ELL Census

Last revised on: 8/25/14

The ELL Census is a data collection tool developed by the Rhode Island Department of Education to collect data pertaining to ELL students enrolled in all public school districts throughout the state. This data is used for federal and state reporting, research, and calculation of accountability measures. This document serves as a reference for the accurate completion on ELL data reporting using the ELL Census.

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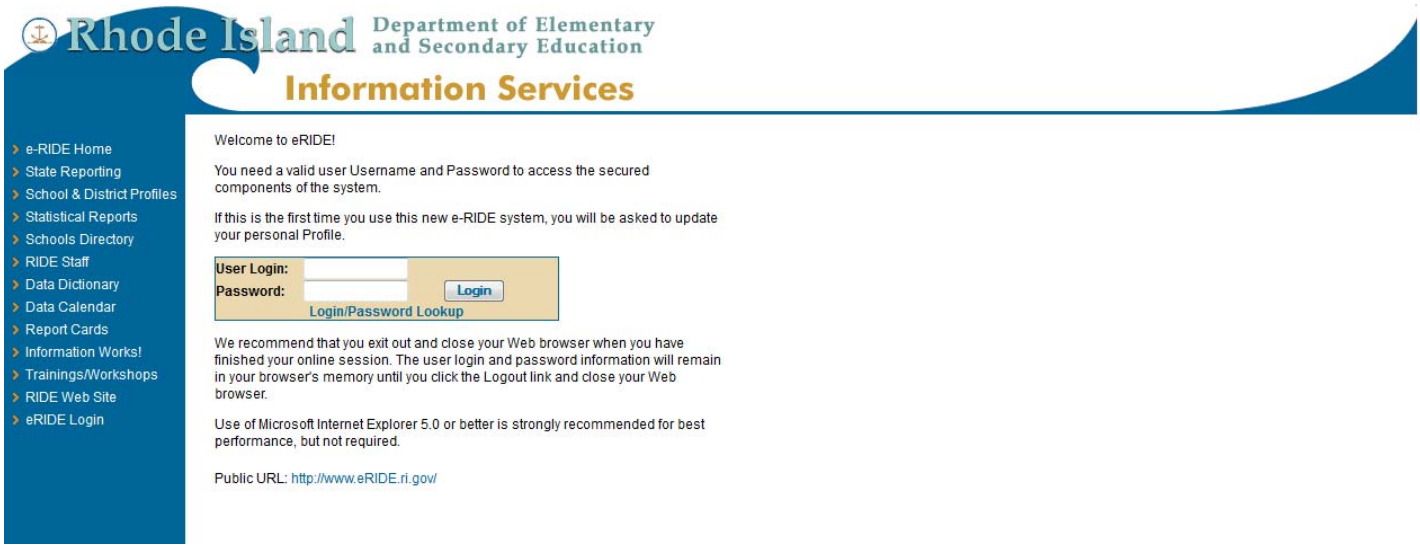
About eRIDE



This is the eRIDE home page. eRIDE is the RI Department of Education's data collection and information management system. It provides a secured portal for each district and school to submit or upload data. eRIDE serves as a comprehensive statewide data system that tracks individual student records from state test results and program participation over time and across databases.

On the left side there are 12 links that allow you to access data reports, school directories, Information Works, and trainings and workshops.

eRIDE provides the following information service modules:

1. **A Record Identifier Module:** eRIDE assigns and ensures a unique statewide identifier to each school, each teacher, and each student.
2. **A Data Collection Module:** eRIDE enables the district and schools to submit or upload data though a single Web-based system. Key student level data which will be collected through eRIDE include: enrollment, graduation and dropout data, and program participation and services received (special education, English Language Learners, Voc-ed, free and reduced lunch program).
3. **A Data Warehousing Module:** eRIDE also processes and warehouses the data for reporting and analysis.
4. **A Data Reporting Module:** Powered by the Data Warehouse, data will be reported in Schools and Districts Profiles, Statistical Summary Reports and Information Works!. Online analytical tools will also be developed to enable educators to analyze the data and to make informed decisions for school improvement.
5. **A Data Dictionary Module:** Also available on eRIDE will be a fully searchable data dictionary that provides the definition and values for each data element and its entity, and by federal, state or program mandates

eRIDE can be accessed at the following link: http://www.eride.ri.gov. It is recommended that you use the latest version of Internet Explorer.

eRIDE User Login

An eRIDE user login and password is required to access various data applications.

If you do not have an eRIDE user account, then you need to contact your district data manager.

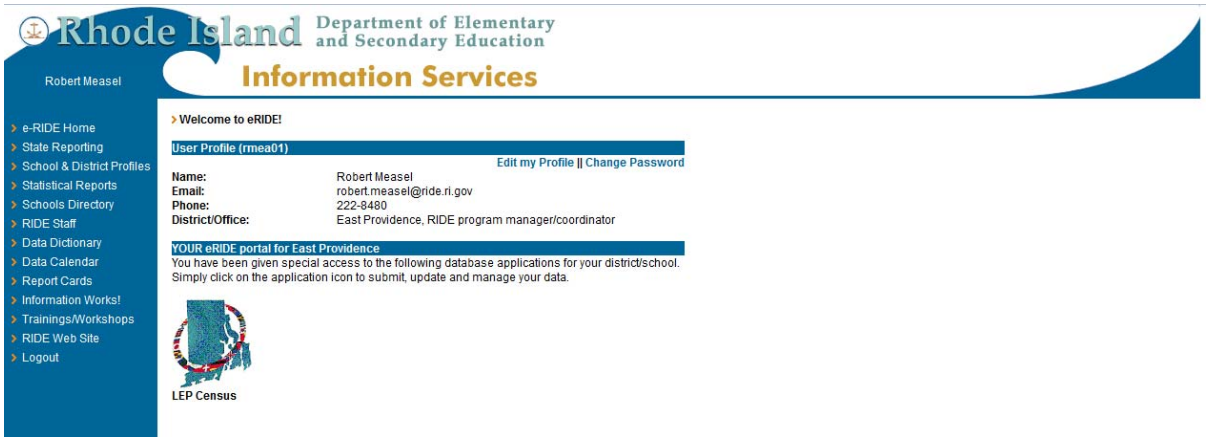
Once your eRIDE user login account has been established and activated, an eRIDE portal is automatically created. A variety of data applications may then be delivered to your portal. Only eRIDE administrators or the LEA data managers are authorized to deliver data applications.

When you log into eRIDE for the first time, you will be prompted to update your user profile. Click on the **'update'** button to save any changes.

User Login and Password Lookup

If you forget your login and password click on **'login/password lookup'**. You will then need to enter your first and last name as well as your email address before clicking on **'submit'**. (Please be sure to use the email address that was used to activate your eRIDE account). Minutes later you will receive an email from eRIDE providing you with your login and password. If you do not receive an email then that means you did not enter your email address correctly.

eRIDE Portal



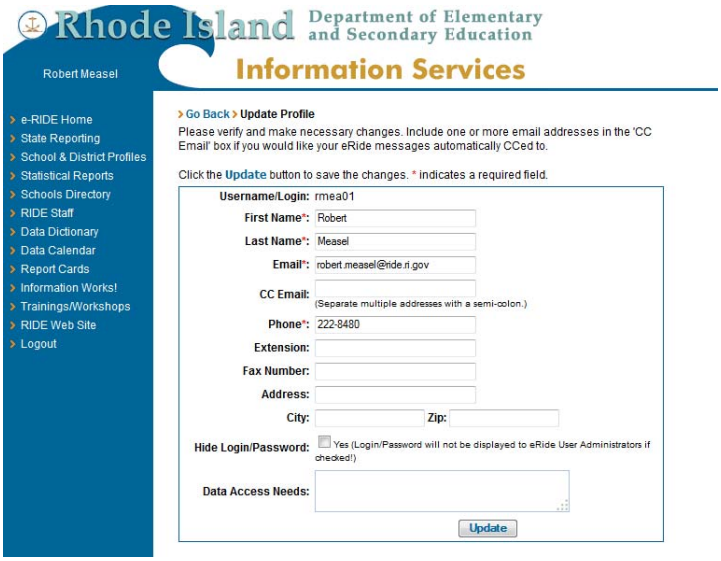
Once you log in you will notice your name on the top left corner.

Under **User Profile** you can edit your profile or change your password by clicking on the links. (Remember to click '**update**' to save the changes you have made).

Below your eRIDE portal you will find the applications that you have been given access to by your district data manager. To access any of the applications, simply click on the application icon you wish to open. In this case it is the ELL Census.

Updating Your Profile

To update your profile, click on the **'Edit my Profile'** link on the eRIDE home page.

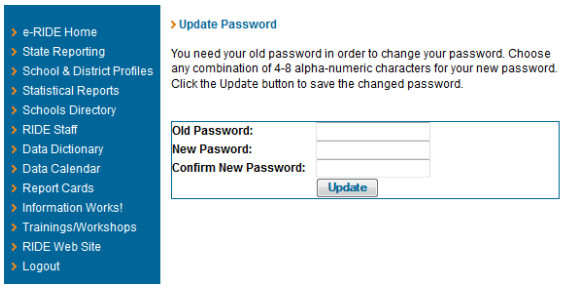


This is the page where you will verify your information and make any necessary changes. The fields with a red * are required. If you wish to have the emails that are sent to you copied to another person, you need to add their email(s) in the CC Email field. If you are entering more than one email you will need to separate them with a semi-colon.

Click **'Update'** to save your changes.

Updating Your Password

To update your password click on the **'Change my Password'** link on the eRIDE home page.



You will need to know your old password in order to change it. To initiate the process enter your old and new password, and then confirm the new password (it must be any combination of 4-8 alphanumeric characters). Once you are done be sure to click **'update'** to save your new password.

ELL Census Main Page

Update active status as of (date): 9/4/2014 Update

Find student(s) by name/SASID: Find (see below for instructions)

Download 2011 ACCESS Data file
Download 2012 ACCESS Data file
Download 2013 ACCESS Data file
Download 2014 ACCESS Data file

users guide || forms || set up language table || set up teacher table || set up country table || student listings
lookup/add student || maintenance reports || batch update student demographic and program status

SchCode	School Name	Total in Census	# Active	# Monitored	Last Updated	Date Signed Off
10	East Providence	1321	27	1	8/22/2014	signoff
10030	East Providence VTA				8/22/2014	signoff
10109	Edward R. Martin Middle School	246	4		8/22/2014	signoff
10111	James R. D. Oldham School	12			9/17/2013	signoff
10112	East Providence High School	449			5/19/2014	signoff
10113	Kent Heights School	74	12		8/22/2014	signoff
10114	Alice M. Waddington School	19			8/21/2014	signoff
10116	Agnes B. Hennessey School	103	3		8/22/2014	signoff
10117	Emma G. Whiteknact School	100			2/7/2014	signoff
10122	Riverside Middle School	51			1/27/2014	signoff
10123	Silver Spring School	104	3		8/22/2014	signoff
10124	Orlo Avenue School	91	2		8/22/2014	signoff
10125	Myron J. Francis Elementary School	51	3	1	8/22/2014	signoff
10130	E. Providence Area Career and Technical Center	1			9/17/2013	signoff
10190	E. Providence School Department				9/17/2013	signoff

How to find student(s) by name: Type the student's last name and/or part of first name, click on Find. Acceptable naming format for locating the SASID for 'Michael Bates': 'Bates', 'bates, m', 'bates, mic'. Unacceptable naming format: 'michael bates', 'bates,', 'bates,m', 'bates,mic'.

Batch update will import and update students' name, DOB, gender, grade, race, iep, title I and voced status with the latest information in Enrollment Census.

New: Look Up/Add Student will allow you to look up a student's prior ELL eligibility and services received information before you add to your Census.

Page Navigation: use the Browser natigation buttons to move back and forth a page.

Be sure to change the "as of date" and click on update when making changes to student records.

To search by name enter students last name

These are links to your district's electronic ACCESS for ELLs reports.

Remember to set up your language table, teacher table, and country table before you start updating student records.

Batch update will import and update student name, DOB, gender, grade, race, IEP, and Title I status from the latest information in the enrollment census.

Click on school name to get a list of student that currently or once received services in that school.

This is the main page of the ELL Census application. The first things you need to do are set up the language, teacher, and country tables by clicking on the links above school name. To modify these tables, see their corresponding sections on the following page.

The next link is student listings. This link will bring you to different reports that are available to you once you have active or monitored students in your census. These reports are covered on pages 11-12.

Maintenance Reports

Maintenance Reports have been set up for data quality purposes. Please be sure to run these reports on a weekly basis to verify that your data is...

Active Students with Incomplete Demographics
Monitored Students with Incomplete Demographics
Students born in the USA having Date of Birth greater than Entry Date
Active Students Who Are Monitored
Duplicate Active Students
Duplicate Monitored Students
Inactive Students Missing End Date And/Or End Reason
Inactive Students with Empty Records
Active/Monitored Students Not Currently Enrolled in Schools
Students EBNE Prior Year and Not Enrolled/Monitored/Exited Current year
Active Students Without Access Tier

Below these links are links for looking up/adding new students to your Census and running maintenance reports. The lookup and add function is covered on page 7 and 9. Maintenance reports should be run periodically to ensure that data in the Census is accurate and complete.

There is a link to batch update student demographic and program status. This link will import and update student name, DOB, gender, grade, race, IEP, and Title I status from the latest information contained in the enrollment census. Ensure that the information contained in your district's enrollment Census is accurate before batch updating the ELL Census.

Below the seven links you will see a listing of all of the schools in your district, which is categorized by: total in census, number of active students, and number of monitored students by school and district

> To get an up to date count of active and monitored students you will need to change the date in the box next to **Update active status as of (date).** (This date never changes unless you change it yourself).

To locate a student in your census you will need to type the student's last name and/or part of student's first name, and then click 'Find'.

Naming Format for Locating the SASID:
(Example): 'Michael Bates'

Acceptable:	Unacceptable
- Bates	- michael bates
- bates, m	- bates,
- bates, mic	- bates,m

To Search by Student Name

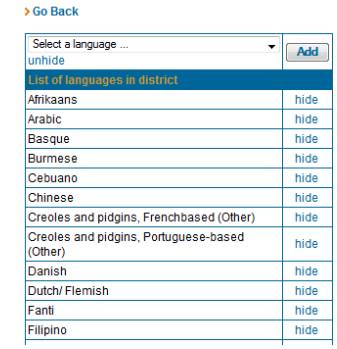
From the main page of the ELL Census you will need to enter the student's full or partial name in the **'Find student(s) by name'** box. If more than one match is found then you will need to verify the student's record by other key demographics, such as date of birth. If you do not get any matches, be sure that you have spelled the name correctly, or use other possible spellings. (Example: Sousa or Souza). If you are not successful in searching by name, you should try searching by school.

To Search by School

If your search is not successful using a student's name, then you can search by school. You should search the school that the student last attended first and if there is no record, then search all other schools. If the student does not appear on any of the school lists, then you will need to add a student record. See page 9 to add a student.

To Add a Student Record

Click 'Lookup/Add Student' link from the Census main page. This will bring you to the State SASID System where you can search for a student by their district, or statewide by name. Enter the student(s) name that you want to search for and if more than one match is found you will need to verify the student's record by other key demographics, (e.g., D.O.B). Find the student that you are looking for and click 'add'. It will ask you if you really want to get the record, click OK. Find the student's name and update the student demographic information. You should then add the service record. (Remember to always click 'Submit' to save changes). If you are unable to locate the student because he/she may be new to the state or never was in school, then you need to request a SASID from your district enrollment personnel.

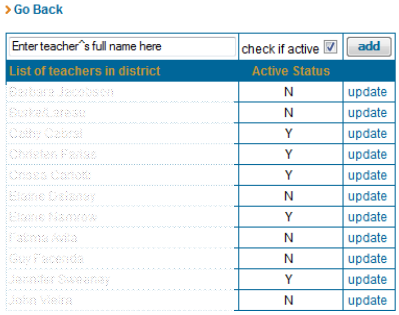


Updating the Language Table

To add to your list of languages you will need to click 'set up language table', which is on your census main page.

To see the list of all languages, click on the drop down box, where it says select a language. To add a language, click on the language to be added and then click on add. The languages that you see listed are the ones that you will have access to when you are in a student's record.

To remove a language from the list, click on hide to the right of the language.



Updating the Teacher Table

To enter or delete a teacher's name, click on the link 'Set Up Teacher Table' from the census main page.

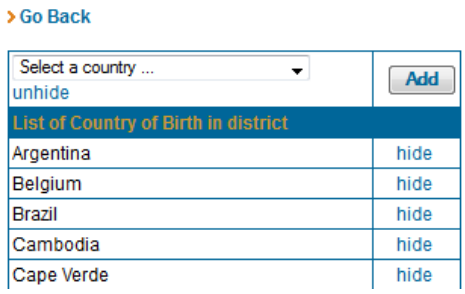
<u>To Activate a Teacher:</u>

Type the teacher's name then click 'add'. This will add the teacher to the table, so that you

can assign the teacher to his or her students. If a teacher is inactive and you wish to activate them you need to click 'update' next to their name to bring it to the top box. Then click the box next to check if active and click the add button. The names that are listed with a Y in the active status column are the names that you will be able to access when you are in a student's record to assign a teacher.

To Deactivate a Teacher:

If a teacher is no longer in your district, click 'update' next to the teacher's name. This will bring the name to the box on top; you need to click on the green check (√) to make the teacher inactive.



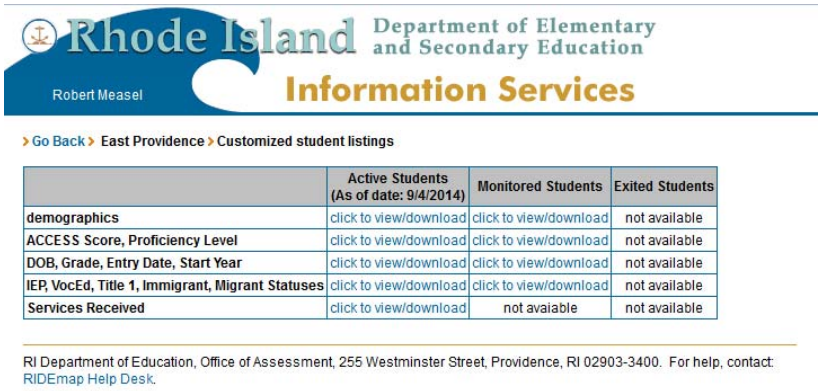
Updating the Country Table

To add to your list of Countries you will need to click 'set up country table', which is on the ELL census main page.

To see the list of all countries, click on the drop down box, where it says select a country. To add a country to the list, click on the country to be added and then click the add button. The Countries that you see listed are the ones that you will have access to when you are in a student's record.

To remove a country from the list, click on hide to the right of the country.

Student Listings



To access the reports, you need to click on the 'Student Listings' link from the census main page.

To View or Download a Report:

To view or download a report as of the date that you entered on the main page of the ELL Census you need to click the 'view/download' link for active or monitored students. As you are viewing the reports, you may notice something is highlighted in red; that means there is a possible error. Please correct any records that are highlighted in red.

Student Listings by School

Once you have clicked on a school name it will bring you to a list of students that received services in that school. This list includes active students, monitored students, and students who have exited but received services at some point since the ELL Census data collection began. If you click on a student SASID or name, it will bring you to the student's record where you can update the demographic or services information. Do NOT add a student to a school until you have exhausted your search by student name or school by school. If there is a student listed that should be in another school you will need to click on the student name to pull up the record and update the school (Do NOT add another record).

Rhode Island Department of Elementary and Secondary Education

Melissa Cabral

Information Services

> Go Back > **Barrington Middle School (06-08)** Name of school

As of date: 6/29/2007 This is the date that you entered on the main page

SASID	Dist	Student Name	Gender	DOB	Grade	Race	Active	Monitored
1000049547	Barr.		F	7/4/1991	09	Asian		
1000049958	Barr.		F	8/31/1993	08	White		
1000034310	Barr.		M	7/7/1991	09	White		
1000085643	Barr.		F	3/18/1993	08	White		Y
1000051055	Barr.		M	7/8/1993	09	Black		Y
1000224704	Barr.		M	5/23/1994	08	White	Y	
1000050792	Barr.		F	6/14/1993	09	White		
1000240469	Barr.		M	6/16/1993	09	White	Y	
1000049854	Barr.		F	7/25/1993	09	Asian		

total # of students in Census: 9, of which, 2 are active as of 6/29/2007. This tells you the total number of students in the school listed above and how many of them are active as of the date that was set on the main page.

> LEP Census Home > **Edward R. Martin Middle School**

Past service records found, click to check

update student record

SASID	Gender	Grade	DOB	IEP	Title III	Title1
1000280978	M	06	6/17/2003	No	Yes	No
Language	**1st Enrolled in District Date**	**Immigrant**	**Resident**	**Birth Place**	**Entry Date into US**	**Limited Formal Schooling**
Spanish	9/4/2014	No	E. Prov	Dominican Republic	10/20/2007	No
KW-APT Raw Score	**Entering Proficiency Level (W-APT) District**	**W-APT Assmt Date**	**Listening Score**	**Speaking Score**	**Reading Score**	**Writing Score**
	Expanding					
Hispanic	**Native**	**Asian**	**Black**	**White**	**Pacific**	**Access Tier**
Y	Y	N	Y	Y	N	C

last updated on 8/21/2014 3:54:15 PM mman10

Access Test Results - Read Only

Year	Listening	Speaking	Reading	Writing	Oral	Overall	Literacy	Comprehension
2014	6	5.1	3.1	4.5	5.7	4.6	3.9	4.1
2013	4.9	5.3	4.8	4.4	5.1	4.7	4.5	4.9
2012	5	2.7	4.7	4.4	3.7	4.2	4.5	4.9
2011	3.1	3.2	4.9	3.1	3.1	3.5	3.6	3.9
2010	2.9	3.6	4	2.6	3.2	3.1	3	3.6
2009	1.6	1.3	1.3	1.5	1.5	1.4	1.4	1.4

Service & Monitoring — add new service or waiver

Model	Start Date	Hrs/Day	Days/Wk	Wks/Mon	End Date	Reason	Teacher	action
COLLABORATIVE ESL & GENERAL INSTRUCTION	9/4/2014							update delete

last updated on 8/21/2014 3:54:40 PM by mman10

* Model ESL includes ESL Sheltered Content (Math, Science, Social Studies, etc.).

Please do NOT delete historic service and monitoring records unless they are entered by mistake. Contact RIDE if you want to delete a demographic record.

8/22/2013 update: Added Access Tier grouping.

RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. For help, contact: RIDEmap Help Desk.

The top panel is the student's demographic information and the bottom panel is the student's services and monitoring information.

If you are updating school-by-school, then you will need to click on the appropriate school to give you a list of students who are currently receiving services and students who once received services in that school. Click on the student's name to bring up the student record to make changes. If the student you are looking for is not there, then you need to search by name. Make sure that the student is not listed in another school, because it will create a duplicate record. If the student is not in any of the schools listed, then click on 'Add Student' in the school that the student is receiving services in. This will bring you to the search engine that allows you to search within your district or statewide.

To Update Student Demographic Information

To make changes to the student's demographic information, click on 'update student record' next to the student's name on the top panel. (All fields are required except for the W-APT data.)

The start year is the date that the student first started to receive ELL services in the district. Enter the date of enrollment to the district in this field if the student is new to the district. Students may have service records from previous years in other districts, but this field is concerned with the year in which a student first enrolled in the most recent district. For students returning to the same district at the start of a new school year, this date should not be changed. If a student leaves the district for an extended period during the school year and the district disenrolls the student, then when the student returns, the start year should be updated to reflect the reenrollment date.

Entry date to the U.S. is the month, day and year that the student entered the United States. (For students who were born in the United States their entry date is their date of birth.)

The student's entering proficiency level should never change, because it provides the student's level upon entering the program. It is based on their W-APT score. W-APT stands for the WIDA-ACCESS Placement Test. This assessment tool, known as the "screener", is used by educators to measure the English language proficiency of students who have recently arrived in the U.S. or in a particular district. It can help to determine whether or not a child is in need of English language instructional services, and if so, at what level.

For new students, select the W-APT proficiency level. There is an option for kindergarteners who were administered the KW-APT, since the KW-APT does not produce a proficiency level score on the same scale as the other grade levels. If the student was administered the KW-APT, then select the KW-APT option from the drop-down menu and enter the appropriate scores in the fields for listening and speaking (and reading and writing, if those portions of the KW-APT were administered).

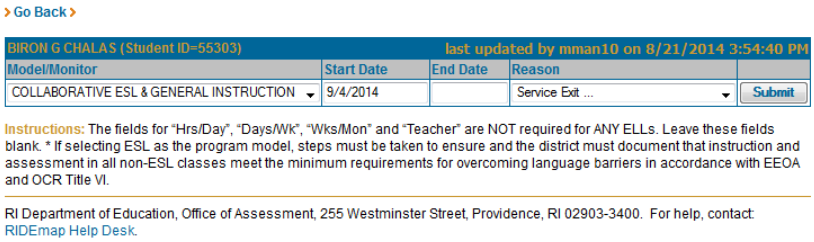
W-APT Assessment Date – The date that the student was given the placement test. (mm/dd/yyyy)

Listening, Speaking, Reading and Writing Score – The scores are 1-6

1- Entering
2- Emerging (*formerly Beginning*)
3- Developing
4- Expanding
5- Bridging
6- Reaching/Attained

To make changes to an existing service record click on 'update' under action to the service that you would like to make changes to.

To Add or Update Service Information



To add another service record you will need to click on 'initiate new service record' and enter all information. Then click on 'submit'.

- Model: ESL, Bilingual, Monitor1, or Monitor2, Eligible but not enrolled, Sheltered Content Instruction, Collaborative ESL and General Education, Two-Way/Dual Language, Newcomer Program, Collaborative ESL and Sheltered Content
- Start Date: The first time within the current school year that the student started to receive services or be monitored.
- End Date: The date that the student stopped receiving services within that current school year.
- Reason: The reason that a student stopped receiving services in that program (this could simply be that the school year ended).

Monitored Students are entered in the Service & Monitoring panel. You will need to initiate a new record and select 'Monitor1' for students who are in their first full academic year of monitoring or 'Monitor2' for students who are in their second year of monitoring (only after they have completed one full academic year in Monitoring 1 status). The start date is the day that the student became a monitor year 1 or 2 student and the end date depends on each individual student. If a student completes one year of monitoring and the following year is brought back into the ESL program and then mainstreamed again he/she will be considered a monitor year 1 again.

Eligible But Not Enrolled Students are entered in the Service & Monitoring panel within the model field. You will need to initiate a new service record and select 'Eligible But Not Enrolled' for students who are identified as ELL and whose parents opt-out their child from the specialized language instructional program. The start date is the date that the parent waives services for their child and the end date will be the end of the school with the reason being "school year ended", "exited program" if the student meets all exit criteria, or it could be the start of a new language instructional program if the parent decides to allow their child to participate.

Important note: Even though the parent of an ELL may op their student out of the district's specialized language instructional program, the district is not released from its legal obligation to make the necessary instructional accommodations in order to overcome language barriers which may impede the student's access to the academic program. See Title VI of the Civil Rights Act (1964), the Equal Educational Opportunity Act of 1974 (20 USC Sec 1703), Lau v. Nichols, 414 U.S. 563 (1974).

** Please note that NCLB Title I, Sec. IIII (b) (7) requires an annual assessment of English language proficiency of all students with limited English proficiency in the schools served by the state, whether or not they are receiving services under Title III of NCLB.

Please do not delete any student record or service record until you contact Bob Measel (222-8480 / robert.measel@ride.ri.gov).

Reports

The Census will produce a number of reports. You can access these reports by clicking on the 'Student Listings' link on the ELL Census main page. Remember anything in RED means possible incorrect data. Please review the information carefully!

Demographics Report

This is the demographics report. It lists the student's SASID, name, school name, gender, D.O.B, grade, race and language. By clicking on the download listings above the table it will open an excel spreadsheet with the data in this report so that you can modify or add columns for your own records and reporting. You must first save it to your computer as an excel document. Any additions or changes made on the excel sheet will not change any data on eRIDE.

When you are in any of these reports there is a link right above the table that reads 'Download Listing'. Click on that link and the report will be copied into an excel spreadsheet that you can modify once you save it to your computer. To save the excel file do the following:

1. Click on File
2. Save As
3. Choose the folder that you want to save the file in
4. Name the file
5. Save as type needs to be changed to Microsoft Excel
6. Click on Save

ACCESS for ELLs® Score and Proficiency Level Report

This is the ACCESS for ELLs Score and Proficiency Level Report. This report will give you the student's SASID, LASID, name, start year, ACCESS for ELLs score and level (along with their Entering and Current Proficiency Level). You can download this list to an excel spreadsheet by clicking on the download listings link above the table. Any changes made to the excel spreadsheet will not change anything on eRIDE.

D.O.B, Grade, Entry Date and Start Year Report

This report will give you the student's name, D.O.B., grade, US entry date, and start year. This report can be downloaded to an excel spreadsheet; changes will not alter anything on eRIDE.

IEP, Title I, Immigrant and Migrant Report

This shows the IEP, VocEd, Title I, Immigrant, and Migrant Status. Downloading the report to an excel spreadsheet can be done by clicking on the download listing above the table. Changes made to the excel spreadsheet do not affect the information on eRIDE.

Student Services Report

This is the Services Received Report that calculates the services received to give you the total amount of money that you will be receiving for each student as of the date it was entered in the main page of the census.

Summary Report

To get to the summary report click on the number of active students on the main page. You will need to get the Director/Coordinator's signature as well as the superintendent's. Once everyone has signed the summary sheet you will need to

click 'sign off' on the main page, and fax the summary report to Bob Measel at 401-222-6030 (Please be sure that the report is signed before faxing).

Important Things to Remember

- You should never make changes to the previous school year. If you notice a mistake that was made in the previous year(s) that you would like to change, please contact Bob Measel at 401-222-8480 or robert.measel@ride.ri.gov.
- Always be aware of the 'as of date' that you are using.
- The school year starts in September and ends on June 30th, regardless of your district's last day of school.
- The Start Year should reflect the date at which the student began continuous enrollment in the district. It does not change unless the student is new to the district. If the student is new to the district, even if he/she is reenrolling after a period of absence in which he/she was disenrolled, then the start year is the date of first enrollment/reenrollment in the district.
- After you update student records you need to click the update button on the main page to reflect all of the changes made.
- Students cannot receive services before entering this country. Double-check the Entry Date to the U.S.
- Students cannot be Active and Monitored at the same time
- You should only enter information within the current school year. Do NOT enter information for the upcoming school year.
- You may not exit a student whose ACCESS scores are not above the state-established cutoffs defined in the exit criteria document (http://www.ride.ri.gov/applications/ell/who-are-ells/ri_ells.php). Selecting "Exited Program" as a reason for ending a service record for a student whose scores are below the cutoff will produce an error.
- Students who have limited formal schooling should be identified in the new field on the demographics section of the student record. The criteria for identifying students with LFS is contained in the Identification Procedure document located on the RIDE website at http://www.ride.ri.gov/applications/ell/who-are-ells/ri_ells.php.