District Teacher						
Subject	Grade	Assessment	Test Date	Acceptable Score	Student Score	Meets Expectations (place X in appropriate box)
ELL	(6)7-12	Spring ELPA	03/01/2007	P or AP	Prof	
English	(6)7-12	District		At or Above		
Math	(6)7-12	District		At or Above		
Reading	(6)7-12	District		At or Above		
Writing	(6)7-12	District		At or Above		
Math	(6)7-8	MEAP	10/12/2010	1 or 2	820 01	
Reading	(6)7-8	MEAP	10/12/2010	1 or 2	795 03	
Writing	(6)7-8	MEAP		1 or 2		
Reading	6	SRI		500		
English	8	Explore		13		
Reading	8	Explore		13		
Math	9	Practice Plan		18		
Reading	9	Practice Plan		16		
Writing	9	Practice Plan		16		
Math	10	Plan		18		
Reading	10	Plan		16		
Writing	10	Plan		16		
Math	11	MME		22		
Reading	11	MME		21		
Writing	11	ACT		18		
(place X in appropriate box)	Determination					
	Continue ELL services - daily/weekly; student does not meet expectation/exit criteria (LEP)					
	Continue ELL services - consultation/monitoring; student meets most expectations (LEP)					
	Exit ELL services - student meets expectation/exit criteria in all four of the domain areas (FLEP). FLEP monitor for two (2) years.					

Sample Form Grade 3-6

Students in grades 3-5 should use the MEAP test or MI-Access test for evaluating student academic proficiency.

Schwarzkoﬀ Elementary 8401 Constitution Sterling Heights, MI 48313		ELL Monitoring Report 06/11/2013 Grades 3-5(6) for period: End of Year Student status: Active receiving services		Run date: 06/11/2013		
Student name (Last, First): Classroom teacher: ELL tutor:			Grade: 05 Student number: 1 School year: 09/04/2012 to 06/14/2013			
District Teacher						
Subject	Grade	Assessment	Test Date	Acceptable Score	Student Score	Meets Expectations (Yes or comments)
ELL	3-5(6)	Spring ELPA	03/01/2012	P or AP	Prof	
Math	3-5(6)	District		A or Above		
Reading	3-5(6)	District		A or Above		
Writing	3-5(6)	District		3 or 4		
Math	3-5(6)	MEAP		1 or 2		
Reading	3-5(6)	MEAP		1 or 2		
Writing	3-5(6)	MEAP		1 or 2		
Math	3-5(6)	MI-Access				
Reading	3-5(6)	MI-Access				
Writing	3-5(6)	MI-Access				
Writing Ideas	3-5(6)	MI-Access				
Writing Com	3-5(6)	MI-Access				
Reading	6	SRI		500		
R-CBM	3	AIMSWEB				
MAZE	3	AIMSWEB				
R-CBM	4	AIMSWEB				
MAZE	4	AIMSWEB				
R-CBM	5	AIMSWEB				
MAZE	5	AIMSWEB				
R-CBM	6	AIMSWEB				
MAZE	6	AIMSWEB				
R-CBM	8	AIMSWEB				
MAZE	8	AIMSWEB				
:						
Determination						
<input checked="" type="radio"/>	Continue ELL services – daily/weekly; student does not meet expectations/exit criteria (LEP)					
<input type="radio"/>	Continue ELL services – consultation/monitoring; student meets most expectations (LEP)					
<input type="radio"/>	Exit ELL services – student meets expectations/exit criteria in all four of the domain areas (FLEP). FLEP monitor for two (2) years.					

