Guidelines for Reporting English to Speakers of Other Languages (ESOL) in KIDS

Introduction:

This document is focused on the process of reporting information to the KIDS Collection System about students participating in ESOL programs.

New in SY2024

ESOL/Bilingual Program Ending Date has been removed from the list of fields collected.

Reporting Guidance

Students to Submit

- Students who have a first language that is not English AND are not proficient on a state approved English Language screener.
- Students have a language other than English in the home AND are not proficient on a state approved English Language screener.

Relevant Collections

- ASGT
- ENRL
- EOYA
- EXIT
- MILT
- SPED
- TEST

What do the ESOL/Bilingual Program Participation Codes actually mean?

The Program Participation Codes are about funding.

- '1' indicates you ONLY receive Title III monies for providing services. As all ESOL students in the state of Kansas are state funded, this is unlikely. The exception to this is private schools. A private school providing ESOL services is eligible for Title III funds but not state funds and would use a code of '1'.
- '2' means the student is only funded through the state, no Title III monies. As most districts can receive Title III monies, either directly for large districts or indirectly through a consortium, this is also unlikely. Only schools with less the ten ESOL students would use the '2'.
- '3' means the student is funded through state funds AND Title III. This is the code most schools will use for most of their students, whether their district is independent or part of a consortium.
- '6' means the student is unfunded. This most likely will be because the student came to your school after the September 20 count day. If the student remains in your school the following year, they would change from a '6' to a '3'.

ESOL and ASGT:

ASGT records are submitted by school to claim students and identify relevant demographic data. This collection also identifies special populations, to include ESOL students. For ESOL students, schools should submit:

- ESOL/Bilingual Program Participation Code.
- No other ESOL fields are required on ASGT.

ESOL and ENRL:

ENRL records are submitted for the September 20th headcount upon which a school's yearly funding is based. For ESOL students, schools submit the following fields:

- ESOL/Bilingual Program Entry Date
- First Entry Date into a School in the United States
- First Language
- ESOL/Bilingual Program Participation Code
- Language Instruction Education Program Type
- ESOL/Bilingual Student Contact Minutes

For ESOL students who are returning to a school/district after a district change, the Program Entry Date will reflect the newest enrollment in the district. Changes in school building within district do not change the Program Entry Date.

For ESOL students returning to Kansas after moving out of state, the Program Entry Date must be on or after the most recent State Entry Date.

ESOL and EOYA:

EOYA records are submitted for end of year accountability. Schools submit all students who attended their school in this submission, regardless of length of enrollment. For ESOL students, schools submit the following fields:

- ESOL/Bilingual Program Entry Date
- First Entry Date into a School in the United States
- First Language
- ESOL/Bilingual Program Participation Code

For students moving to transitional services due to achieving a '3/Proficient' on the KELPA, the program participation code should not change until the following year. Be careful about reporting EOYA for students achieving proficiency—the student was not proficient during the school year and received services through the end of the year. A '7' on ESOL/Bilingual Program Participation Code indicates proficiency has been achieved and transitional services will be provided. A '7' can be reported for 1 academic year. An '8' indicates the student is monitored (no services) or is in their second year of monitored status. An '8' can be reported for two years—even if the student participated in a transitional program for a year prior to the monitored status.

ESOL and EXIT:

EXIT records are submitted when students leave the school. For ESOL students, schools submit the following:

- ESOL/Bilingual Program Participation Code

ESOL and MILT:

MILT records are submitted for the February 20th headcount upon which a school's yearly funding is based for those student populations significantly increasing after the September 20 (ENRL) funding count due to military movement. For ESOL students, schools submit the following fields:

- ESOL/Bilingual Program Entry Date
- First Entry Date into a School in the United States
- First Language
- ESOL/Bilingual Program Participation Code
- ESOL/Bilingual Student Contact Minutes

For ESOL students who are returning to a school/district after a district change, the Program Entry Date will reflect the newest enrollment in the district. Changes in school building within district do not change the Program Entry Date.

For ESOL students returning to Kansas after moving out of state, the Program Entry Date must be on or after the most recent State Entry Date.

ESOL and SPED:

SPED records are submitted by school to indicate students who have received special education serviced but the school does not wish to claim the student. This is primarily when a school has not submitted special education information until after the student leaves the school. For ESOL students, schools should submit:

- ESOL/Bilingual Program Participation Code.
- No other ESOL fields are required on SPED.

ESOL and TEST:

TEST records are submitted to track assessment related accountability. Kansas English Language Proficiency Assessment (KELPA) is assigned to students reported as ESOL. For ESOL students, schools submit:

- ESOL/Bilingual Program Entry Date
- First Entry Date into a School in the United States
- First Language
- ESOL/Bilingual Program Participation Code
- KELPA Grouping Indicator 1 (Optional)
- KELPA Grouping Indicator 2 (Optional)
- Kansas English Language Proficiency Assessment (KELPA)
- KELPA Proctor ID (MUST be listed in EDCS)
- KELPA Proctor First Name
- KELPA Proctor Last Name

Related Documentation:

The primary documentation for ESOL students can be found on the [KSDE ESOL Webpage](). This webpage contains documents and guides, with the documents listed below being particularly important.

- ESOL Education Resources
- Individual Learning Plan Samples
- Program Forms
- Audit tools
- Federal Guidance information
- Home Language Survey

Additional reporting documentation can be found on the [KIDS Web]() page:

- File Specifications Documents
- Guidelines Documents
- Submission Details Documents
- Report descriptions

Best Practice Scenarios

Scenario 1: A student moves to your district at the start of the school year and enrolls at one of your schools. The student or their family indicates the student's first language is Spanish. An English language proficiency screening indicates eligibility for ESOL.

An ASGT record should be submitted to indicate the student's program participation (ESOL/Bilingual Program Participation Code '1', '2', '3', '5', or '6').

- An ENRL record for this student should be submitted (between Sept 20, 2022 and October 07, 2022) to indicate the student's ESOL/Bilingual Program Entry Date (must be on or after State Entry Date), First Entry Date Into a School in the United States (must be on or before State Entry Date), First Language (spa—Appendix D in File Specifications Document), ESOL/Bilingual Program Participation Code (as listed on ASGT or updated), Language Instruction Education Program Type (select the program type the child receives the most instruction each week), ESOL/Bilingual Student Contact Minutes (for students with a participation code of '1', '2', '3', or '7').

A TEST record should be submitted regardless of grade level to indicate the student needs KELPA administered.

An EOYA record must be submitted at the end of the school year to indicate ESOL/Bilingual Program Entry Date (must be on or after State Entry Date), First Entry Date Into a School in the United States (must be on or before State Entry Date), First Language (spa—Appendix D in File Specifications Document), and ESOL/Bilingual Program Participation Code (as listed on ASGT or updated).

Scenario 2: The same ESOL student in Scenario 1 leaves your district on February 2, 2024 before they have completed the KELPA.

In addition to the above (Scenario 1) submissions, an EXIT record should be submitted including ESOL/Bilingual Program Participation Code.

For additional information on reporting ESOL students, contact:

KSDE ESOL Coordinator:
Doug Boline at dboline@ksde.org or (785) 296-2600

Revision History:

Version	Date	Changes
5.00	5/18/2023	Document for the 2023-2024 school year

Kansans CAN
Kansas leads the world in the success of each student.