



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 and World Languages

55 Hanson Place, Room 594
Brooklyn, New York 11217

Tel: (718) 722-2445 / Fax: (718) 722-2459

89 Washington Avenue, Room 528EB
Albany, New York 12234

(518)474-8775/ Fax: (518)474-7948

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

FROM: Angelica Infante

DATE: April 2015

SUBJECT: English Language Learner (ELL) Student Counts for 2015–16 NCLB
Title III LEP Allocations

The New York State Education Department (NYSED) is preparing to calculate allocations to Local Education Agencies (LEAs) for 2015–16 NCLB Title III LEP. The allocations are based on the number of English Language Learners (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 18, 2015 through the week of June 15, 2015	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 "2014–15 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/irs-portal/ . 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 BEDS Online or the Nonpublic School BEDS forms.
June 19, 2015	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 19, 2015 will be used for 2015–16 Title III LEP allocations.
Later in June 2015 or early July 2015	Title III LEP allocations will be posted at http://www.p12.nysed.gov/accountability/allocations/home.html

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 limited English proficient (LEP) codes in the SIRS. However, LEAs should review the counts in the reports available **May 18 – June 19**, 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 19**. 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 2014** 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 1, 2014**. Questions concerning nonpublic school ELL corrections may be directed to the IRS office at dataquest@nysed.gov or (518) 474-7965.

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

cc: Kathleen Moorhead
Ellen Martin
Clara DeSorbo

Business Rules for extracting ELL/LEP 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 extract. BEDS data are the source for nonpublic school ELL/LEP student counts.
2. Students must have an enrollment record in the 2014-15 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 2014-15 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 an 0231 LEP 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 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 2014-15 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.

7. Students reported with the following LEP exit program service codes during the 2014-15 school year will *NOT* be counted as an ELL for the school.

3045	LEP Eligibility Exit based on review of identification determination
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8. Students reported with one of the following LEP exit program service codes during the 2014-15 school year *WILL* be counted as an ELL for the school.

3011	LEP Eligibility Exit Using NYSESLAT score only
3022	LEP Eligibility Exit Using NYSESLAT score and a NYSTP or Regents score
3033	LEP Eligibility Exit due to determination by CSE