



Lissette Colón-Collins, Assistant Commissioner  
Office of Bilingual Education and World Languages

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

**FROM:** Lissette Colón-Collins

**DATE:** April 2018

**SUBJECT:** English Language Learners/Multilingual Learners (ELLs/MLLs) Student  
Counts for 2018–19 ESSA Title III ELL/MLL Allocations

The New York State Education Department (NYSED) is preparing to calculate allocations to Local Education Agencies (LEAs) for 2018–19 ESSA Title III ELLs/MLLs. The allocations are based on the number of ELLs/MLLs in each LEA. It is very important that NYSED has accurate counts of ELLs/MLLs for this determination. To allow LEAs to update and/or verify their counts of ELLs/MLLs, **the following procedures and timeline have been established:**

Date	Procedures
Beginning the week of May 14, 2018 through the week of June 4, 2018	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/MLL counts by district in the Basic Educational Data System (BEDS) will be available to authorized users in the "2017–18 Title III ELL/MLL Counts Report" on the Information and Reporting Services Portal (IRSP) at <a href="http://portal.nysed.gov">http://portal.nysed.gov</a> . Instructions on accessing the portal can be found at <a href="http://www.p12.nysed.gov/irs/irsportal/">http://www.p12.nysed.gov/irs/irsportal/</a> .  LEAs must 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 reported using the BEDS Online Report of Nonpublic Schools.
June 11, 2018	Public ELL/MLL counts by district and charter school in Level 2 of the SIRS and nonpublic school ELL/MLL counts by district in BEDS on June 11, 2018 will be used for 2018–19 Title III ELL/MLL allocations.
End of June 2018 to early July 2018	Title III ELL/MLL allocations will be posted at <a href="http://www.p12.nysed.gov/accountability/allocations/">http://www.p12.nysed.gov/accountability/allocations/</a>



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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 ELL/MLL codes in the SIRS. However, LEAs must review the counts in the reports available **May 14 – June 8**, 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 8**. 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/MLL counts should **scan** corrected ELL/MLL counts for Item 5A of their **Fall 2017** BEDS Report of Nonpublic Schools form and send them to the NYSED Office of Information and Reporting Services (IRS) at [datasupport@nysed.gov](mailto:datasupport@nysed.gov) with the subject line “Nonpublic BEDS ELL/MLL correction.” Corrections require the principal’s signature and date. Nonpublic school ELL/MLL counts should reflect students who were enrolled on BEDS day, **October 4, 2017**. Questions concerning nonpublic school ELL/MLL corrections may be directed to the IRS office at [datasupport@nysed.gov](mailto:datasupport@nysed.gov) or (518) 474-7965.

If you have any questions regarding these procedures, please call the Office of Bilingual Education and World Languages at [obewl@nysed.gov](mailto:obewl@nysed.gov) or (518) 474-8775 or contact the Office of Information and Reporting Services at [datasupport@nysed.gov](mailto:datasupport@nysed.gov) or (518) 474-7965.

cc: Rose LeRoy  
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**Business Rules for extracting ELL/MLL data from the Student Information Repository System (SIRS) to provide counts to be used for allocation of NCLB Title III funds**

1. Rules specified in this document pertain to public and charter school data extracts. BEDS data are the source for nonpublic school ELL/MLL student counts.
2. Students must have an enrollment record in the 2017-18 school year with 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 2017-18 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 (half-day KH and full-day KF kindergarten) through grade 12, ungraded elementary (13), and ungraded secondary (14).
4. Students must have a 0231 ELL/MLL Eligible program service code in order to be counted for the school.
5. If a student has any of the following ending reasons on his or her enrollment record, the student 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 home-schooling 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



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

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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 2017-18 school year that ended with any of the following ending reasons *WILL* be counted as an ELL/MLL for the school.

799	Graduated (earned a Regents or local diploma)
085	Earned commencement credential
629	Previously earned commencement credential or IEP

7. Students reported with the following ELL/MLL exit program service codes during the 2017-18 school year will *NOT* be counted as an ELL/MLL for the school.

3045	ELL/MLL Eligibility Exit based on review of identification determination
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8. Students reported with one of the following ELL/MLL exit program service codes during the 2017-18 school year *WILL* be counted as an ELL/MLL for the school.

3011	ELL/MLL Eligibility Exit Using NYSESLAT score only
3022	ELL/MLL Eligibility Exit Using NYSESLAT score and a NYSTP or Regents score