# ELL

This training will familiarize ELL and Data Entry personnel with locating and updating ELL student demographic data, as well as understanding and creating Advanced Reports. Those individuals responsible for reporting data for FTE survey times will also learn how to use the built-in features to ensure data is clean and accurate.

### ELL in Student Demographics

All data specific to ELL program eligibility is housed on the ELL tab on the student's Demographic record.

### Student Schedule and Florida ELL State Reporting Fields

**1.** Use the **Find A Student** search box on the portal screen to locate a student or use **More Search Options** > ELL tab > to find LY/LF students.

**2.** Click the **Schedule** tab to display the student's current schedule.

F	Writers02	Abe, Charlie Noel	• Stu	dent Schedule			Lizette Gar Admin	rcia Foc V 202	us High School - ( 2-2023 ▼ 4th	0041 9 Weeks	▼ SIS ▼ ERP				
P	Demographic Enroll	ment Schedule Requests	Grades	Absences Activities Referra	als Test Hist	ory Au	lit Trail Gr	ad Files	SSS Choice	Billing					
 _₽	Effective Date: 31 ~	August v 2023 v VInclude In:	active Cou	rses 🚔 Print	Schedule	Course L	ist Week	y Planne	Show Florida Field Show Vocational/V	is VDIS Field	ds Save				
() *	8 Classes 🛱 Customize Columns Mass Update														
*	Course	Period - Teacher	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion	Year- Round/Extended School Year FTE	Online Course	Dual Enrollme Indicator				
	CHEM 1 HON	Period 1 - 004 - Adelle Gaga Casanova	×	103 - 9-12 Basic	N/A	250	.0834	N/A	-	÷	N/A				
	ENG 3	Period 2 - 004 - Fridda Lizette Roxy	×	103 - 9-12 Basic	N/A	200	.0667	<b>~</b>	<u>.</u>	-	N/A				
9	ENG 3	Period 2 - OWL, MISS	×	113 - 9-12 Basic, with ESE Services	N/A	50	.0167	~			N/A				
~	AP SPANISH LANG & CU	Period 3 - 001 - Dawkins R Carson	×	103 - 9-12 Basic	N/A	250	.0834	N/A	-		N/A				
1	AVID 3	Period 4 - 002 - Aldous A. Huxley	×	103 - 9-12 Basic	N/A	250	.0834	N/A	-	<u>.</u>	N/A				
<b>ib</b>	LEAD SKLS DEV	Period 5 - 003 - Elena Bonnie Samson	×	103 - 9-12 Basic	N/A	250	.0834	N/A			N/A				
	ALG 2	Period 6 - 001 - Kramer Mickey Heller	×	103 - 9-12 Basic	N/A	250	.0834	N/A	-	÷	N/A				
	<u>US HIST</u>	Period 7 - 001 - Suzi Mylene Varela	×	103 - 9-12 Basic	N/A	250	.0834	N/A	-		N/A				

**3.** Select the check box to **Show Florida Fields** to view the **ELL** state reporting fields on the schedule. This will require scrolling to the right to locate the appropriate fields.

**FEFP** pulls from the section information but may also be updated on the schedule.

**ELL Instructional Model** can be manually adjusted from the schedule.

For LY students that have been LY for less than 12 survey periods, every section in the student's schedule that earns the 130 FTE weight must indicate which ELL Instructional Model is being used to provide the ELL instruction. This does not apply to LF students.

### Entering and Updating ELL Data

Most data is entered via pull-down selections, calendar, or text entries. Required fields are indicated by a red asterisk. Entered data will not save until all required fields have been completed.

- 1. Locate an ELL student's **General Demographics** screen.
- 2. Click the ELL tab.

F		S	Abe, Cha 879 - 1	arlie Noel 🕚 10	Studer	nt Info				Lizette Admin	Garcia ▼	Focus 2022-	High Scho 2023 🔻	ool - 0041 4th 9 We	▼ eks ▼	SIS ERP
<i>»</i>	Enrollme	nt Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit	t Trail	Grad	Files	SSS	Save	θ	<b>→</b> )
æ						Choice Bil	lling									
(-) **	Filter fields		Т		ELL											
54 <sup>4</sup>	C Class	ified	L	anguage Info	)											
-	Cont	rolled School Choice			E	ELL Plan Sheet				No F	iles					
9	Cour	selor inotes	- 1.1		Has E	ELL Plan Sheet	<									
-	CI Crisi	Intervention	- 11		* English Lan	guage Learner	LEP in LEP cla	sses [LY]								7
	D DOP				ELL Progra	am Participant	Not Applicable	[Z]								
	Docu	ment Management	_	ELL A	ccomodations	and Supports				No F	iles					
	E ELL				Immi	igrant Student	No, this studen	t is not an immigra	ant [N]							·
	E ESE		?	Date E	intered United	States School	08/18/2008									
•	ERW Edit	Rules & Workflow			* Primary Stud	dent Language	Spanish [SP]									
8	E Enro	Iment			Second	ary Lang Used	English [EN]								•	7
	F FAST	ER		* Prima	ary Lang Spoke	n in the Home	Spanish [SP]									
	FS Fed S	tate		••	Home Languag	e Survey Date	08/15/2018									
	FC Fede	ral/State Compensat	ory		E	LL Entry Date	04/26/2018									
	_															

**3.** Use the pull-downs, date-pickers, and text boxes to enter or update the student's information.

4. Click Save.

## Entering ELL Test History

District assessment results such as for the WIDA test, can be manually entered on the student's Test History tab by anyone with the profile permission.

- **1.** Locate an ELL student.
- 2. Click on the student's **Test History** tab to enter information for the new test.

F	Writers0	2	× Abe,	, Charlie N 79 - 10 📌 🊳	oel 🔻 _	Test Histo	ry								L	lizette Admir	e Garcia n     ▼	Foc	us High Schoo 2-2023 🔻	ol - 00 4th 9	41 ▼ SIS Weeks ▼ ERP
P	Demographic	Enrollment	Schedule	Requests	Grades	Absences	Activities	Referra	als Te	est Histo	ry	Audit Trai	I Gr	ad F	iles S	SS	Choice	Billin	9		
â															Fi	ilter b	y Test Ty	pe: Sta	ite Assessmer	nts	Apply
\$																					
۲														Prefe	erred Na	me	Chan	Algeb	ra I EOC Pass	Date	(Y) 09/09/2019
A*												E	Biology	IEO	C Pass Da	ate	ι	JS Hist	ory EOC Pass	Date	
>**												Ge	ometr	ry EOG	C Pass Da	ate		G Requ	raduation Rea irement Pass	ding Date	
•													Met O	nline	Course R	Req	Met				
																					Save
	10 Test Adminis	trations																			Filter
*	Test						Test Type		Adminis Date	tration	5	School Yea	r	Grad	elevel				Form	LEP	Info
•	FSA ALG 1 - FSAA	1 (FSA)				Þ	State Asse	ssments	09/09/20	19	2	2019-2020		10					1	÷	
	FSA ALG 1 - FSAA	1 (FSA)					State Asse	ssments	01/05/20	19	2	2018-2019		09					1	÷.	
	Florida Comprehens	sive Assessme	ent Test (FCAT	) 2.0 - FC2 (FC	(2)	-	State Asse	ssments	14/05/20	18	2	2017-2018		08				_	04	÷	
		5 Test Parts																350			
		Title					Raw Sc	ore (RS)		Scale S Standa	core rd Sco	(Expanded ore) (SS)	Achi (AL)	ievem	ent Leve	el.	Pass/Fa (PF)	ail Dev (DS	velopmental S 5)	core	Points Possible
		<ul> <li>Life Scier</li> </ul>	nce				<u>11</u>														15
		<ul> <li>Physical</li> </ul>	Science				10														15

3. Select the Test Name from the pull-down.

F		<b>62</b>	× Abe	, Charlie N 79 - 10 素 🌀	oel 🔻	Test Histo	ory									Lize Adr	tte Garc	ia Focus Hi ▼ 2022-20	gh School - 0 23 ▼ 4th 9	041 V Weeks V	7 SIS 7 ERP
Þ	Demographic	Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test His	tory	Audit Trail	Grad	Files	SSS	Choice	Billing					
۵																Filte	hy Test	Type: State As	eccemente		Apply
æ																T Inte	by rest	Type. Otate A	36331161113		- and a second sec
۲															Prefe	rred Name	Chan	Algebra I E	OC Pass Date	(Y) 09/0	9/2019
A#														Biolo	ogy I EOC	Pass Date		US History E	OC Pass Date		
×*														Geom	etry EOC	Pass Date		Gradu	ation Reading		
4														Met	Online (	Course Rec	Met	Requirem	ent rass Date		
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2	10 Test Admini	strations																		F	ilter
9								Ad	Iministration	ı											
12	Test						Test Type	Da	te		School Year	Gra	adeleve	•		,	orm	LEP Info			DJJ
٦																					
8	Florida End-of-Co	urse Assessmen	t - Civics - EC	S (ECS)			State Asse	ssments 17	/04/2017	-	2016-2017	07				3	20	±			÷.
<b>1</b>	Florida Comprehe	nsive Assessme	nt Test (FCAT	) 2.0 - FC2 (FC	02)		State Asse	ssments 15	/05/2014	-	2013-2014	04						1 - Entry			<u>.</u>
	Florida Assessmer	nts for Instructio	n in Reading (	FAIR) Grades	3-12 - FAR	(FAR)	State Asse	ssments 02	/10/2013	-	2013-2014	03				2		±			<u>.</u>
	Florida Comprehe	nsive Assessme	nt Test (FCAT	) 2.0 - FC2 (FC	C2)		State Asse	ssments 15	/05/2013	-	2012-2013	03				-		1 - Entry			· ·
	Florida Assessmer	nts for Instructio	n in Reading (	FAIR) Grades	3-12 - FAR	(FAR)	State Asse	ssments 15	/02/2013	=	2012-2013	03				-		÷			÷
	Florida Comprehe	nsive Assessme	nt Test (FCAT	) 2.0 - FC2 (FC	02)		State Asse	ssments 09	/05/2012	-	2011-2012	03				2		1 - Entry			<u>·</u>
	Florida Assessmer	nts for Instructio	n in Reading (	FAIR) Grades	3-12 - FAR	(FAR)	State Asse	ssments 04	/04/2012		2011-2012	03				2		÷			· .
	N/A						1				2022-2023 ~	N/	A			~ [		N/A		~	N/A

**4.** The **Administration Date** defaults to current date; change the date the student took the test, if needed.

- 5. The School Year defaults to current school year; change if applicable.
- 6. Select the applicable **Gradelevel** that applies to the student.
- **7.** Enter a **Form** number for the selected test, if applicable.
- **8.** Select the purpose for administering the selected test from the **LEP Info** pull-down.
- **9. Include in Transcript** defaults to Yes. Clear the check box, if applicable.
- **10.** Enter the two digit District identifier in the **District Administered** field.
- **11.** Enter the four digit School identifier in the **School Administered** field.
- **12.** Enter the **Test Publication Year** for the selected test.
- 13. Click Save.
- 14. Click the gray arrow to enter the **Test Part** information (titles, score types, scores, etc.).

10 Test Admini	strat	tions												Filter	r Sta
Test			Test	Туре [	Administration Date	Schoo	ol Year	Gradelevel		Form	LEP Info		DJJ Info	Test Level	In Tr
Florida Assessmer	nts fo	or Instruction in Reading (FAIR) Grades 3-12 - FAR (FAR)	State	Assessments	02/10/2013 📰	2013-2	2014	03	12.57	<u>.</u>	<u>*</u>		÷	÷	Ye
	3 Test Parts Title			Lexile Score (LX)	Normal Curve Equivalent (NC)		Pass/Fail (PF)	Raw Score (RS)	National Per (NP)	centile (	Scale Score Expanded Standard Score) (SS)	Not Applicable (ZZ)	Points Possible (!	PP)	
	-	Reading Comprehension		÷	<u>.</u>		<u>.</u>	38	332	-		÷	<u>.</u>		
	-	Reference and Research (valid for 2009-10 only)		<u>+</u>	<u>.</u>		÷	<u>.</u>	23	2		<u>.</u>	<u>.</u>		
	-	Reading Application (valid beginning 2010-11)		÷	<u>.</u>		÷	<u>.</u>	530			<u>+</u>	<u>.</u>		
		N/A	~				N/A 🗸				]				
Florida Comprehe	nsive	Assessment Test (FCAT) 2.0 - FC2 (FC2)	State	Assessments	15/05/2013 🔤	2012-2	2013	03			1 - Entry		÷	÷	Ye

- **15.** Use the pull-downs to manually enter the applicable information.
- **16.** Press the **Enter/Return** key to create a new row.
- **17.** Click **Save**.

#### Activity

- Choose a student and enter all the district-defined required ELL fields such as English Language Learner, Primary Student Language, Primary Language Spoken in the Home, Home Language Survey date, Classification date, ELL Entry Date, Basis of Entry, and Student Plan Date. Be sure to click Save after entering data.
- Locate another current ELL Student. What, if any, LEP courses do they have?
- What is the ELL Instructional Model, if applicable.
- What is the student's most recent WIDA score?

### Built-in Reports and Advanced Reports

Focus provides a variety of reports for tracking and monitoring critical student information such as assessments, attendance, and discipline. The reports can be viewed for an individual student or for a group of students for comparative purposes.

### **Test History Report**

This report tracks the name, date of administration, school year, grade level and scores earned for every test logged in Focus. The Test History Report is best used to compare groups of students based on test performance data.

- 1. Go to the Assessments menu and select Test History Report.
- 2. On the **Test History Report** search screen, select a specific assessment from the pull-down.
- 3. Conduct a student search. Click More Search Options to locate all active LY students.

		Lizette Garcia	Focus High School - 0041	▼ SIS
Ľ	Writers02	Admin 🔻	▼ 2022-2023 ▼ 4th 9 Weeks	▼ ERP
J	Test: ACT, PLAN - APL (APL)			
۵	Search Screen Simple List Customized List			
\$	Student Search			
١	Student Group	V		
N*	Search All Schools			
4				
4				
	Search Reset			
9				

Once the search is complete, a list of students and their scores on the selected test is displayed.

		Select Stu	dent/S	taff <b>v</b> Test	Histon	/ Report					Lizette	Garcia	Focus High Scl	hool - 0041	▼ SIS
	s Write	ers02	aoneo		mator	кероп					Admin	▼ :	2022-2023 🔻	4th 9 We	eks 🔻 ERP
P	Test: Ame	erican College Testing Pro	ogram - A	ACT (ACT)			Test N	Not Taken: 🗆							
٨	Options	Show all Administration	15		Display So	ore Types: 🔽	Scale Score (F		Score) 🗌 National Pe	rcentile 🔽 Baw S	core				
æ	Search Screen Simple List Customized List														
۲	2 administr	ations 📴					Filter	Search	25						
A*													English		
**									Algebra/Coordinate	Arts/Literature	Composite Scale	Elementa Algebra Scale	ACT + for Writing	English Language Arts Scale	English/Writing
•	Photo	Student	Grade	Admin Date	School Year	Admin Gradelevel	School Administered	Test Type	Geometry Scale Score (Expanded Standard Score)	(Expanded Standard	Score (Expanded Standard	Score (Expande	d Scale Score	Score (Expanded	(Expanded Standard
									Standard Scorey	Score)	Score)	Standard Score)	(Expanded Standard	Standard Score)	Score)
													Score)		
<i>~</i>		Austen, Olive Jennifer	10	Mon, 1 Apr 2019	2018-2019	11	1188	College Readiness							
Zanada Suzanna Crassy 12 Man 1 Eab 2016 2015-2016 07 Collana Baadiness 12 14												-			
-	$\sim$	Zepeda, Suzanne Cressy	12	Mon, 1 Feb 2016	2015-2016	07		College Headiness	12	14				20	
									_						

- **4.** Select a different **Test**, if applicable.
- 5. Select **Test Not Taken** to find all the students that have yet to take the selected test.

**6.** Use the **Options** pull-down to display results by Show all Administrations, Show Most Recent Administrations, or a highest scale score.

7. Use the **Display Score Types** check boxes to select the score types to be displayed.

The report automatically refreshes after a check box is selected or deselected. Deselect one box at a time.

View student's test information based on the set criteria.

Use the **Filter** button to filter the results by any column header.

### Absence Summary Report

This report displays student attendance by all Attendance codes in use at a school.

1. Go to the Attendance menu and select Absence Summary.

**2.** Use **More Search Options** to locate the applicable ELL/ESOL students.

By default, the report displays Daily attendance data from the first day of school up to the current date.

	Öcu	Select Student/Staff V	Absen	ice Summ	arv					Lize	tte Garcia	a Focus H	igh School	- 0041	▼ SIS
Ľ	s Writers	02			/					Adm	nin Y	2022-20	023 🔻 4	th 9 Weeks	ERP
Þ	Report Timef	rame: 1 🗸 August 🗸 2022 🗸 🗐	- 1 ~	September ~	2023 ~	:									
<b>A</b>	Daily ~ G	0													
_	Days Possible:	223													
<b>a •</b>	Search Screen	Simple List Customized List													
•															
A*	747 Students											F	ilter Sear	ch	2450 2525
*	Photo	Student	Grade	Total Full- Day	Periods N/A	Periods No Show	Periods Unexcused	Periods Present	Periods Unexcused	Periods Excused	Periods Clinic	Periods Unexcused Abs	Periods Excused	Periods Guidance	Periods Hospital
•				Attended	(NA)	(DNE) (NS)	(U)	(P)	Tardy (T)	(PT)	(C)	Related to Discipline (D)	Absences (E)	(G)	Homebou (H)
<i>i</i>		Abe, Charlie Noel 📩 🍙	10	219 - 98.21%	0	0	1	0	0	0	0	0	0	0	0
۵ ۲	10-	Abregan, Kenna Joy 👁	10	221 - 99.1%	0	0	13	55	2	1	0	0	0	0	0
1	-	Acevedo, Diem Donna	09	223 - 100%	0	0	0	61	7	1	0	0	0	0	0
	4 -	Acevedo, Emarald Vonn	12	220 - 98.65%	0	0	10	58	4	0	0	0	0	0	0
	-	Acosta, Dexter D	10	222 - 99.55%	0	0	10	59	0	2	0	0	0	0	0

**3.** Set the **Report Timeframe** and which attendance codes to display: **Daily** or **Period**.

**4.** Click **Go** to refresh the screen and display the requested data.

The Search Criteria selected from More Search Options from the search screen appears here.

The report results can be downloaded to Excel to save or print.

5. Click on a **Student** name to view the individual student's Absence Summary.

### Students with Referrals Report

This report displays students who have referrals and can be filtered to display students with a specific number of referrals within a selected timeframe.

- 1. Go to the **Discipline** menu and select **Students with Referrals**.
- 2. Use More Search Options to locate the applicable ELL/ESOL students.

By default, the report will display students with at least 1 referral from the first day of school through the current date.

F	Select	Student/Staff  Students with Referrals		Lize Adr	ette Garcia Focus High School - 0041 V SIS nin V 2022-2023 V 4th 9 Weeks V ERP				
ð	Display Students with at lease	st 1 referral V							
ŝ	Report Timeframe: 1 V A	ugust v 2022 v - 1 v September v 2023 v -			Include Minor Infractions Go				
æ	Search Screen Simple List	Customized List							
۲	15 Students with referrals				Search				
A*	Photo	Student	Grade	Referrals	Most Recent Referral				
**	-	Abe, Charlie Noel 🕇 🊳	10	5	Wed, 5 Jul 2023				
4	-	Acosta, Dexter D	10	3	Mon, 28 Aug 2023				
•	4 -	Alonso, Mary Shelley	09	3	Mon, 15 May 2023				
<i>i</i>	-	Acevedo, Diem Donna	09	2	Wed, 5 Jul 2023				
<b>7</b> 1	-	Aguilar, Emily Dickinson	12	2	Mon, 28 Aug 2023				
1	-	Alvarez, Douglas Adam. 🗙	10	1	Wed, 14 Jun 2023				
	<b>A</b>	Anthony, Gabriel Marquez	10	1	Thu, 25 Aug 2022				

**3.** The minimum number of referrals may be modified here from the **Display Students with at least** pull-down.

**4.** Set the **Report Timeframe** for students receiving the selected number of referrals within the selected timeframe.

5. Select the check box to Include Minor Infractions in the number of referrals.

**6.** Click **Go** to refresh the screen and display the requested data.

The criteria selected from More Search Options appears here.

The report results can be downloaded to Excel to save or print.

7. Click on a **Student** name to view the individual student's Referrals.

### DOE Data Verification Reports: Data Quality

Focus provides powerful tools that allow users to view and correct issues related to State Reporting ahead of date certain. The system will run validations on any data applicable to the survey specified. These reports are dynamic and update as the user makes changes to the data.

1. Go to the Florida Reports menu and select DOE Data Verification Reports.

2. Select a Survey from the pull-down.

**3.** Select the **English Language Learners Information** extract on the left. A colorful gauge denotes the percentage of error-free data for that reporting element.

Any errors on student ELL data fields will display in red, yellow or blue. The rule that is violated displays next to the error total.



**Red** indicates the data for that rule is less than 80% valid.

**Yellow** indicates the data is at least 80% but less than 90% valid.

**Blue** indicates the data is at least 90% but less than 100% valid.

**Black** indicates the data for that rule is 100% valid and will show as 0 errors.

**4.** Click on the number of errors link to display a list of students with invalid data. The details of the error will display above the list of students.

Construction Summary Error: 01) 'District Number district submitting	er, Current Instruction/Service' must the data. ( <i>Reject</i> )	be numeric, in the range 01-68, or 71-	-75 and must be correct for the
139 Records Export	Filter: OFF		
Student Full Name	Student Number Identifier, Local 崇	Student Number Identifier, Florida 븆	Florida Education Identifier (FLEID)
Zarate, Anat	00002517	00002517	
Urbina, Walberto Adela	00003151	00003151	
Acosta, Ammiel Ivan	00004116	00004116	
Norman, Norman	00017790	00017790	
Maravilla, Esopo	00017793	00017793	
Mojica, Edit Jordan	00017804	00017804	
Navarro, Deborah Yasmely	00017819	00017819	
Galvez Kamil	00017855	00017855	

- 5. Click on the **Student Full Name** to open the student record in order to correct the data.
- 6. After returning to the report, click **Refresh Report** to update the list.

#### Survey Accuracy Report: Data Accuracy

Clean data is not necessarily accurate data. The school-based Survey Accuracy Reports displays two state reporting elements for ELL: Students being reported as ELL and ELL students missing the 130 FEFP on their schedule.

#### 1. Go to the Florida Reports menu and select Survey Accuracy Report.

**2.** Select a **Survey**. If applicable, select the check boxes to include **All Schools**, **Include Inactive** students and/or students **Include Second School**.

-		tudent/Staff ▼ Survey	Accuracy	Reports			Lizette Garcia F	ocus High S	chool - 0041
- **	s Writers02	Survey	Accuracy	Reports			Admin 🔻 2	022-2023	4th 9 Weeks 🕚
<u>م</u>	All Cohoolo								
	All Schools								
	Include Inactive								
	Include Second School								
		X							
S	Search	53 Records Export	🐴 🖶 📑	Iter: OFF					
25	55 254 FTE	Student 🛊	Student ID 🛊	FLEID \$	School	Grade Level	ELL 🛊	Plan Date 🛊	Re-evaluation Date
50	04	Abe, Charlie Noel	5879	FL000000000001	Focus High School - 0041	10	LEP in LEP classes [LY]	2019-08-13	2019-04-21
A	ctive DOP Records	Acevedo, Diem Donna	23057		Focus High School - 0041	09	Two year followup [LF]	2019-05-09	
C	TE Schedules With	Acosta, Harry P	8780		Focus High School - 0041	10	Two year followup [LF]	2019-08-07	
In	valid CTE Courses	Alvarez, Douglas Adam	/5191		Focus High School - 0041	10	LEP in LEP classes [LY]	2019-08-22	
EL	L Students	Atencio, Nancy	0190		Focus High School - 0041	09	LEP in LEP classes [LY]		
FL	L Students Missing 130	Atencio, Thomas	2979		Focus High School - 0041	10	LEP in LEP classes [LY]	2018-09-06	2019-08-16
FE	FP (Schedule)	Bass, Ignacio	47235		Focus High School - 0041	12	Two year followup [LF]	2011-08-22	
ES	E Exceptionalities With	Belcher, John Fernando	/5133		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-12-20	
M	issing Placement Dates	Beltran, John Francelly	6736		Focus High School - 0041	10	LEP in LEP classes [LY]	2019-08-13	
ES	SE Students - Basic	Benitez, Judy	37427		Focus High School - 0041	12	LEP in LEP classes [LY]	2020-01-14	
EL	am students with loss	Broyles, Julie	37369		Focus High School - 0041	12	LEP in LEP classes [LY]	2020-01-09	
th	an 150 mins PF	Chacon, Mendel Nicolle	/5288		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	
EL	am students with loss	Colon, Austin Garcia	7686		Focus High School - 0041	10	Two year followup [LF]	2016-09-07	2015-08-27
th	an 450 mins FLA	Elam, Angie	2720		Focus High School - 0041	11	LEP in LEP classes [LY]	2019-08-13	2019-08-13
		Elizondo, Omero Jahaira	3151		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	2019-04-13
	orida Alternate	Fenaway, Iris Sandrine	3208		Focus High School - 0041	11	LEP in LEP classes [LY]	2019-08-13	
	accomment.	Figueroa, Adam	56189		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	2017-09-26
Fu Fu	III Time Hospital	Foster, Terence Elian	6330		Focus High School - 0041	12	Two year followup [LF]	2013-02-04	
H	omebound	Fuller, Oda Eduardo	/5132		Focus High School - 0041	10	LEP in LEP classes [LY]	2019-12-20	
H	omeless	Giron, Brian Leduar	2761		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	
Im	nmigrant Students	Griffie, Tais	/5390		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	
		Hastings, Barbara Abigai	32683		Focus High School - 0041	09	LEP in LEP classes [LY]	2019-09-09	

**3.** Select **ELL Students** from the extract menu. The report updates to show the students being reported as LY or LF.

4. Click on a **Student** name to correct the ELL status if incorrect.

All the data verification reports can be downloaded to Excel or saved/printed as a PDF.

#### Advanced Reports

Advanced Reports are typically created with a specific subgroup of students in mind who meet a specific set of criteria. The user selects specific fields of data that may change over time to include as columns in the report. The report updates with the most current data if there were changes since the last time it was run. Advanced Reports roll from school year to school year until the user deletes them.

#### 1. Go to the Students menu and select Advanced Report.

2. Define the subgroup of students by clicking on **More Search Options** and making selections.

**3.** Define the data that will populate the columns in the report from **Available Fields**.

**4.** Click on **Student Demo** to expand the tab to select demographic fields such as student name, ID, grade level, etc.

**5.** To add **Fields to include in Report**, click on the green plus sign or click and drag the blue field over.

**6.** Continue to click on the tab names to find and select the data fields that are to be included in the report. Optionally, use the Filter box to enter text for quick searching.

**7.** Rearrange the fields to include in the report by clicking and dragging the blue field boxes in the order the columns should appear in the report.

**8.** Remove a selected field by clicking on the red **X**.

#### 9. Decide whether to Search All Schools and/or to Include Inactive Students.

**10.** Click **Run Report** after all report criteria have been selected.

#### **11.** Save the report by clicking **Create Report**.

#### a. Enter a **Report Title** for the report and click **OK**.

**12.** If the report does not display students, does not pull in the selected data or more/less data is necessary, click **Modify Report**. This will cause the original More Search Options criteria to be lost but will retain the Fields to Include in Report.

Modify Report						Only Display Records with Errors Save
English Language Learner: Y	fears 3 & 4 follow-up [LA], Exited from	ESOL for more the	an 4 years [LZ], K-1;	2 tested or pending	[LP], LEP in LEP classes [LY], Tested - not eligible [TZ	], or Two year followup [LF]
102 Students 🔚					Mass Update	Filter Filters: OFF Search
Birthdate	Last, First M	First	First Initial	Student ID	ELL Program Participant	ELL Accomodations and Supports
08/19/2004 📰	Abbott, Colin	Colin	с	86685	* 	
	Abrego, Bee Joy	Bee	В	61843	Not Applicable [Z]	
	Acevedo, Dianne	Dianne	D	23057	Eng Speakers of Other Languages [E]	
06/30/2006 🚍	Acosta, Marcus	Marcus	м	58780	Eng Speakers of Other Languages [E]	
	Alejandro, Giselle Jennifer	Giselle	G	58709	Eng Speakers of Other Languages [E]	
	Allison, Jennifer	Jennifer	J	77370	Eng Speakers of Other Languages [E]	
	Alvarez, Erik	Erik	E	75191	Eng Speakers of Other Languages [E]	
	Arellano, John Saeltiel	John	J	6748	Eng Speakers of Other Languages [E]	
	Armas, Alejandrino	Alejandrino	A	22128	Not Applicable [Z]	
	Atencio, Nancy	Nancy	N	30190	Not Applicable [Z]	
	Atencio, Thomas	Thomas	т	62979	Eng Speakers of Other Languages [E]	
	Balderas, Lorujama	Lorujama	L	0591	Eng Speakers of Other Languages [E]	
11/03/2005	Banuelos, Dale Sebastian	Dale	D	30272	Not Applicable [Z]	
	Boltron, John Eroncolly	labr	1	0790	Ena Papakara of Other Languages (E)	

**a.** Reset the More Search Options criteria (or change if no students were pulled into the report).

**13.** Add, delete or rearrange the data fields depending on the results that are displayed in the report (if applicable to achieve necessary report results).

14. Click Run Report and view the results.

The results of an Advanced Report can also be downloaded and saved as a static report prior to clicking Create Report. To download, click on the Excel icon that displays in the header next to the total number of students.

# Activity

- Create an Advanced Report to include the following fields in the exact order listed below. Use More Search Options to define the group of students.
- Last, First Name
- Grade Level
- English Language Learner
- ELL Entry Day
- Primary Student Language
- Save and name the report.
- Go back to the main Portal page and locate the saved report.
- Add a filter to the report; include only the highest-grade level of students at the school.
- Export the report to Excel.
- Resave and name the report (do not select Overwrite Report).
- Reminder: This is a training environment; reports will not be available on the production site.

ELL