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.

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
- TEST
- MILT
- EXIT
- SPED
- EOYA

ESOL and ASGT:
ASGT records are submitted by school to claim students and identify relevant demographic data. This collection also identifies special populates, to include ESOL students. For ESOL students, schools should submit the D42: 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:
- D39: ESOL/Bilingual Program Entry Date
- D40: First Entry Date into a School in the United States
- D41: First Language
- D42: ESOL/Bilingual Program Participation Code
- D44: 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 D20: State Entry Date.

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:

- D39: ESOL/Bilingual Program Entry Date
- D40: First Entry Date into a School in the United States
- D41: First Language
- D42: ESOL/Bilingual Program Participation Code
- D44: 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 D20: State Entry Date.

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:

- D39: ESOL/Bilingual Program Entry Date
- D40: First Entry Date into a School in the United States
- D41: First Language
- D42: ESOL/Bilingual Program Participation Code
- D68: KELPA Grouping Indicator 1 (Optional)
- D69: KELPA Grouping Indicator 2 (Optional)
- D77: Kansas English Language Proficiency Assessment (KELPA)
- D78: KELPA Proctor ID
- D79: KELPA Proctor First Name
- D80: KELPA Proctor Last Name

ESOL and EXIT:

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

- D42: ESOL/Bilingual Program Participation Code

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:

- D39: ESOL/Bilingual Program Entry Date
- D40: First Entry Date into a School in the United States
- D41: First Language
- D42: ESOL/Bilingual Program Participation Code
- D43: ESOL/Bilingual Program End Date (if the student has scored proficient on the KELPA)

For students moving to transitional services due to achieving a '3/Proficient' on the KELPA, the program end date should not be listed as a date in the future. The date should be the date they earned the score. A '7' on D42: ESOL/Bilingual Program Participation Code indicates proficiency has been achieved and transitional services will be provided. An '8' indicates the student is monitored (no services) or is in their second year of monitored status. Either of these codes indicates completion of the program and requires D43: ESOL/Bilingual Program End Date be complete.

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 test indicates eligibility in ESOL.

An ASGT record should be submitted to indicate the student's program participation (D42: ESOL/Bilingual Program Participation Code '1', '2', '3', '5', or '6').

An ENRL record for this student should be submitted (between Sept 20, 2019 and October 10, 2019) to indicate the student's D39: ESOL/Bilingual Program Entry Date (must be on or after D20: State Entry Date), D40: First Entry Date Into a School in the United States (must be on or before D20: State Entry Date), D41: First Language (spa—Appendix D in File Specifications Document), D42: ESOL/Bilingual Program Participation Code (as listed on ASGT or updated), D44: 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 D39: ESOL/Bilingual Program Entry Date (must be on or after D20: State Entry Date), D40: First Entry Date Into a School in the United States (must be on or before D20: State Entry Date), D41: First Language (spa—Appendix D in File Specifications Document), D42: ESOL/Bilingual Program Participation Code (as listed on ASGT or updated) and, if the student has achieved a score of '3/Proficient' on the KELPA, D43: ESOL/Bilingual Program End Date.

Scenario 2: The same ESOL student in Scenario 1 leaves your district in February 2, 2020 before they have completed the KELPA.

In addition to the above submissions, an EXIT record should be submitted including D42: ESOL/Bilingual Program Participation Code.

For additional information on reporting ESOL students, contact:

ESOL Educational Program Consultant:
Julie Ewing at jewing@ksde.org or (785) 296-4906

English Learners Program Consultant (Standards):
Nicole Primm at nprimm@ksde.org or (785) 296-5060

Revision History:

Version	Date	Changes
1.00	8/30/19	New document for the 2019-2020 school year

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