

# English Learners (Oklahoma)

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**Search Terms:** English Learners (EL)

The EL tool allows schools and districts to manage student English Learners (EL) programs. The EL tool was designed as a way to provide a single area for managing EL information and pulling data for state and federal reports.

## English Learners (EL) ☆

[Student Information](#) > [English Learners](#) > [English Learners \(EL\)](#)

**Student, Chloe**

Grade: 12 #123456 DOB: 12/06/02 Student

Save
 Delete
 Documents

**Active EL Record**

**\*Program Status** EL

Identified Date 02/02/2021

Expected Exit Date 02/02/2022

Program Exit Date

First Year Monitoring:

Second Year Monitoring:

Third Year Monitoring:

Fourth Year Monitoring:

Parent Notified 02/04/2021

Parent Declined

Parent Declined Date

Comments

- Modified by: Administrator, System 02/09/2021 10:25

**Census Information**

**\*\*To update read only fields, please go to Census->People->Identities**

Home Primary Language: eng: English

Dominant Language: eng: English

Native Language: eng: English

First Entered US School: No Data Available

Birth Country: United States

**Wave Information**

Bilingual: No

English Proficiency Code: 2349

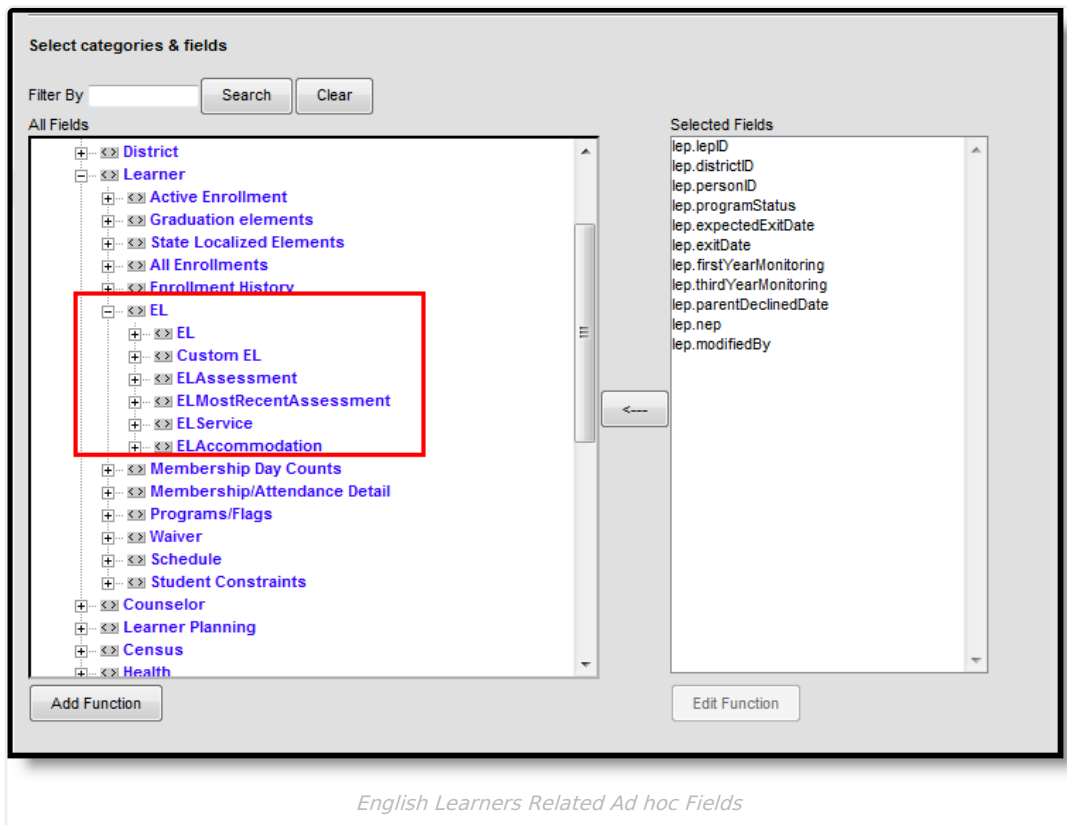
English Proficiency OtherCode: NA

**District Defined Elements**

Not LEP Date

## English Learners Information in Ad Hoc Query Wizard

English Learners information is available in the Query Wizard for **Student** data types in **Learner > EL** folder.



## EL Fields

Fields	Description	Ad hoc Field
<b>Active EL Record</b>		
<b>Program Status</b> <i>Required</i>	Indicates the student's EL status. Options include: <ul style="list-style-type: none"> <li>• <b>EL</b> - Student is currently receiving EL services.</li> <li>• <b>Exited EL</b> - Student has exited the EL program.</li> <li>• <b>Pending</b> - Student has been identified as possibly needing EL services by the school but no formal EL determination has been conducted.</li> <li>• <b>Not EL</b> - The student is not eligible/does not require an EL program.</li> </ul>	lep.programStatus
<b>Identified Date</b>	Indicates the date the student was identified as eligible for an EL program or service. This date reflects the date the student took the Screener/Initial Determination Test. This date is used to determine if the student is participating in an EL program.	lep.identifiedDate
<b>Expected Exit Date</b>	Indicates the date the student is expected to exit the EL program.	lep.expectedDate
<b>Program Exit Date</b>	Indicates the date the student exited the EL program. This means the student is no longer reported as EL within state and local reports. Federal reporting continues to track EL students for two years beyond the date entered in this field. This information is reflected in the <b>First Year Monitoring</b> and <b>Second Year Monitoring</b> fields.	lep.exitDate

Fields	Description	Ad hoc Field
<b>First Year Monitoring</b>	A read-only field calculated as exactly one year from the <b>Program Exit Date</b> . This field is used in federal reports for tracking and reporting purposes.	lep.firstYearMonitoring
<b>Second Year Monitoring</b>	A read-only field calculated as exactly two years from the <b>Program Exit Date</b> . This field is used in federal reports for tracking and reporting purposes.	lep.secondYearMonitoring
<b>Third Year Monitoring</b>	A read-only field calculated as exactly three years from the <b>Program Exit Date</b> . This field is used in federal reports for tracking and reporting purposes.	lep.thirdYearMonitoring
<b>Fourth Year Monitoring</b>	A read-only field calculated as exactly four years from the <b>Program Exit Date</b> . This field is used in federal reports for tracking and reporting purposes.	lep.fourthYearMonitoring
<b>Fifth Year Monitoring</b>	<p>A read-only field calculated as exactly five years from the <b>Program Exit Date</b>. This field is used in federal reports for tracking and reporting purposes.</p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p>This requires the <b>Display Fifth Year EL Monitoring</b> <a href="#">System Preference</a> to be set to Yes.</p> </div>	lep.fifthYearMonitoring
<b>Parent Notified</b>	Indicates the date the student's parent(s) were notified about the student being eligible for EL services.	lep.parentNotified
<b>Parent Declined Date</b>	<p>This field indicates the date on which the student's parent(s) declined EL services.</p> <p>This field can be marked in the <a href="#">Attribute/Dictionary</a> to not display. Mark the Hide checkbox in the Attribute/Dictionary if this is desired.</p>	lep.parentDeclinedDate
<b>Comments</b>	Any comments related to the student's EL record (500 character maximum).	lep.comments
<b>Re-Enter</b>	<p>Indicates the student has re-entered EL programming for a previously exited EL student.</p> <p>This button is only available for students who have an exited EL program record. If selected, the most recent EL record is historically saved and a new EL record is created.</p>	N/A
<b>Census Information</b>		

Fields	Description	Ad hoc Field
<b>Home Primary Language</b>	<p>Displays of the student's current Home Primary Language value. This field is read-only.</p> <p>This field populated based on values set in the Home Primary Language field found on the <a href="#">Identities</a> tool. This value <b>MUST</b> be set in order to create an EL record.</p> <p>If no Home Primary Language value is established on the student's <a href="#">Identities</a> tool, the default value established for the field within the <a href="#">Attribute/Dictionary</a> reports in the Home Primary Language Field on the student's EL tool.</p>	lepAssessment.language
<b>Dominant Language</b>	The language the student predominately speaks.	Identity.languageAlt
<b>Native Language</b>	The student's native language.	Identity.languageAlt2
<b>First Entered US School</b>	<p>Displays the date the student first entered a U.S. school. This field is read-only.</p> <p>This field populates based on the date entered in the First Entered US School field found on the <a href="#">Identities</a> tool. This field is not required, however, users are highly encouraged to populate this field.</p>	ident.dateEnteredUSSchool
<b>Birth Country</b>	Displays the country in which the student was born, populated on the <a href="#">Identities</a> tool. This field is read-only.	student.birthCountry
<b>Wave Information</b>		
<b>Bilingual</b>	<p>Displays the student's Bilingual status (bilingual checkbox) from their most recent enrollment (then primary enrollment).</p> <p>This read-only field which displays the status that is reported through SIF in StudentPersonal/ExtendedElements/ExtendedElement/Bilingual.</p>	
<b>English Proficiency Code</b>	<p>Indicates the student's English Proficiency code.</p> <p>Displays the StudentPersonal/EnglishProficiency/Code being provided through SIF.</p>	
<b>English Proficiency OtherCode</b>	Displays the StudentPersonal/EnglishProficiency/OtherCodeList/OtherCode being provided through SIF.	
<b>District Defined Elements</b>		
<p>Districts can create their own custom elements for use on EL editors.</p> <p>These elements do not sync to State Edition and cannot be copied forward. These elements are available in Ad hoc Reporting in order to create filters based off of this data.</p>		

When a student transfers and the school has used the Student Records Transfer process, EL services received at the previous school displays as links on the EL tool. PDF reports generate when the links are selected.

The screenshot shows the 'Active EL Record' form with a 'Transferred Services' link highlighted in red. A pop-up window displays the following information:

**COUNTY PUBLIC SCHOOLS District** **EL Services**  
 Grade: 09 State ID: 110111110  
 EL Status: Exited EL  
 Date Identified: 10/28/2008 Exit Date: 09/01/2011

Service Name	State Service Name	Start Date	End Date	Parent Refused	Comment
Structured English Immersion	Structured English Immersion	09/30/2014		No	
Pull-Out ESL Resource	Pull-Out ESL Resource	09/30/2014	09/30/2014	No	
Content-Based ESL	Content-Based ESL	08/13/2014		No	

*EL Records Transfer Data*

In addition to assigned EL tool rights, viewing this transfer information requires Read rights to System Administration > Data Utilities > Student Records Transfer.

## Create an EL Record

1. Ensure the **Home Primary Language** and **First Entered US School** fields are populated on the student's [Identities](#) tool. Only the Home Primary Language Field is required in order to create an EL record; however, users are highly encouraged to also enter First Entered US School data.
2. Select a **Program Status**.
3. If the student has taken an Initial Determination Test (for example, the WAPT) and was found eligible, enter the **Identified Date**.
4. If the student is eligible and currently receiving EL services, enter the **Expected Exit Date**.
5. If the student is exiting their EL program or services, enter the **Program Exit Date**.
6. If the student has taken an Initial Determination Test (such as the WAPT) and was found eligible for EL services, enter the **Parent Notified** date.
7. If the student's parents were notified and refused EL services, mark the **Parent Declined** checkbox.
8. If the parent declines EL services, enter the date in which the parent declined.
9. Enter any **Comments** about the student's EL record.
10. Select the **Save** button.

## Home Primary Language Logic

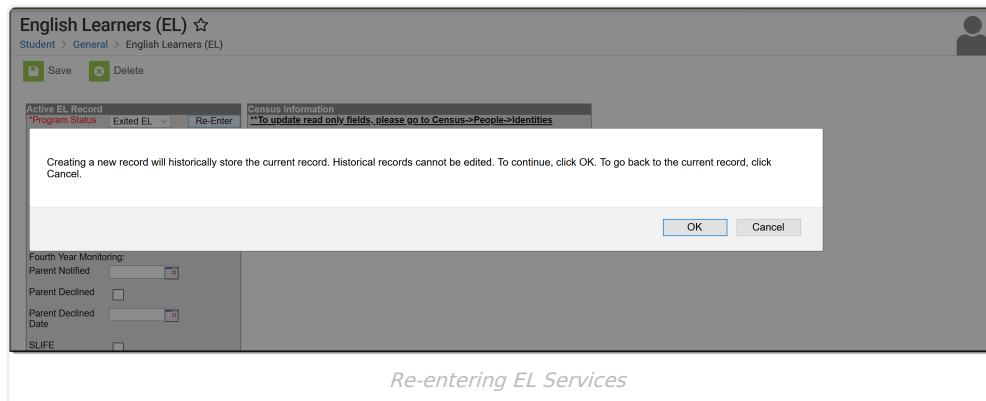
A Home Primary Language value on a student's [Identities](#) tool is needed in order to create an EL record for the student. If a student has a NULL Home Primary Language value but a **Default Value** has been established for the field within the [Attribute/Dictionary](#), the default value reports on the student's EL record. The default value **MUST** be a valid language code in order for it to report on a student's EL record. A valid Home Primary Language code is defined as the two letter code corresponding to the desired language.

The Home Primary Language field uses ISO language codes. To review and identify proper Home Primary Language code values, refer to the codes set within the Home Primary Language field on the [Identities](#) tool.

## Re-Enter EL Students

Periodically, a student who was considered EL but passed the ACCESS and exited EL services needs to re-enter EL services. In order for these students to have accurate EL records, the **Re-Enter** button must be used on the student's most recent EL record.

1. Select the **Re-Enter** button. A validation box displays, asking the user to confirm the action. Select **OK** to historically store the previous EL record and create a new record. Select **Cancel** to cancel the process.
2. Enter all appropriate information within the available fields. See the [Create an EL Record](#) and [EL Fields](#) sections for more information about these fields.
3. Click the **Save** icon when finished. The student now has a new re-entry EL record. The previous EL record is visible in the EL History section.



## View Historical EL Records

Every time a new EL record is created for a student, the previous record is historically stored and viewable within the EL History section. For State Editions users, this section describes both historical and active EL record information.

Both district defined fields and state localized fields appear in this section.

Save
 Delete

**Active LEP Record**

\*Program Status:

Identified Date: 03/03/2014

Expected Exit Date:

Program Exit Date:

First Year Monitoring:

Second Year Monitoring:

Parent Notified:

Parent Declined:

Comments:

..:1

- Modified by: Administrator, System 03/03/2014 11:04

**Census Information**

**\*\*To update read only fields, please go to Census->People->Identities**

Home Primary Language: eng: English

Dominant Language: eng: English

Native Language: eng: English

First Entered US School: No Data Available

Birth Country: United States

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**Wave Information**

Bilingual: No

English Proficiency Code: 2349

English Proficiency OtherCode: NA

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**District Defined Elements**

Not LEP Date:

**EL History**

**District: PUBLIC SCHOOLS Status: Exited EL Identified: 10/28/2008 Exit: 09/01/2011**

Program Status	Exited EL
Identified Date	10/28/2008
Expected Exit Date	
Program Exit Date	09/01/2011
First Year Monitoring:	09/01/2012
Second Year Monitoring:	09/01/2013
Third Year Monitoring:	09/01/2014
Fourth Year Monitoring:	09/01/2015
Parent Notified	
Parent Declined	No
Interrupted Schooling	No
Comments:	Data received from data conversion on 10/17/2012.

In the image above, the student's historical EL record is viewable by selecting the (+) next to the **EL History** and **Status** header. Because State Edition users are not allowed to modify EL records, the EL History section displays the active record as well as all historical EL records.

## Create Custom EL Elements

When deciding to create custom EL elements, verify the element is not available elsewhere in Campus. Follow the instructions available on the [Custom Attribute](#) article.

These elements require the Screen Location, what determines where the element displays, to be EL.

## Custom Attribute ☆

System Settings > Custom Data and Links > Custom Attribute

+ New
Save
Delete

### Campus Attributes/Dictionary Editor

- Disc Hrng
- District
- EmploymentAssignment
- English Learners (EL)
  - AN - Number Field
  - AN - Text Box
- Enrollment
- Enrollment Options
- ExtraCurric
- Health Information for Staff
- Highview
- Homeless

### Campus Attribute Detail

\*Display Name: AN - Number Field      \*Screen Location: English Learners (EL)

\*Field Name: Number Field      \*Data Type: numberField

Max Size:       Seq:       Hide:       Required:       Hide Portal:

Default Value:

Comments:

*Custom EL Attributes*

1. Click the **New** icon on the **Custom Attribute** tool.
2. Enter the **Display Name**.
3. Select **EL** for the **Screen Location**.
4. Enter a **Field Name** for this attribute.
5. Select a **Date Type** from the dropdown list.
6. Enter the **Max Size** for the new element.
7. Enter the desired **Sequence** for the element.
8. Mark the **Hide**, **Required** and **Hide Portal** checkboxes as needed.
9. Enter a **Default Value**, if needed.
10. Enter any **Comments** about this element.
11. Click the **Save** icon when finished. The new attribute displays on the student's EL tool.



*New Custom Attribute Display*

## Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- [Upload Documents](#)
- [Delete Documents](#)
- [Replace Documents](#)
- [Edit a Document Name or File Description](#)
- [Download Documents](#)