



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of P-12

Angelica Infante, Associate Commissioner
Office of Bilingual Education & Foreign
Language Studies
55 Hanson Place, Room 594
Brooklyn, New York 11217
Tel: (718) 722-2445 / Fax: (718) 722-2459

TO: Superintendents of Public School Districts
Charter School Principals
Bilingual/ESL Coordinators/Directors

FROM: Angelica Infante *A. Infante*

DATE: May 2014

SUBJECT: English Language Learner (ELL) Student Counts for 2014 – 15 NCLB Title III
LEP Allocations

NYSED is preparing to calculate allocations to Local Education Agencies (LEAs) for 2014–2015 NCLB Title III LEP. The allocations are based on the number of ELLs in each LEA. It is very important that NYSED has accurate counts of ELLs. To allow LEAs to update and/or verify their counts of ELLs, the **following procedures and timeline have been established:**

| Date | Procedures |
|--|---|
| Beginning the week of May 19, 2014 through the week of June 16, 2014 | Public ELL counts by district and charter school in Level 2 of the Student Information Repository System (SIRS) from the previous Friday's data refresh and nonpublic school ELL counts by district in the Basic Educational Data System (BEDS) will be available to authorized users in the "2013–14 Title III LEP Counts Report" on the Information and Reporting Services Portal (IRSP) at http://portal.nysed.gov . Instructions on accessing the portal can be found at http://www.p12.nysed.gov/irs/irspportal/ . LEAs should review the counts in the report, make changes in their local student management systems to correct public and charter school data, and work with nonpublic schools to correct inaccurate nonpublic school data using the Nonpublic School BEDS forms. |
| June 20, 2014 | Public ELL counts by district and charter school in Level 2 of the SIRS and nonpublic school ELL counts by district in BEDS on June 20, 2014 will be used for 2014–15 Title III LEP allocations. |
| Later in June 2014 or early July 2014 | Title III LEP allocations will be posted at http://www.p12.nysed.gov/nclb/allocations |

Note that in preparing for the administration of the New York State English as a Second Language Achievement Test (NYSESLAT), LEAs may have already reported appropriate LEP codes in the SIRS. However, LEAs should review the counts in the reports available **May 19 – June 20**, make corrections to inaccurate public and charter school student data in their local student management systems, and ensure that the revised data are loaded into Level 2 of the SIRS by **June 20**. Local Level 1 data centers will require earlier due dates to allow sufficient time for processing.

Districts should work with nonpublic schools to ensure that inaccurate data are identified. Nonpublic schools with incorrect ELL counts should **fax** corrected LEP counts for Item 7 of their **Fall 2013** BEDS Report of Nonpublic Schools form to the NYSED Office of Information and Reporting Services (IRS) at (518) 474-4351. Corrections require the Principal's signature. Nonpublic school ELL or LEP counts should reflect students who were enrolled on BEDS day, **October 2, 2013**. Questions concerning nonpublic school ELL corrections may be directed to the IRS office at (518) 474-7965.

If you have any questions regarding these procedures, please call the Office of Bilingual Education and Foreign Language Studies at (518) 474-8775 or the Office of Information and Reporting Services at (518) 474-7965.

cc:

Kathleen Moorhead
Kent Baker
Ellen Martin
Clara DeSorbo

Business Rules for extracting ELL/LEP data from Repository to provide counts to be used for allocation of NCLB Title III funds

1. Rules specified in this document pertain to public and charter schools data extract. BEDS data is the source for nonpublic school ELL/LEP student counts.

2. Students must have an enrollment record in the 2013-14 school year. Students must be enrolled using one of the following enrollment codes:

| | |
|------|--|
| 0011 | Enrollment in building or grade |
| 5544 | Transferred in under the NCLB Title I "School in Improvement Status" transfer option |
| 7000 | Transferred in under the NCLB "Persistently Dangerous School" transfer option |
| 7011 | Transferred in under the NCLB "Victim of Serious Violent Incident" transfer option |

If a student has enrollment records for multiple schools in the 2013-14 school year, use the enrollment record with the latest beginning enrollment date. A student should only be counted as an ELL for a single school.

3. Include all of the following grade levels in school counts: K (which is KH and KF, full and half day Kindergarten) through 12, ungraded elementary (13), and ungraded secondary (14).

4. Students must have a program service code of 0231 LEP Eligible in order to be counted for their school.

5. If a student has an ending reason on her/his enrollment record of any of the following, they will not be included in the count for the school.

| | |
|------|--|
| 153 | Transferred to another school in this district or to an out-of-district placement |
| 170 | Transferred to another NYS public school outside this district with documentation. |
| 204 | Transferred to a NYS nonpublic school with documentation |
| 238 | Transferred to homebound instruction provided by this district |
| 255 | Transferred to homeschooling by parent or guardian |
| 5927 | Leaving a school under NCLB – a victim of a serious violent incident |
| 5938 | Leaving a NYC community district under NCLB – a victim of a serious violent Incident |
| 323 | Transferred outside district by court order |
| 442 | Left the U. S. <i>(and did not return to the U.S. on the date these data were retrieved)</i> |
| 459 | Deceased |
| 221 | Transferred to a school outside NYS with documentation. |
| 136 | Reached maximum legal age and has not earned a diploma or certificate |
| 8338 | Incarcerated student, no participation in a program culminating in a regular diploma. |
| 1089 | Transferred to an approved GED program outside this district |

6. Students who have an enrollment record during the 2013-14 school year that ended with any of the following ending reasons will be counted as an ELL for the school .

| | |
|-----|---|
| 799 | Graduated (earned a Regents or local diploma) |
| 085 | Earned an IEP diploma |
| 629 | Previously earned an IEP diploma and had no subsequent enrollment record. |