

## Entering ELL Information in SIRS

English Language Learners (ELL) information is entered in the Needs area of SIRS. Students may participate in ELL programs only while they are enrolled in school, and can only be in one ELL program at a time. Students who participated but have since withdrawn from school should have both program entry and end dates.

The same area is used for entry of SPED and many other programs. Be careful not to modify existing SPED or other data while entering new ELL information.

### Required Data for Needs Reporting in SIRS

All of the Needs information that is submitted to ADE is entered via the Needs area. SIRS reports the Needs, Services and Early Childhood Assessments in SAIS transactions when the Submit Needs/Services box is marked on the SAIS submission form. Some types of Needs generate multiple transactions while others will generate only one. The type of Need determines what data must be entered. The form below shows the three areas where data is entered.

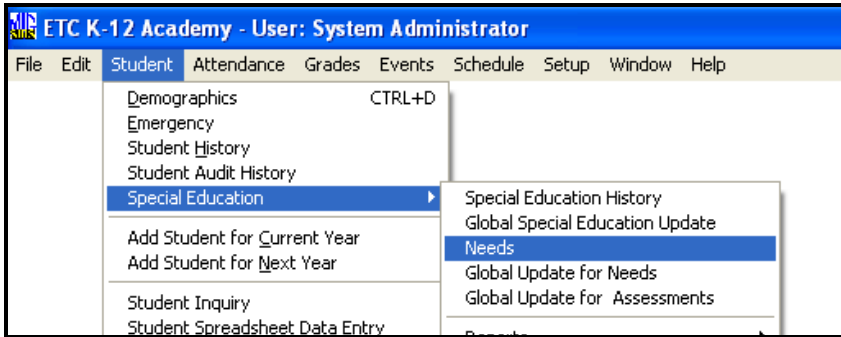
The screenshot shows the SIRS interface for entering student needs. It features a tabbed menu at the top with 'Student Needs', 'Needs/Services', 'Assessments', and 'EC Assessments'. The 'Needs/Services' tab is active. Below the tabs, there is a 'Select Need' dropdown menu currently showing 'NCLB Indicator 1 Free'. Below this are 'Start Date' and 'End Date' fields, each with a calendar icon. A table with 'Add' and 'Remove' buttons is positioned below the date fields. At the bottom, there are several input fields for 'Service Code', 'Exit Reason', 'ELL Status', 'Special Enrollment Code', 'School', and 'District of Residence'. To the right of these fields are checkboxes for 'Primary Service', 'Start Date', 'End Date', and a 'Check Dates' button. Three callout boxes with arrows point to specific areas: 'Assessments Area' points to the 'Assessments' tab, 'Needs Area' points to the 'Select Need' dropdown, and 'Services/Support Program Area' points to the 'Primary Service' checkbox.

### General Notes on ELL Needs and Services

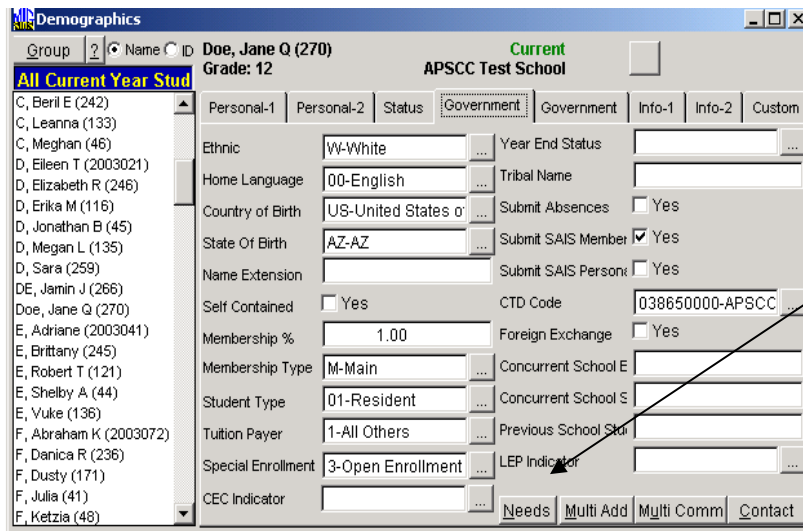
- ADE ignores the End Date for all needs except Homebound and Homeless. Do not enter an End Date for an ELL Need. If a student withdraws from school or is no longer receiving services or support programs, enter an end date for the service or program.
- Leave the ELL Status (may be called SPED Grade or Service Grade) field blank for all services and support programs including ELL services. This field is no longer used and all values in the table should be made inactive.
- Services cannot start before the student's enrollment date. Match the service start date to the enrollment status dates. If a student withdraws from school, the service or support program must end as well. Enter a Service End Date that matches the withdrawal date and for ELL and enter an Exit Reason.
- If a service was successfully submitted to ADE with an incorrect start date, the start date can be modified. When you change the start date, SIRS submits a delete record for the incorrect start date and adds a new record with the correct start date.
- ADE validates all ELL services to ensure there is a record in SAIS of a language assessment for an assessment administered on or before the program entry date (including assessments administered during the previous fiscal year). To qualify for program participation, the most recent assessment administered on or before the program start date must indicate that the service is required. The result must be ELL or ELL After Reclassification, not Initial FEP, Reclassified FEP or Continuing FEP. From FY 2009 forward, only Pearson Education may submit assessment results to ADE.

## Accessing the Needs Area in SIRS

From the SIRS Student Menu, select Special Education then Needs. Or use the Student menu to open the Demographics form, then from the Government tab, click the Needs button.



Or



## Adding an ELL Need to SIRS

To be properly funded, ELL records must have entries in both Needs and Services areas.

1. Add the Need record by highlighting Need, then click on Add.
2. Use the *ELL (LEPS)* Need for all ELL students. Click on the browse button to select this Need from the list.
3. Enter the Start date for the Need. (First day of school or first day student receives services)
4. Do not mark the Primary Service checkbox. (Used only for SPED)
5. Click the Add button in the Service Area. The same fields are used to collect information on Language Program Participation as are used for SPED entries. In the Service Code field, select the appropriate Program Code from the list of Service Types. The five values listed below are acceptable:
  - a. ELL SEI
  - b. ELL Bilingual with Waiver 1
  - c. ELL Bilingual with Waiver 2
  - d. ELL Bilingual with Waiver 3
  - e. ELL Ind Lang Learner Plan (ILLP)
6. The ELL Status field is no longer used. *Leave this field blank.*

- Do not change or enter values in the Special Enrollment Code and District of Residence fields, they are not submitted in the ELL transaction.
- Enter the Start Date when the student began receiving ELL services. This date cannot be earlier than the enrollment date of the student. The most recent status code and effective date are displayed at the top of the form.

Leave the ELL Status field blank.

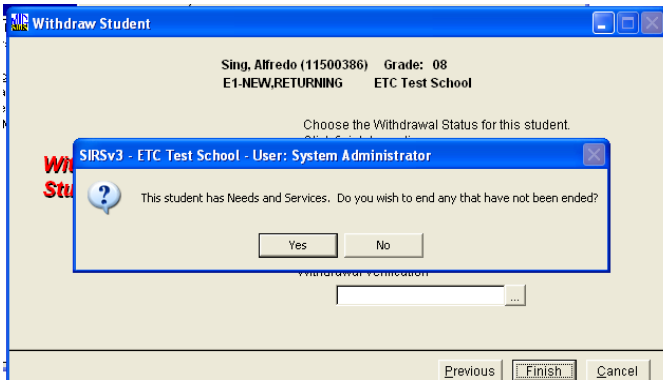
### Exiting an ELL Student

When an ELL student is reassessed and reclassified out of the ELL program, enter a Service End Date. Do not enter a Need End Date. An Exit Reason is required. (If the student has been reclassified FEP, be certain to select *ELL Reclass FEP*, otherwise select the appropriate reason. Service End Dates and Exit Reasons must be added for Withdrawn students.

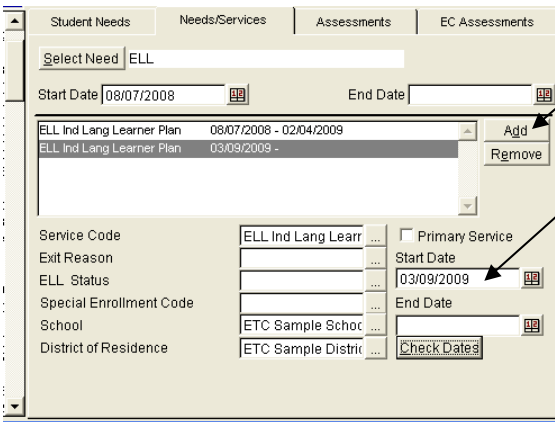
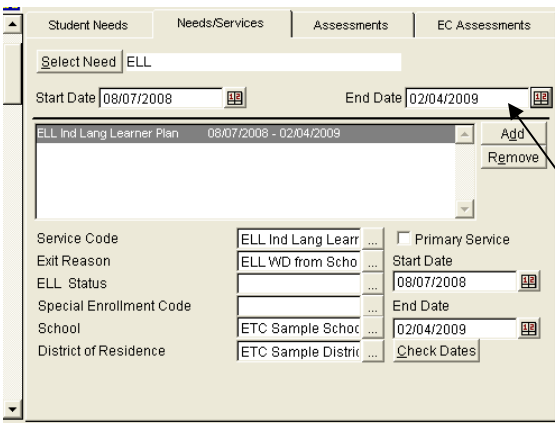
- Select the Need or Service line, then click on the Needs/Services tab.
- Use the Browse button to select an Exit Reason. An Exit Reason is required when an End Date exists.
- Enter the End Date for the Service.

An Exit Reason is required if an End Date for an ELL Service is entered.

- When a student is withdrawn, the prompt (shown on the next page) is displayed if there are open-ended needs or services. If you respond with a Yes, SIRS adds both a Need End Date and a Service End Date, but not an Exit Reason. The Exit Reason must be entered manually. If you respond with No, you must manually enter the Service Exit Reason and Service Exit Date. Do not enter a Need End Date.



5. If the student later reenrolls in school and receives ELL services again, add a new service, but not a new Need. Note: if SIRS automatically entered a Need End Date, remove the Need End Date when a new service is added.



Student Re-enrolled in school.

- Remove the Need End Date.
- Click on Add to add a new service with an ELL Status of "Continuing ELL"
- Service Start Date matches the Re-enrollment date if the student returns to the ELL program