Focus University Training Document

FOCUS Training: ELL

Training Agenda **2016**

- **Portal Overview**
- **Navigation**
- **Searching For Students**
- **More Search Options**
- **Student Sub menus**
- **ELL fields on student schedule**
- **ELL Tab on Student Demographic screen**
- **ELL History tab**
- **Updating/Entering Test History**
- **Built-in Reports**
    - **Test History Report**
    - **Absence Summary**
    - **Students with Referrals**
- **Creating Advance Reports for ELL-specific data**
- **District Reports**

Learning Objectives

- **To navigate the Focus interface**
- **To access student information**
- **To input/update student data**
- **To create an ELL-specific user report**

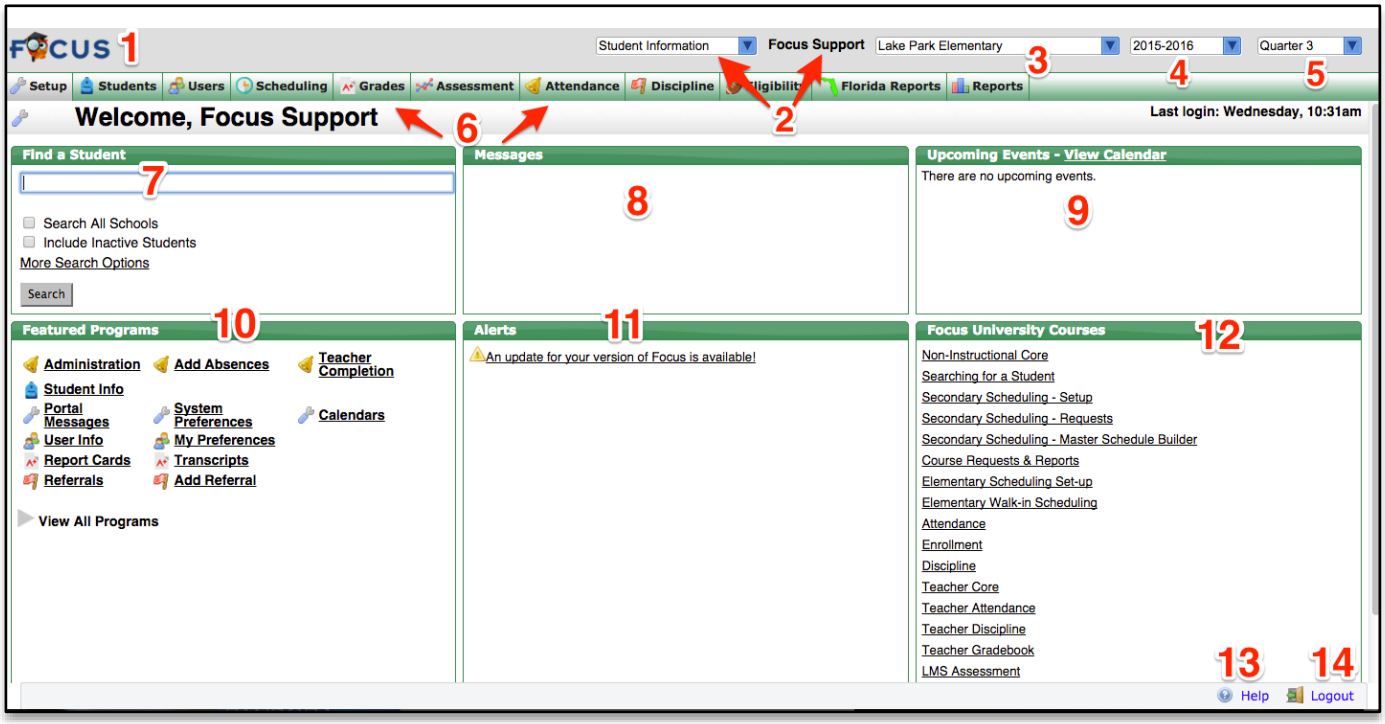
Training URL:

train.focus.collierschools.com

Survey Monkey Link

Overview of the Portal Page

The Portal Page is the user's "entry" to Focus SIS. The layout and menu items are determined by the district and are based on the permissions assigned to the user's profile. Users may display the sidebar menu instead of the top menu (6).



Header Options

1. ***Click the FOCUS logo*** in the top left corner from any screen in SIS to return to this page.
2. **Profile Pull-down**: Single profile users will not see a pull-down. Users with multiple profile types – for example, teacher and parent – can toggle between their roles from the Profile Pull-Down Menu.
3. **School Pull-down**: Users with access to multiple schools can toggle between schools. (**NOTE**: Single-school profile users will not see a pull-down).
4. **School Year Pull-down**: Users can access course information from past, current and future school years. When the user is in any year other than the current year, the menu background turns from grey to blue (when using the top menu bar; background turns red when using the optional side menu bar).
5. **Marking Period Pull-down**: Users can select a specific grading period to view information.
6. **Main Navigation Menu**: all student information and user-specific programs are accessed from these pull-downs (information contained under each Menu tab is limited by the user's profile and permissions).

These next items are the Portal Modules:

7. **Find A Student:** Provides quick access to search for students by first or last name or by student ID number (**search is not case sensitive and full name is not required**).
8. **Messages**: contain reminders from the district and administrators regarding deadlines, meetings, etc. and are school-specific. Message displays for 7 days. ***Click on hyperlink to see detailed information.***

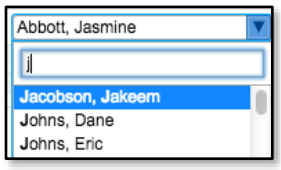
9. **Upcoming Events-Calendar:** provides a direct link to the 30-day school calendar; displays the next seven calendar events set by the district or administrators. ***Click on Event Name or View Calendar to see details.***
10. **Featured Programs:** Profile-specific links (shortcuts) to SIS features used most often.
    - ***Click on the program link*** to navigate to that screen. Each of these programs can also be accessed via the navigation menus and attached pull-downs at the top of the portal page.
    - ***Click on the grey arrow*** next to "ALL PROGRAMS" to open links to all SIS features the user has permissions to access (same as menu tabs at the top)
11. **Alerts**: profile-specific updates generated automatically by Focus or by district administrators. Alerts could be: added/dropped students, updated student information, newly enrolled students, when data input is needed (attendance, grades, etc.). ***Click on hyperlink for more information or to take a specific action.***
12. **Focus University Courses:** Profile-specific links to videos, webinars and courses to learn features within Focus.

Options in the Footer

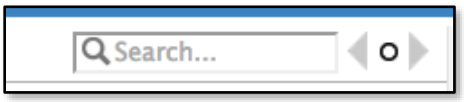
13. **Help:** provides on-screen documentation for the page currently being viewed by the user. User is provided the option to open Help document in a new window.
14. **Log Out**: for system security, users must use the Log Out button to properly exit Focus SIS.

Other Navigation Features

- Avoid using the browser back button, as this may not always function properly **(*press F11 to remove; press again to view).***
- Use the **menu tabs** and **dropdowns** to navigate from one screen to another in most cases
- When on the **Demographic** and **Enrollment** screens, users can change to a different student by clicking on the student search bar to open the pull down and select a name or start typing in the text field; or use the arrows to toggle the list.



- On all other screens, users will see a simple Search bar and/or grey triangles for toggling.



- When users conduct a search resulting in a list of students and have selected a student from that list, clicking on "**Back to Student List**" link at the bottom of the page returns the user to the search results:

- Close the currently viewed student record by clicking the red X next to the student's name in the header.

Searching for Students

There are several ways to find students or a specific group of students from each of the search modules. Users can ***enter an ID#, a full name or partial name*** . Searches are not case sensitive.

Example: The following will include "Colin Abbot" in results: "abbot, c"; "colin a"; "co ab"; "ab, co"

Find a Student on Portal page:

- ❑ ***Click SEARCH without entering any criteria***; this will return a list of all active students in the school (called a Simple List)

OR

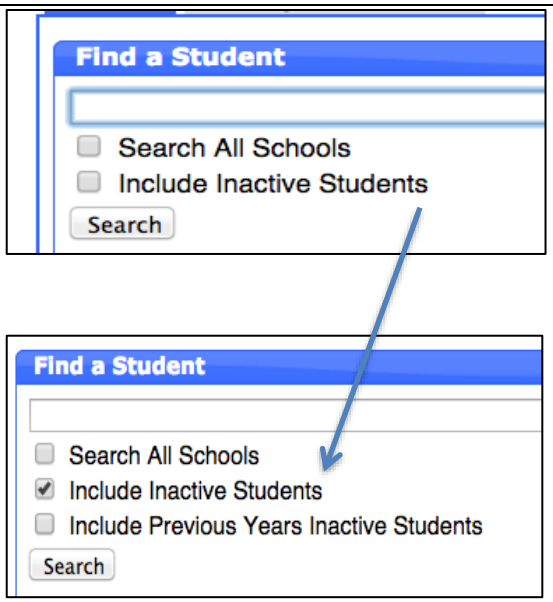
- ❑ ***Enter any combination of letters*** to return students with first and/or last names matching that combination

OR

- ❑ ***Enter a student ID number or multiple IDs separated by a comma***

With any of the search options above, users can*:*

- Include the option to ***Search All Schools***
- Include the option to ***Include Inactive Students*** (students who withdrew during the current school year)
  - Checking this box will open the additional option to ***Include Previous Years Inactive Students***



NOTE: Searches are not case sensitive

Featured Programs: Student Info on Portal page:

- ❑ ***Click SEARCH without entering any criteria***; this will return a list of all active students in the school (called a Simple List)

OR

- ❑ ***Click on SIMPLE LIST***

OR

- ❑ ***Enter any combination of letters*** to return students with first and/or last names matching that combination

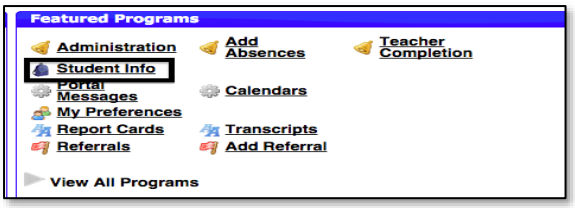
OR

- ❑ ***Enter a student ID number or multiple IDs separated by a comma***

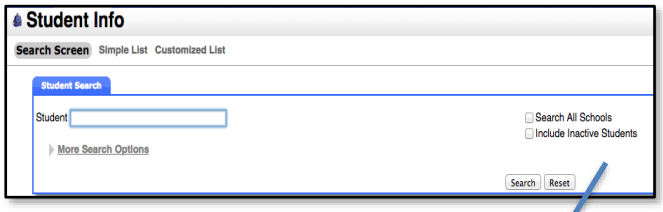
With any of the search options above, users can*:*

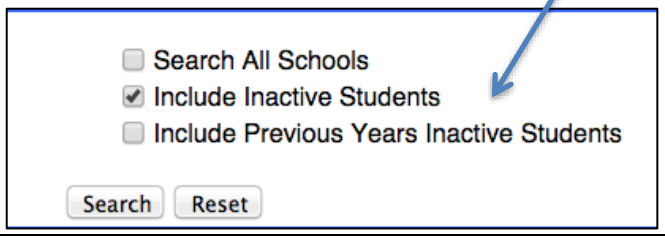
- Include the option to ***Search All Schools***
- Include the option to ***Include Inactive Students*** (students who withdrew during the current school year)
  - Checking this box will open the additional option to ***Include Previous Years Inactive Students***

Clicking this:



Opens this:





Students Menu > Student Info Search Options

- ❑ ***Click SEARCH without entering any criteria***; this will return a list of all active students in the school (called a Simple List)

OR

- ❑ ***Click on SIMPLE LIST***

OR

- ❑ ***Enter any combination of letters*** to return students with first and/or last names matching that combination

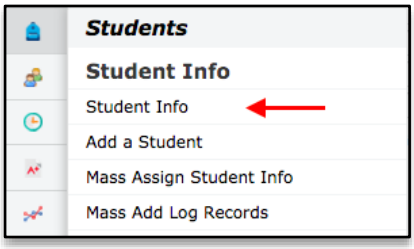
OR

- ❑ ***Enter a student ID number or multiple IDs separated by a comma***

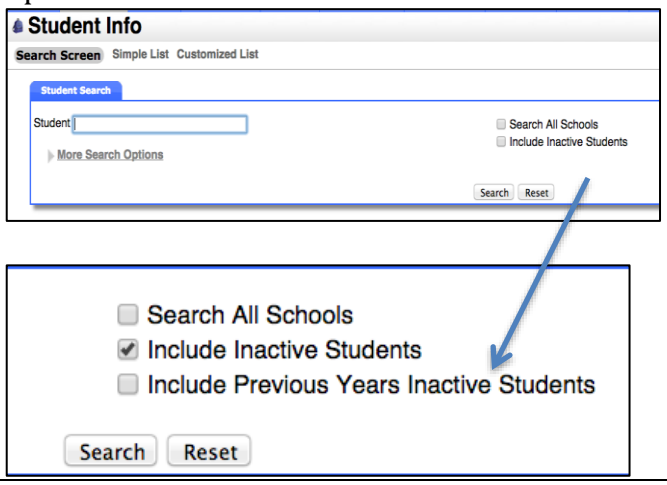
With any of the search options above, users can:

- Include the option to ***Search All Schools***
- Include the option to ***Include Inactive Students*** (students who withdrew during the current school year)
  - Checking this box will open the additional option to ***Include Previous Years Inactive Students***

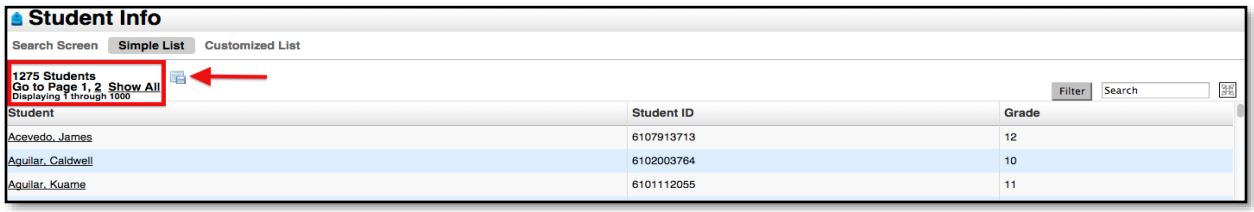
Selecting this:



Opens this:



The search options above all return a **Simple List** of students, except when the user has searched for a single student.



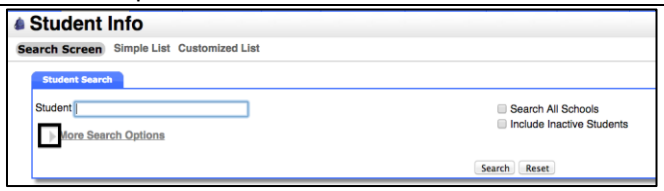
- Student names are generally displayed last name first.
- This list has a heading that shows the total number of students that resulted from the search.
- The excel icon allows users to export this list to an Excel spreadsheet.
- The list can also be printed as a PDF by clicking the icon at the bottom of the screen
- Clicking the heading of each column – Name, Student ID, or Grade – will reorder the **Simple List** by that data

More Search Options

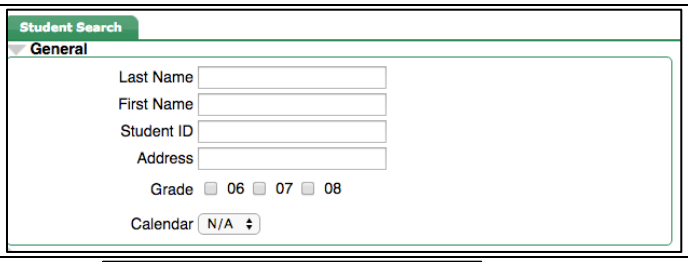
Many searches require more criteria than a student's name or id number. The **More Search Options** feature allows the user to search by detailed data for students. By clicking on the More Search Options link on the search screen, a list of every data field in SIS will display (based on user profiles). Clicking on any of the links will open fields within that feature. Users can set as many parameters as necessary, which will yield more specific search results.

Click the grey arrow to open the links:
Four sections for more search options are available:

General Searching
Menu Searching
State Reporting Fields
Student Field Searching

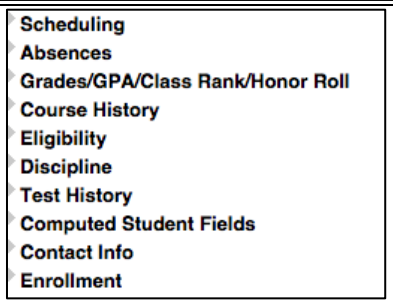


General Searching:
Select criteria for a group of students based on name, ID number, address, grade level, or the calendar.



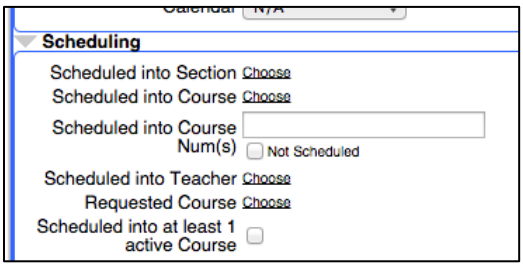
Menu Searching:
The second section provides searching options based on the Focus menus as well as Enrollment and Computed fields.

- ***Click on any grey arrow*** to open the link to select the data fields desired

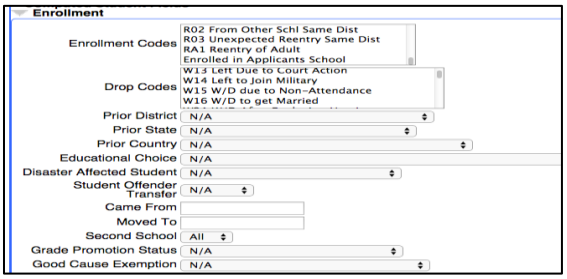


Examples:

Click on Scheduling and select the appropriate option to search on a scheduling option such as Scheduled into a course, section or teacher and more

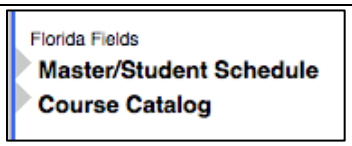


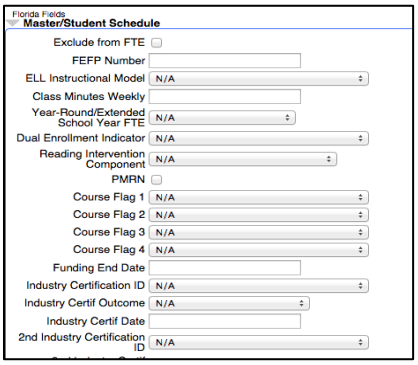
Click on Enrollment to search on any of the fields on student enrollment records, such as enrollment codes, withdrawal codes, second school status, etc.



State Reporting

The third section is the Florida state reporting fields section. State reporting fields from the master schedule, student schedule and course catalog are available.

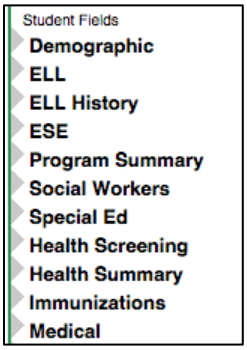


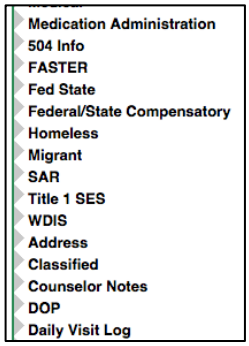


Student Fields

The fourth section allows the user to search on all the student information fields in the SIS.

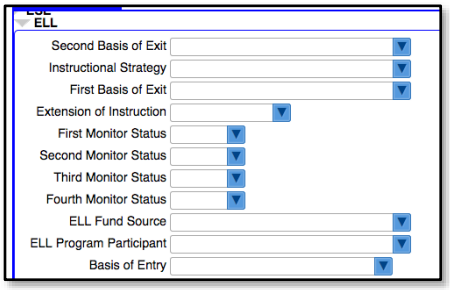
The tabs and fields within the tabs that display are based on the user's profile and permissions.





Click on the ELL tab to view available fields for search criteria.

NOTE: The fields are ordered by data type: Select Multiples, Date, Select One, Logging fields, and Radio buttons.



ACTIVITY

Directions: Search for students in 3 different ways:

1. Pull a list of all students in your school using the **Find a Student** search bar on the Portal page.
2. Use **More Search Options** to pull all students in LEP classes at any grade level.
3. Use **Student Info** from **Featured Programs** to return a list of students in a grade level of your choice.

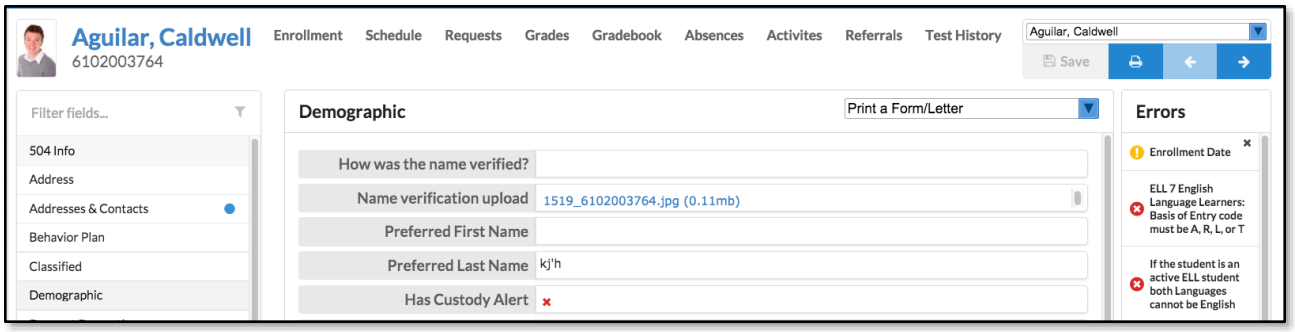
Student Sub-Menus

Student Sub-menus are quick links to the student's record. Users can view the student's general information and other student data such as enrollment records, schedule, grades, absences, referrals, and test scores through the sub-menus.

- From the **Student Info** screen, search for any student by name or ID number (or click Simple List and choose a student from the list). The navigation tips described below are applicable to all student fields.

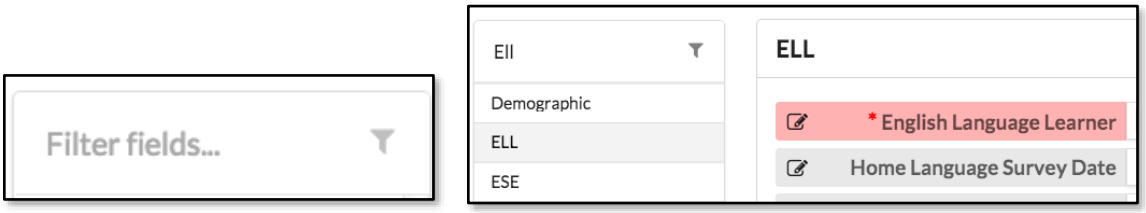
Demographics

The Demographics Sub-Menu displays various tabs on the left-hand side of the screen that show any necessary information associated with the student. **Use the right scroll bar** to scroll down the screen.



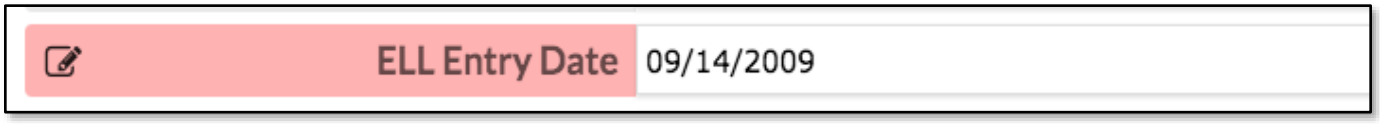
Note: Users with edit rights will see an Errors box on the right of any screen

- Scroll to and click on the ELL tab or type ELL in the ***Filter Fields…*** box to drill down it.

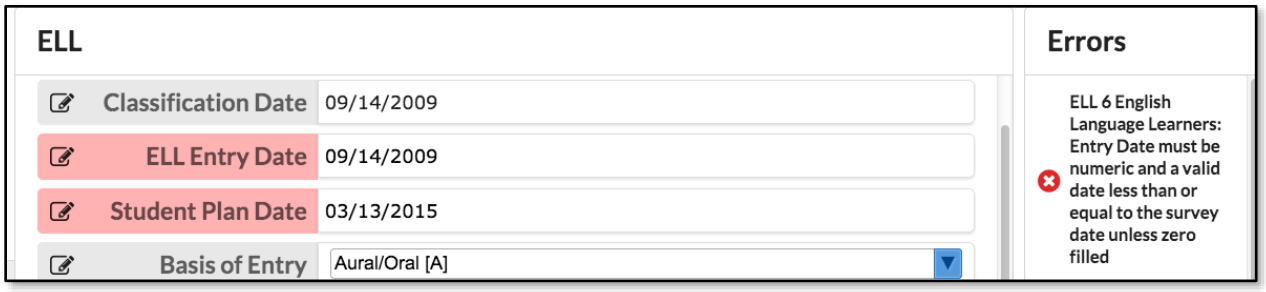


- Click on the grey arrow to expand or collapse a screen.

- Users with edit rights can edit any field with the **pencil icon**. **Highlighted** fields are required data fields.

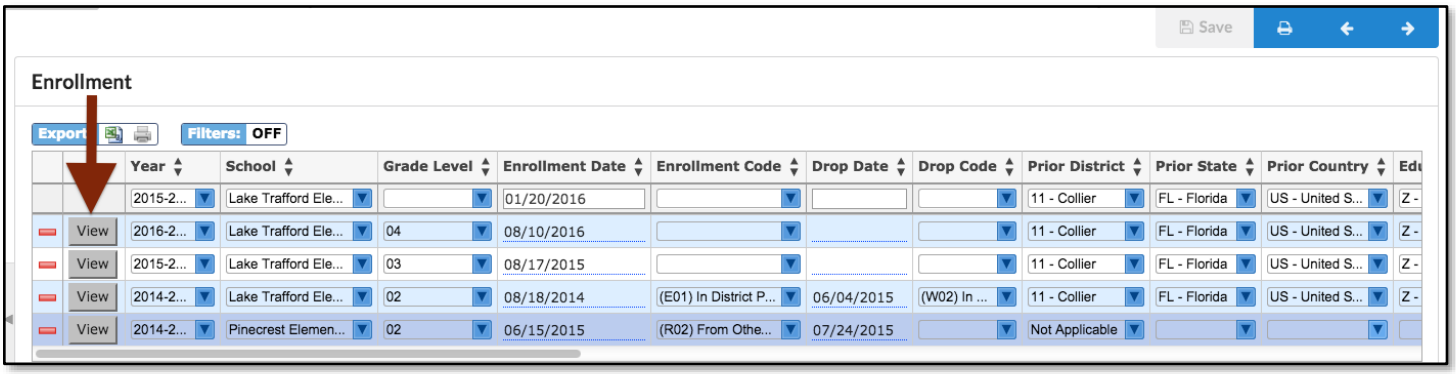


- Users with edit rights will also see a list of any errors (missing data on required fields) display to the right. The list explains the rules for entering valid data.



Enrollment

The Enrollment Sub-menu displays the student's enrollment records. The chart layout (default view) allows users to scroll horizontally. Click on the View button to see/edit Rolling/Retention option, Graduation Requirement Program, and Progression Plan (if being used).



Depending on user permissions:

- **View** allows users to view/edit enrollment records vertically, as well as tab through fields for faster data entry.
- **View** may not be visible on all enrollment rows.
- Clicking **Return to Enrollment** returns users to the horizontal chart view.

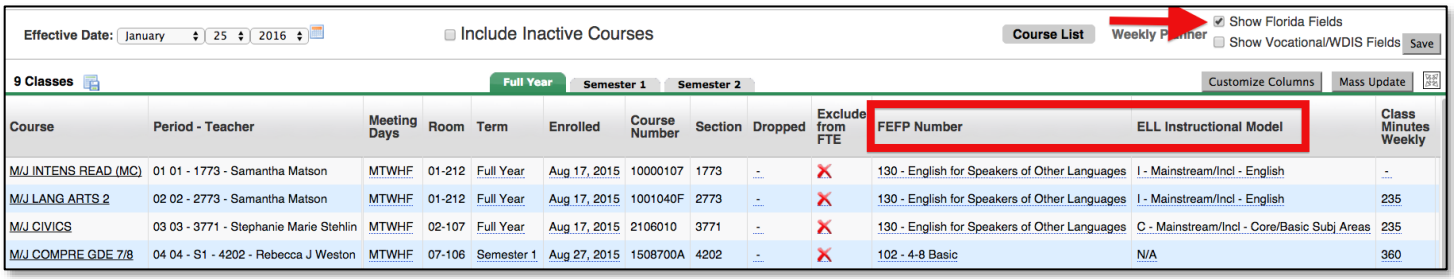
NOTE: fields that are greyed out cannot be edited despite having the pencil icon on the field name.

Schedule: ELL Specific Florida Fields

The Schedule Sub-menu displays the student's current schedule. Depending on how the school's schedule is set up, the student's schedule will appear differently on the **Full Year**, **Semester 1**, and **Semester 2** tabs. Clicking **Full Year** will show all courses in both semesters, **Semester One** will show only courses active during **Semester One. Semester Two** will only show courses active during **Semester Two. (This applies to secondary schools, not elementary)**

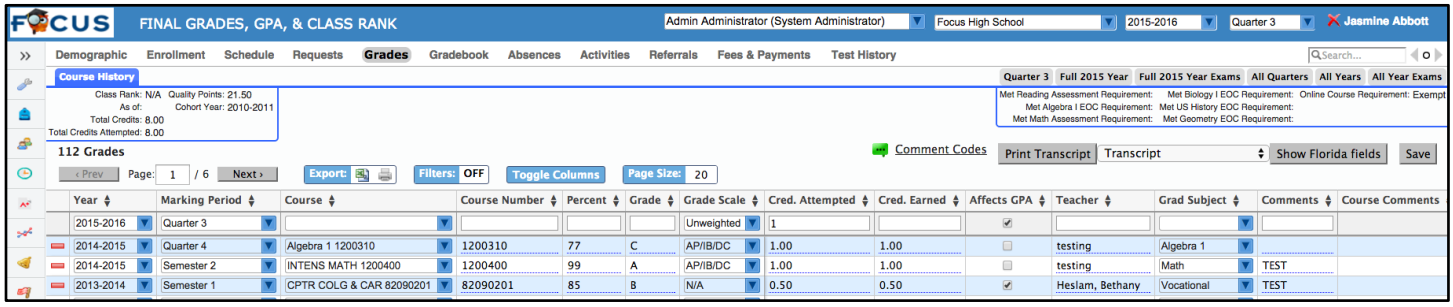
- **Florida Fields** can be viewed or hidden by checking or unchecking **"Show Florida Fields".**

- **For LY students that have been LY for less than 6 years in the ELL program, every section in the student's schedule that earns the 130 FTE weight must indicate which ELL Instructional Model is being used to provide the ELL instruction. This does not apply to LF students.**



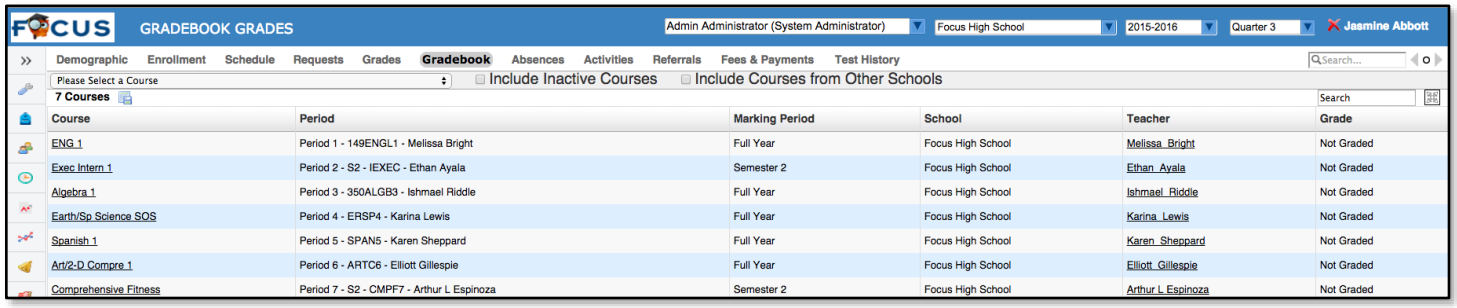
Grades

The Grades Sub-menu allows users to view the student's grade history, final grades, GPA, and class rank. Grade information can be viewed by marking periods, semesters, year, or full academic history. The calendar that the school is currently in determines which quarter will initially be displayed. Transcripts can be printed from this screen. **The Florida Fields can be displayed or hidden**.

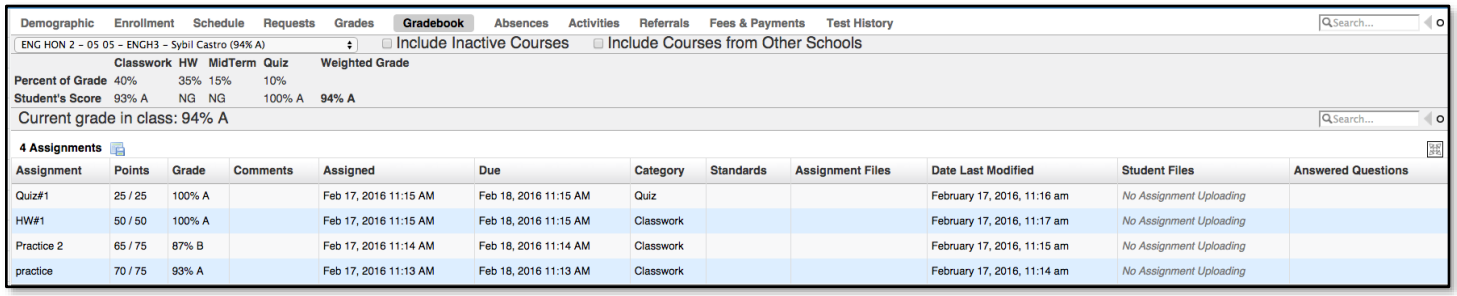


Gradebook

View current gradebook grades by class and assignment. **This screen can also be viewed via the user's Grades menu > Gradebook Grades.**

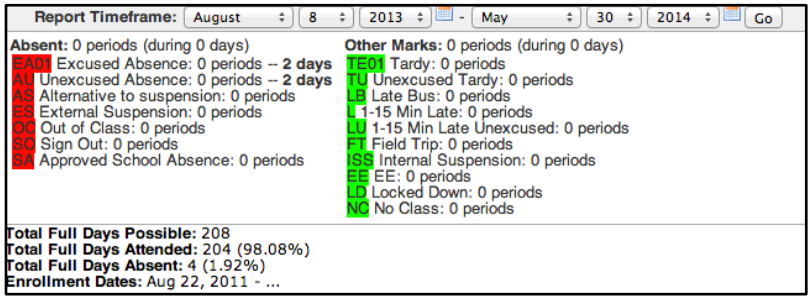


Click on the Course name to view specific assignments



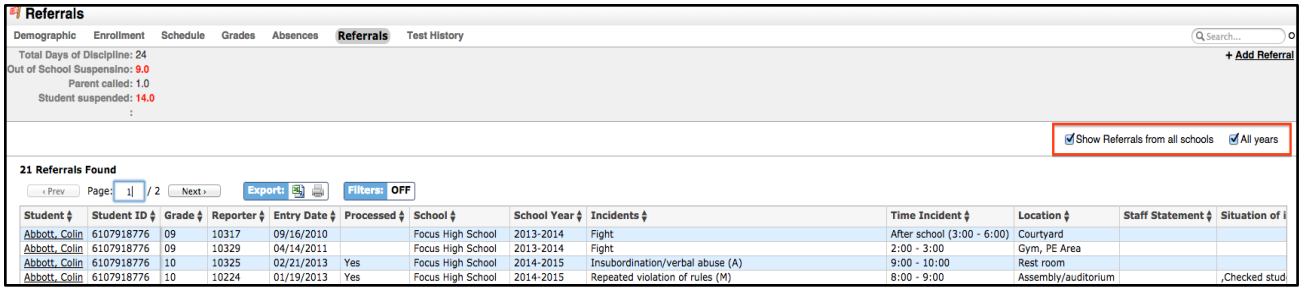
Absences

The Absences Sub-menu displays an **Absence Summary** of the student's attendance. Users can view the data in a specified timeframe. Absences can also be added to the student record from this screen.



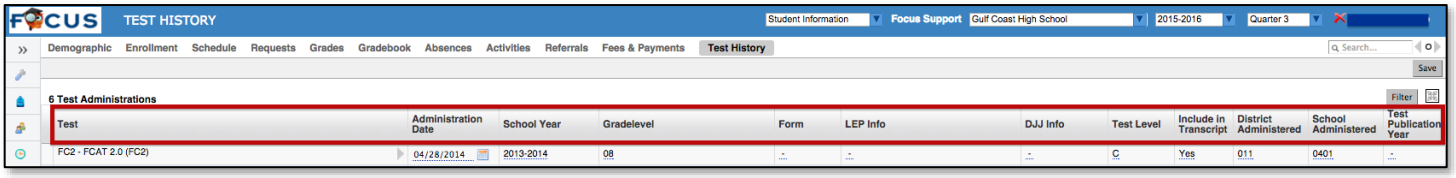
Referrals

The Referrals Sub-menu allows users to view a list of referrals the student has received. A user can also opt to view referrals from other schools the student has attended, as well as previous year referrals on the student. By clicking on the referral form the list, it will open the referral form to view. Teachers will be able to see referrals for any students that are enrolled in their classes. **Focus displays a running total for days of suspensions in the upper left corner** which can assist in flagging students for RtI or other interventions.

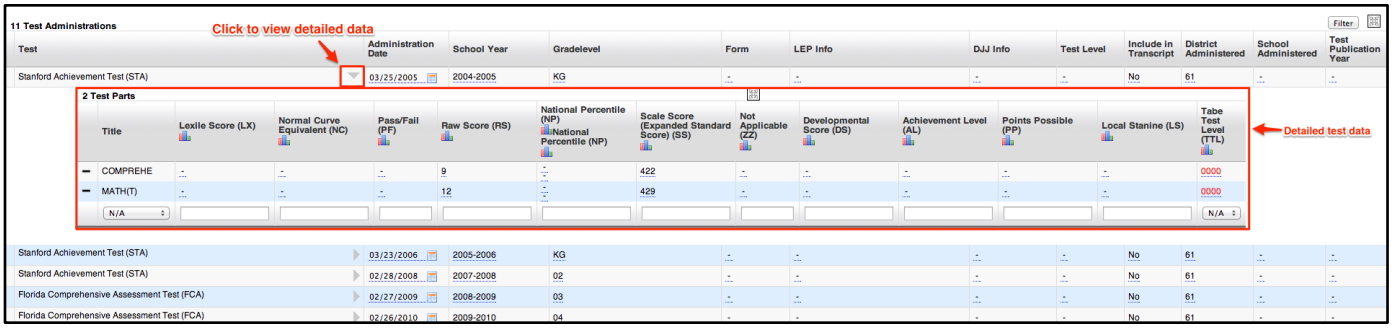


Test History

The Test History Sub-menu displays a list of all standardized tests the student has taken. It also displays the administration date, the school year and grade level for each test. If applicable, the **LEP info** can also be viewed.



Detailed test data and scores will display by **clicking on the grey triangle next to the test.**



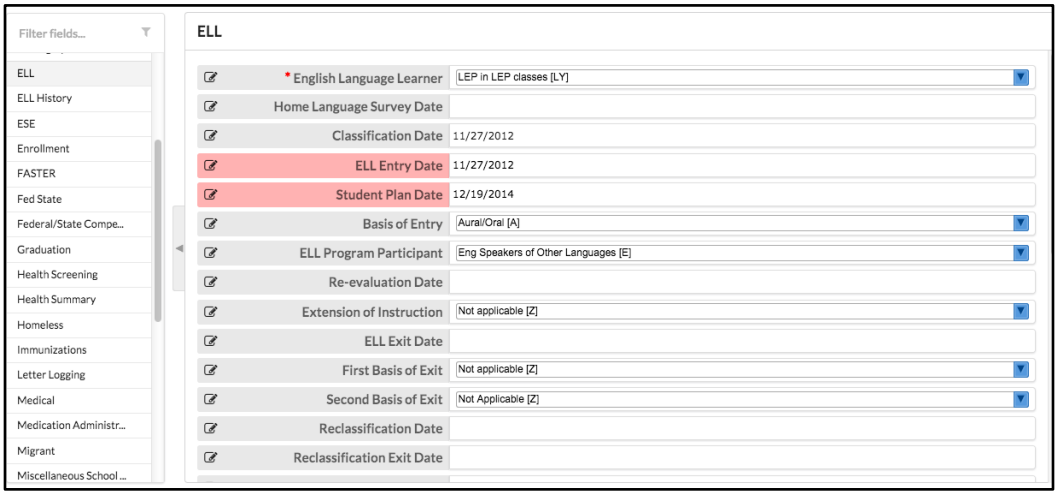
Activity

Pull up a student of your choice. For that student, record the following information:

- Is the student an ELL student? How will you know?
- How many absences does the student currently have?
- Does the student have any referrals?
- If applicable, what is the ELL Instructional Model for the student's math class?

ELL Specific Tab on the Student Demographic Screen (S706 Panel)

The ELL tab houses all the demographic data for students meeting criteria for participation in an LEP or ELL program.



Entering and Updating Data (S706 Panel)

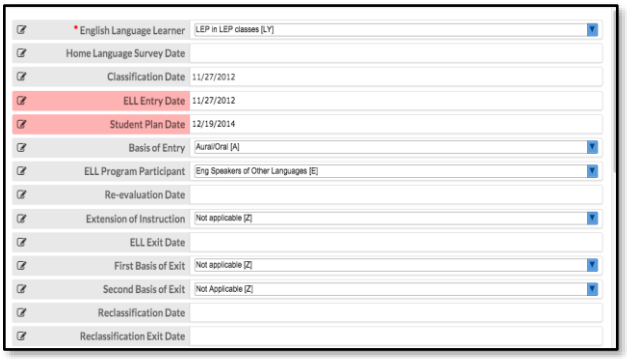
- Search for the student and select the **Demographic** sub-menu (record defaults to Demographic).
- Scroll down the left navigation menu to select the **ELL** student field or type ELL in ***Filter Fields***…

Use the drop-down menus to enter information for:

English Language Learner
Basis of Entry
ELL Program Participant
Extension of Instruction
First and Second Basis of Exit
First – Fourth Monitor Status
Instructional Strategy
Participation in State Standardized Tests
Primary Home Language
Student Native Language
Student Second Language
ELL Fund Source

Type in the blank textbox or use the calendar feature to enter information for:

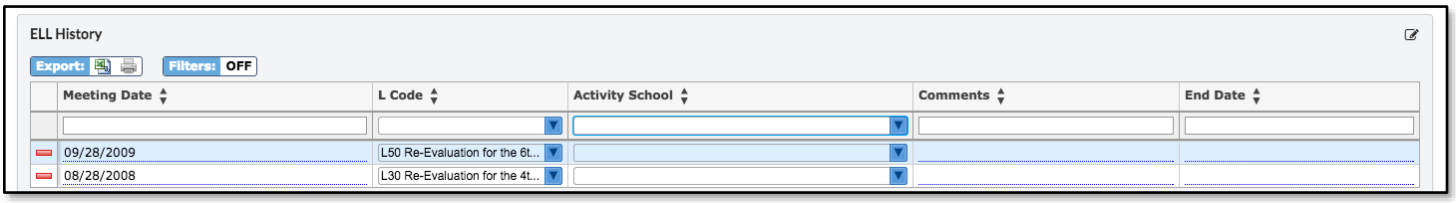
Home Language Survey Date
Classification Date
ELL Entry Date
Student Plan Date
Reevaluation Due Date
ELL Exit Date
Reclassification Date
Reclassification Exit Date
First – Fourth Monitor Date
Date Entered, United States School



Click on the button after updating data fields

ELL History Tab (S322)

Enter ELL Committee history on this field that is located at the bottom of the ELL tab. Data is updated using the pull-downs, calendar or open text fields. This record can be exported to excel or printed as a pdf.



Click on the button after updating data fields.

Activity

Complete the following activities:

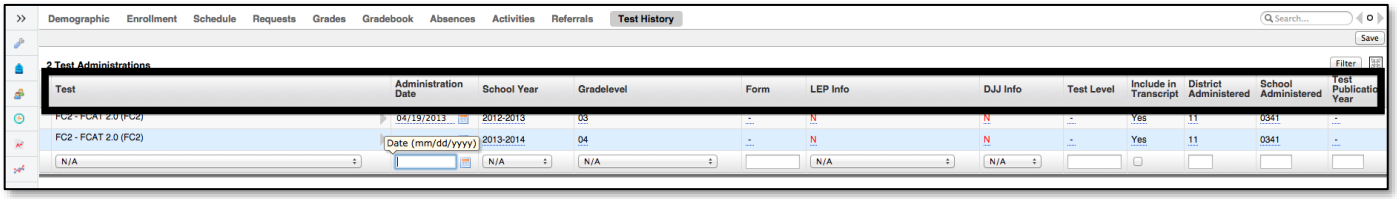
1. The ELL Committee has met and determined a student should be exited from the program. Choose a student and use the Conference form to update his/her ELL tab accordingly. You will update test history in the next activity.
2. A new student has enrolled. Enter the data from his/her Placement form.

(Forms are found at the end of this document)

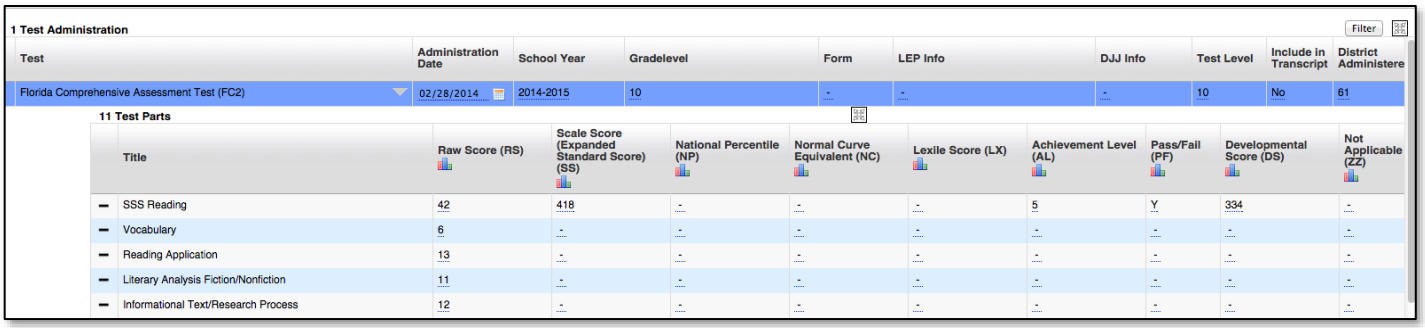
Entering Test History (S734)

The district will typically import standardized test results into student records. However, based on profile permissions, users have the ability to manually enter or update student test data, such as district assessments.

- Search for and select the desired student.
- Click on the student's **Test History** sub-menu.
- Click on the blue dotted lines in each column to update **Tests, Administration Date, School Year, Grade Level, LEP Info** and any other information relevant to the selected test.
- Click **SAVE** after making any changes.



- Click the **grey arrow** after the **Test Name** to view or edit information about that specific test. (**S735**)

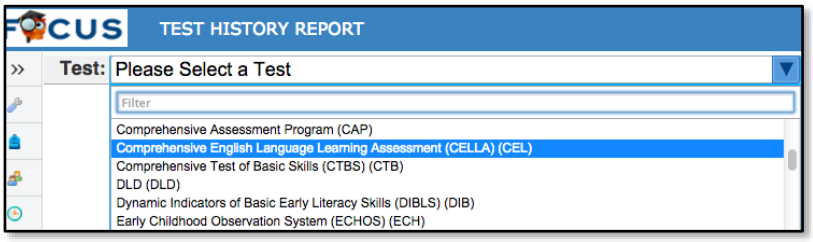


ACTIVITY #3:
Using the student and form from Activity #1, enter test data for CELLA A, B, C, or D.

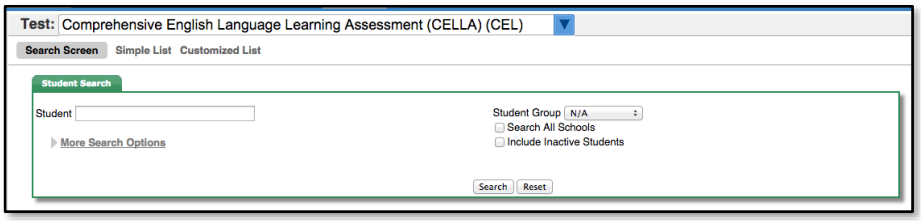
Test History Report

This report tracks the name, date of administration, school year, grade level and scores earned on every test logged in Focus. The **Test History Report** allows users to compare groups of students based on test performance data.

- Navigate to **Assessments > Test History Report** on the portal page
- On the **Test History Report** search screen, select a specific assessment from the drop-down menu:

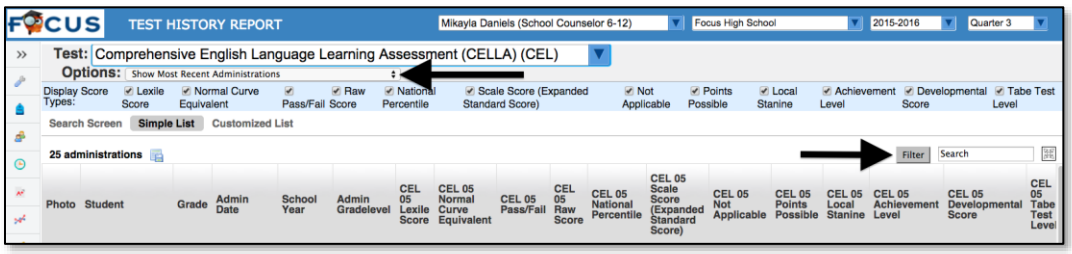


Once a test has been selected, the Test History Report screen will afford the user **several search options**:

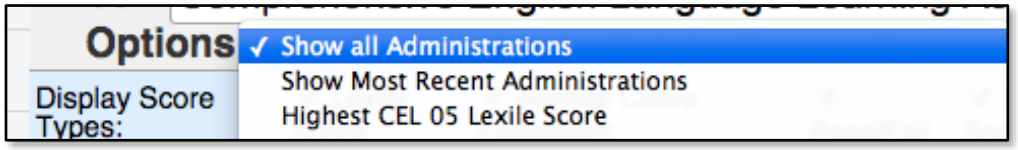


- Click **Simple Search** to return a list of all students in the school
  or
- Type in a student name or partial name to find an individual student or students with first and/or last names matching the letters entered
  or
- Click on **More Search Options** to select criteria for a subset of students

Once the search is complete, a list of students and their scores on the selected test will be displayed. Filtering options can be applied to the report:



- Use the **"Options"** pull down to display results by All Administrations, Most Recent Test Administration or a Highest score type



- Use the **Filter** button to filter the results by any column header

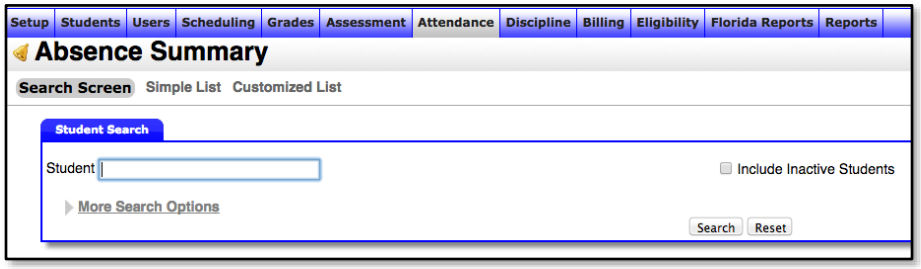
- Use the check boxes above the student list to select the score types to be displayed:

NOTE: the report automatically refreshes after a box is deselected. Deselect one box at a time.

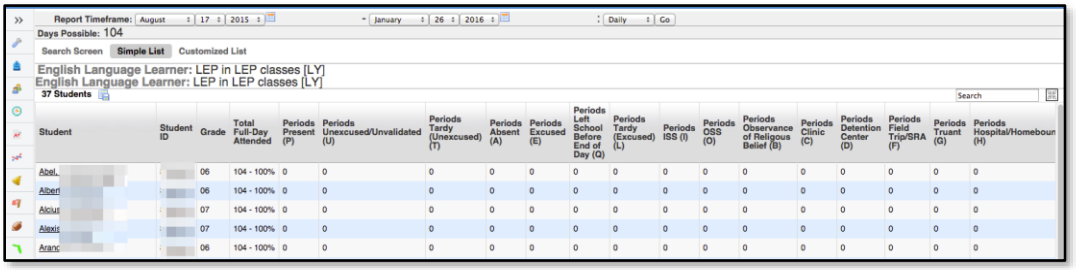
Absence Summary Report

This report tracks student attendance by Attendance codes for a user-specified timeframe. **More Search Options** allows users to pull student subgroups, such as Active ELL students.

- From the portal page, navigate to **Attendance > Reports > Absence Summary**
- On the search screen, search for an individual student or use ***More Search Options*** to search for a specific group of students



- Select timeframe from calendar pull-downs, periods to view and then **click GO**

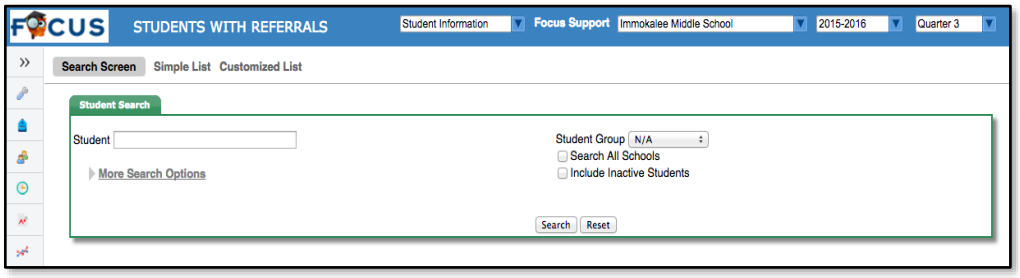


- Click on a student's name to view the individual student Absence Summary as seen on page 11.

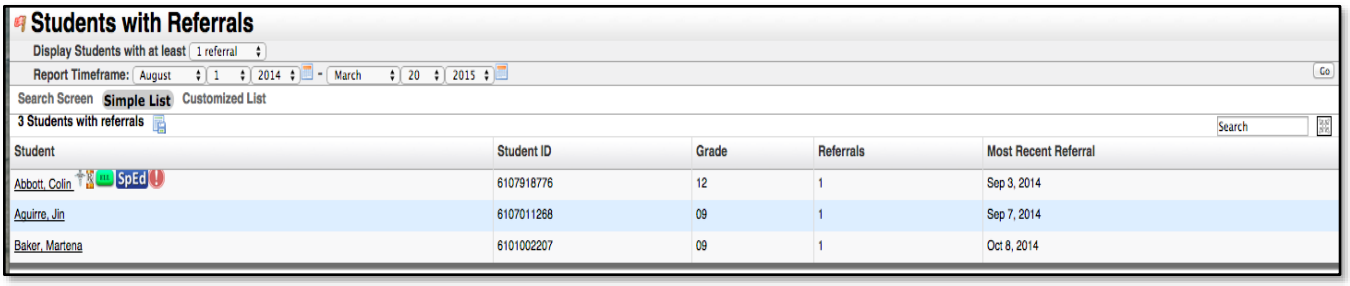
Discipline: Students with Referrals Report

This report displays students who have earned referrals and can be filtered to display students with a specific number of referrals within a selected timeframe. **More Search Options** allows users to pull student subgroups, such as Active ELL students.

- Navigate to the portal page and from the **Discipline** menu, select **Reports > Students with Referrals**
- On the search screen, search for an individual student, student group or use ***More Search Options*** to search for a specific group of students



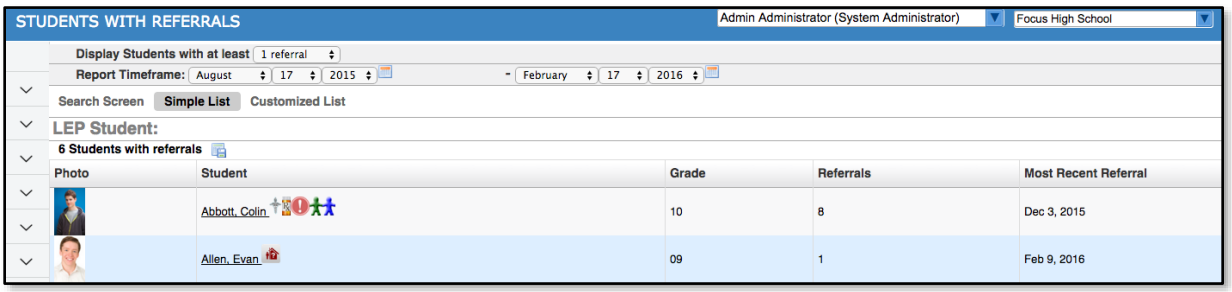
Sample Search results without selecting search criteria:



At the top of the **Students with Referrals** report is the "Display students with at least" drop-down menu, which is used to view all students who have received the selected number of referrals or more and a Report Timeframe to set the date range to pull from:

- Set the minimum number of student referrals to display.
- Set the date range for students receiving referrals within the selected timeframe.
- Click **GO** to refresh the screen and display the requested data.
- Click on any student's name to view their individual Referrals screen.

Example Search using **More Search Options** to find LEP students with referrals



ACTIVITY

Locate the **LY** students who have at least 1 referral.

- Scroll to **ELL**, and click the grey arrow
- Scroll to **ENGLISH LANGUAGE LEARNER** and select **LEP in LEP Classes** from the drop-down menu
- Click **SEARCH** to return results
- Modify the report timeframe using the calendar drop-down (if desired) and the number of referrals to display

Advanced Reports

With Advanced Reports, users can compile, view and track specific student data. The **More Search Options** feature is used to narrow the results that pull into the report. Data in the report can be filtered, corrected and saved within the report, and the report can be exported into Excel or a PDF. file for printing/saving. The search criteria used can be saved for future use and easily accessed from the user's **Report** menu on the portal page.

To create an Advanced Report, from the portal page:

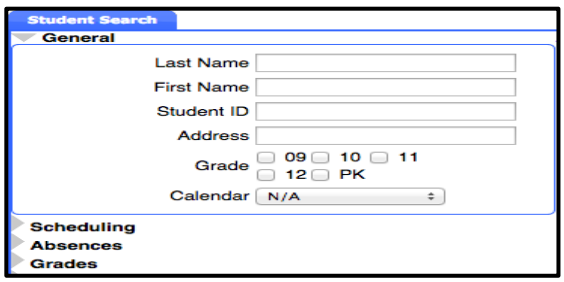
- Navigate to **Students > Reports > Advanced Reports**

From the **Advanced Reports** screen, a **Student Search** module will be displayed, along with a **More Search Options** button, **Available Fields** dropdowns, **Fields to Include in Report** box, and options to search all schools and/or inactive students. This screen will dictate the content specifications of the entire report.

- ❑ **More Search Options:** (left column) This will define a specific subset of students to be included in the report

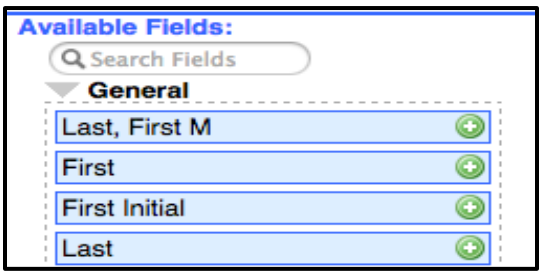
  - **Click on the gray arrow** to open the fields for search criteria. Scroll to find and select the desired student fields (such as the ELL field).

*If selecting criteria from **different** fields*, the students must meet **ALL** the selected criteria to be pulled into the report. If *selecting multiple criteria from within **the same field***, such as using checkboxes, the report will look for **any** student meeting **any** of the selected criteria.

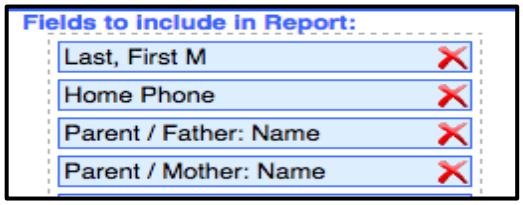


- **Available Fields:** (middle column) All tabs located in the **Student Info** screen are listed in this column. Each field category can be clicked to reveal a drop-down list of blue boxes containing data relevant to that field.

  - ***Click and drag*** the blue boxes into the **Fields to Include in Report** box (or simply click the green + sign)



- **Fields to Include in Report:** (right column). All fields will be ordered as they appear in the box and can be rearranged as needed by clicking and dragging the field box up or down. The Field boxes can also be deleted by clicking on the red X or by dragging them back to the Available Fields box.



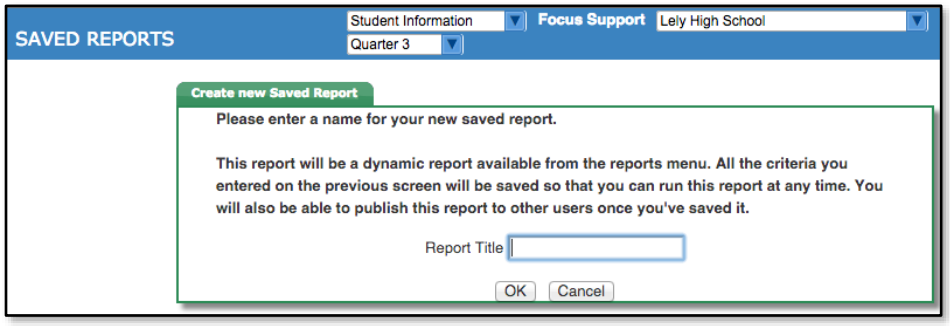
Once all report parameters are set to be included, click the **Run Report** button:

After viewing the results of the report, the report can be modified to add more or less fields, (causing Search Options to have to be reset), filtered and/or saved.

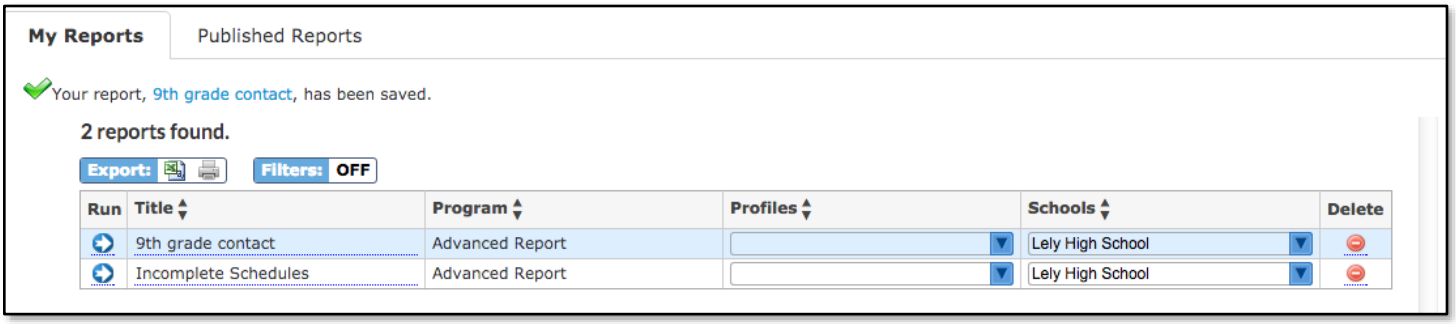
Saving the Report

Save the parameters and data results of the **Advanced Report** by clicking the **Create Report** button at the bottom of the returned results report screen. ***Note: Using the Save button at the top right of the screen only maintains the defined parameters of the report and not the data results.***

The Saved Reports screen will appear prompting the user to name the advanced report.



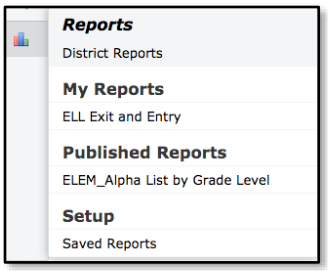
After clicking OK, a confirmation screen will appear on the **My Reports** tab with a green checkmark indicating the report has been saved.



- Reports created and saved by the user are saved under the **My Reports** tab. The **Published Reports** tab contains reports created by the district and published to specified users.
- The saved list of reports can be exported to Excel or printed using the appropriate icons.
- Users also can turn filters on to drill down on the report list.
- Clicking the blue arrow at the beginning of the line allows the user to run the report directly from this screen.
- The name of the saved report can also be edited by clicking on the blue dotted line under the report's current title.
- Select the **Profiles** drop boxes for the desired user groups. This screen auto saves when the users advances to the next line by clicking into one of the editable boxes and pressing enter.
- Clicking the drop down under **Schools**, the user can choose to publish the report to the current school or all schools (depending on permissions).
- Clicking on the dash at the end of the line will delete the entire report.

❑ Accessing Saved Reports

To access saved reports, navigate to **Reports > My Reports** and select the report from the list:



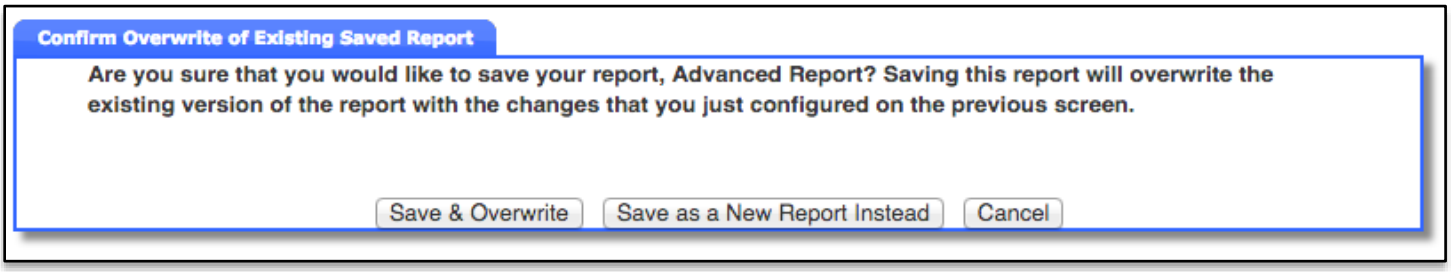
Types Of Reports under this tab are:

- **District Reports** – created by District Administration and shared with select user profiles
  Note: If a user does not have permissions to certain student fields included in the report, the fields will appear empty.
- **My Reports** – created by the user
- **Published Reports** – shared with select user profiles by another user
  Note: Depending on the user's profile, reports can be shared with school staff or all schools.
- **Saved Reports** – displays a list of reports the user has created; selecting a report from this list will allow the user to edit, delete, and share the report further

❑ Modifying and Filtering a Saved Report

If a **Saved Report** is **Modified** or **Filter Rules** are added later, the user can resave the **Advanced Report** by clicking **Create Report** at the bottom of the screen.

When a saved report is modified, a slightly different save screen will be displayed providing options to **Save & Overwrite** or **Save as a New Report Instead.**



Note: if "Save as a New Report Instead" is selected, the Create New Saved Report window will be displayed

Printing the Report

An **Advanced Report** can be exported as a Microsoft Excel spreadsheet by clicking the computer disc icon located above the generated list, or as a Focus PDF document, by clicking the **Print** icon at the bottom of the page.

Activity

Use More Search Options to create an Advanced Report for all LY students. Include in the report:

- **Student Name, ID, Grade, Gender, Enrollment Date, Home Language Survey Date, Primary Home Language and Student Native Language.**
- **Save the report.**
- **Access the report.**
- **Run the report and sort it by gender. Click "Create Report" and choose "Save and Overwrite."**
- **Access the report and modify it for LF students. Create the report as a new report.**

District Reports

Reports created by the district and pushed out to schools can be accessed from **Reports > District Reports.** Users will see a list of reports under the RUN tab.

Data clerks and ELL Contacts will see the

- ELL Audit Error Report
- ELL LY Roster
- ELL Educational Plan

INSERT SCREENSHOT OF VIEW FROM DATA ENTRY PROFILE

Click on the desired report to run the report.

Use for Activity #1 on page 13 and Activity #3 on page 14.

Appendix H – English

CCPS Collier County Public Schools

ELL COMMITTEE CONFERENCE AND PARENT NOTIFICATION FORM

School **GGM** Student Name [redacted] Student # [redacted] Grade **08**

Program Entry Date **01/06/2011** Date Entered US School **01/04/2011** Conference Date **02/19/2016**

☑ **Letter of Invitation to Parent/Guardian for Conference is attached.**

Phone Call and/or Parent Letter of Invitation sent home on 1st Attempt **02/10/2016** & 2nd Attempt **02/16/2016**

Reasons for ELL Committee Meeting: **L05 - Exit ELL Program**

Spring CELLA or CELLA Form 3 On-line (KG – 12)

Test Date **02/16/2016** Test ID **CELLA C**

Listening/Speaking **730** Proficiency Level **P**

Reading **703** Proficiency Level **H**

Writing **733** Proficiency Level **H**

***Proficiency Levels**
B = Beginning L = Low Intermediate H= High Intermediate P = Proficient

FCAT / FSA / ACT (3 – 12)

Test Date

Test ID

Reading Level

Scale Score

Grades and Performance Levels (If applicable)

Language Arts **B** Performance Level **O - On Grade Lev** Reading **A** Performance Level **O - On Grade Lev**

Math **B** Performance Level **O - On Grade Level** Science **B** Performance Level **O - On Grade Lev**

Social Studies **C** Performance Level **O - On Grade Level**

☐ **Standards Based Progress Reports attached (If applicable)**

Committee Comments/ Disposition:

The committee has decided to exit Brian from the program because teacher feedback suggests that the student is working on grade level in all areas and no longer struggles with the English language.

Student Exits from the (ELL) English Language Learners Program by committee meeting.

☑ **Exit Date** **02/19/2016** (Basis of Exit code **"L"**)

Results of Conference were shared with Parent/Guardian on: **02/19/2016** by: **Form** ☑ or **Phone** ☐

School personnel have ☐ **or have not** ☑ **prohibited, discouraged or attempted to discourage me from inviting a person of my choice to today's meeting.**

Parent/Guardian (If present) | Resource Teacher/Instructor | Guidance Counselor

Administrator/Designee | ELL Contact | Data Entry (Initials)

Revised 07/09/2015

Use for Activity #2 on page 13.

Appendix B – Eng. / Span. / Kreyol

CCPS
Collier County Public Schools

ELL PROGRAM PLACEMENT AND PARENT NOTIFICATION FORM

School SLE - 0141 **Student ID #** _____ **Grade** 02 **Survey Date (Referral)** 02/19/2016
(Date Parent/Guardian signed Enrollment Form)

Student Name _____ , _____
(Last Name) **(First Name)**

☑ **Title III Participation** ☐ **Dates** (S706) **Participación en Título III** ☐ **Patisipasyon nan Tit III**

Classification (Date Tested) 02/29/2016 **Program Entry** (Same as Class. Date) 02/29/2016
Student Ed. Plan (Date of Initial "LY" Plan) 02/29/2016 **Date Entered US School** (First time attended any US School) 02/22/2016

Basis of Entry (S706): A - Aural / Oral (KG - 12)

If Basis of Entry L, ELL Committee Date (S322): _____ **(Code L01)** Attach ELL Committee Form

CELLA Form 3 On-line (S735)

Test Date 02/29/2016 **Test ID** CELLA A

Listening/Speaking Score 600 List/Spk Proficiency Level B
Reading Score 545 Reading Proficiency Level B
Writing Score 578 Writing Proficiency Level B

***Proficiency Levels**
B = Beginning **L** = Low Intermediate **H**= High Intermediate **P** = Proficient

Program Participation (S706)

☑ **E** = English Speakers of Other Languages

☐ **N** = Sheltered Model

Program Instructional Models (S615)

☑ **I** = Mainstream/Inclusion – English
☑ **C** = Mainstream/Inclusion – Core/Basic Subject Areas
☐ **E** = Sheltered – English
☐ **S** = Sheltered – Core/Basic Subject Areas

	ENGLISH DISPOSITION	DISPOSICIÓN EN ESPAÑOL	DISPOZISYON AN KREYOL
Check Below	The professional staff of the District School Board of Collier County has determined, through _____**testing** and **interviewing** and/or _____ by **recommendation of the ELL Committee**, that your child:	El personal profesional del Distrito Escolar del Condado de Collier ha determinado a través de_____ **exámenes** y **entrevistas**, y/o ____ por **recomendación del Comité de ELL**, que su hijo(a):	Pwofesyonèl k-ap travay pou Komite Egzekitif Distri Eskolè Collier County-a te deside, apre yo te fin fè_____ **seri tès a k kèk chita tande** ak pitit ou-a ak/oubyen ____ sou **rekòmandasyon Komite ELL**, la ke piti ou-a:
☑	**Qualifies** for (ELL) English Language Learner program. **LY**	**Califica** para el programa de ELL (Aprendices del Idioma Inglés). **LY**	**Kalifye** pou pwogram ELL la (Anglè pou Elèv ki Pale Lòt Lang yo). **LY**
☐	**Does not** qualify for the ELL Program. **ZZ**	**No Califica** para el programa de ELL. **ZZ**	**Pa Kalifye** pou pwogram ELL la. **ZZ**

Valerie 3/1/16 ___/___/___ _____
Principal's or Designee's Signature **Date** **Parent Copy sent home on** **Data Entry's Initials**

Revised 07/09/2015