



English Learner Management System (ELMS 101)



Yuni Rueda Barrera
English Learner/Migrant Program Specialist

Idaho State Department of Education

DEBBIE CRITCHFIELD, SUPERINTENDENT OF PUBLIC INSTRUCTION

1/23/2023

Objectives



- ❑ How to navigate ELMS
- ❑ How to insert scores for EL students
- ❑ The different types of ELMS appeals

Support Staff



- Maria Puga, English Learner Program Coordinator
 - 5th year at SDE
 - Program questions, LIEP, curriculum, Title III-A law, CFGSA, budgets.
- Yuni Barrera, Program Specialist
 - 2nd year on our team
 - Go To Strategies trainings, professional development training questions
- Andrew Bennett, ELPA Coordinator
 - 5th year at SDE
 - All questions on EL assessment
 - WIDA screeners, ACCESS, testing accommodations, DRC questions, etc.
- Beatrice Santiago, Administrative Assistant
 - New to our team!
 - Supports Assessment & Federal Programs
 - General EL questions





What is ELMS?



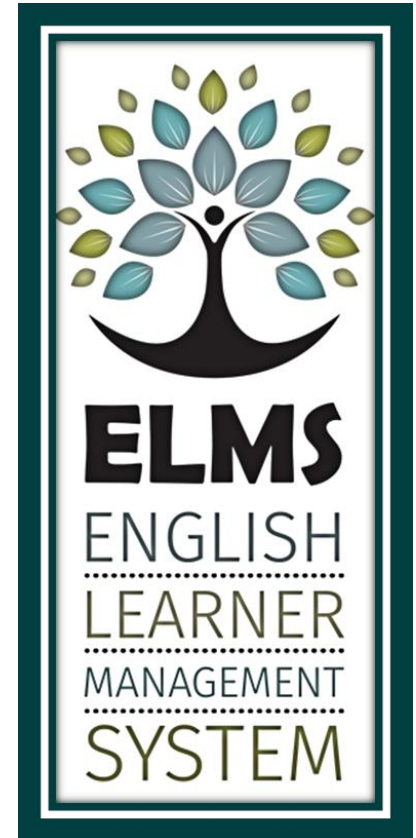


□ There are three ways to navigate to ELMS:

1. Directly by following this link: <http://apps.sde.Idaho.gov/ELMS>
2. Selecting the ELMS icon in the EL & Migrant Portal Center/Federal Programs/SDE (Idaho.gov) webpage
3. Following the steps below to access the ELMS site on the Idaho State Department of Education
 - A. <http://www.sde.Idaho.gov/>
 - B. Click ISEE webpage button
 - C. Click on Education Application Portal
 - D. Click on ELMS under applications



- ❑ Every district/charter is required to have an individual assigned the ELMS Editor role.
- ❑ ELMS Editor vs ELMS Viewer
- ❑ ELMS Handbook is updated with step-by-step walkthroughs of all actions.



Navigating ELMS



DEPARTMENTS COMMU



Links

[Home](#)
[User Guide](#)

2022-2023

[Change Year](#)

BOISE INDEPENDENT DISTRICT(001)

[2022-2023 EL Student Summary](#)
[2022-2023 EL Data](#)
[2022-2023 LIEP Upload](#)
[2022-2023 EL Plan Download](#)
[District Reports](#)
[Pending Appeals](#)

Admin Actions

[Select District](#)
[Find Child](#)

- Change Year:** Allows the user to select a different school year for reporting data for previous school years
- EL Student Summary:** find a list of your EL students and general information
- EL Data:** yearly information which needs to be submitted to SDE
- LIEP Upload:** please upload your language instructional education program
- EL Plan Download:** create and download ELPS for Els from ELMS
- District Reports:** various reports for your viewing pleasure 😊
- Pending Appeals:** appeals which are pending review from the SDE
- Find Child:** search feature

ELMS Overview

Student Level Action



Actions

EL History

Screeners

Appeals

EL Plans

Waiver

Notes

+ WIP

- Summary

- EL History:** Monitor Idaho State assessment history
- Screeners:** Enter student ELP screener scores (automatically assigns an EL status)
- Appeals:** Submit a student appeal
- EL Plans:** Define individual learning support and strategies
- Waiver:** Submit a waiver to opt-out of LIEP services
- Notes:** Record information within a student's ELMS profile
- WIP+ :** Add student to the work in progress (WIP) section
- /+Summary:** Add or remove student from EL student summary



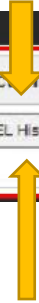
EL History & Assessments



EL History and Assessments



Eduld	Given Name	Family Name	Birth Date	Entry/Exit Date	Current EL Status	Actions
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	FL	EL History Screeners Appeals EL Plans Waiver Notes Edit + WIP



[EL History](#)
[Assessments](#)

Name: [REDACTED] Eduld: [REDACTED] Current EL Status: FL EL Entry: [REDACTED]
 DOB: [REDACTED] Gender: [REDACTED] Language: Spanish EL Exit: [REDACTED]

[Add to WIP](#)

Year	EL Status	EL Code	EL Entry Date	EL Exit Date	Language	IEP/504	Enrolled District	Enrolled School
2022-2023	Former LEP Student Now Fluent	FL	[REDACTED]	[REDACTED]	Spanish	N	[REDACTED]	[REDACTED]
2022-2023	Former LEP Student Now Fluent	FL	[REDACTED]	[REDACTED]	Spanish	N	[REDACTED]	[REDACTED]

EL History & Assessments



[EL History](#) [Assessments](#)

Name: [REDACTED] Eduld: [REDACTED] Current EL Status: FL EL Entry: [REDACTED]
DOB: [REDACTED] Gender: [REDACTED] Language: Spanish EL Exit: [REDACTED]

[Add to WIP](#)

Year: 2021-2022 Grade: [REDACTED] District: [REDACTED] School: [REDACTED]	Show/Hide
Year: 2020-2021 Grade: [REDACTED] District: [REDACTED] School: [REDACTED]	Show/Hide

Name: [REDACTED] Eduld: [REDACTED] Current EL Status: FL EL Entry: [REDACTED]
DOB: [REDACTED] Gender: [REDACTED] Language: Spanish EL Exit: [REDACTED]

[Add to WIP](#)

Year: 2021-2022 Grade: [REDACTED] District: [REDACTED] School: [REDACTED]	Show/Hide	
Assessment Name	Assessment Date	Test Result
ISAT V2 Science Assessment detail	4/20/2022	Level 2
SAT V2 Total detail	4/13/2022	780



- ELMS uses ISEE enrollment information to populate a LEA's EL Student Summary
 - Updated 6 times a year when ISEE information is submitted
 - Important to develop specific LEA protocols to ensure newly enrolled students to the district are checked for an existing EL status
- EL Status is automatically updated on July 1 each year
 - LE, X1, X2, X3, X4, FL
- Update ACCESS for ELLs summative scores to populate District Reports function
- ELMS appeals review and outcome



Entering Screener & Assessment Scores



What is a screener?



- Screener also known as the “language proficiency screener” are assessments that are given to students in order to enter the EL program
- All screeners need to include a home language survey as an attachment
- Prior to administering the language proficiency screener, use EL History and Assessments feature

How do you add a screener?



Current Work In Progress

Click column heading to sort by that column

Eduld	Given Name	Family Name	Birth Date	Entry/Exit Date	Current EL Status	Actions
						EL History Screeners Appeals EL Plans Waiver Notes - WIP
					LE	EL History Screeners Appeals EL Plans Waiver Notes - WIP



IDAHO STATE DEPARTMENT OF EDUCATION

Log Off mpuga@edu.id ELMS - Beta

Screening History

Name: [REDACTED]
DOB: [REDACTED]

No Screening History found

[Add Screener](#)

Important Information

1. Not all English Learners will have Screening History. Only English Learners with screeners added in ELMS will have Screening History.
2. Unsubmitting a screener can only be done by an SDE Admin.
3. You cannot add new screeners if there are unsubmitted screeners.
4. You cannot add WIDA or W-APT screeners for children that have a current EL Status.
5. Only an SDE Admin can add a screener for a student that has an EL Exit Date. This would be for a re-screening.

Links

- Home
- User Guide

2020-2021

Change Year

BOISE INDEPENDENT DISTRICT(001)

- 2020-2021 EL Student Summary
- 2020-2021 EL Data
- 2020-2021 LIEP Upload
- 2020-2021 EL Plan Download
- District Reports
- Pending Appeals

Actions

- Work in Progress (2)
- Find Child

Adding Screener



Add new screener scores

Screener Info

[Print Preview](#) Note: Tabs must be activated before being printed.

Name: [REDACTED]
DOB: [REDACTED]

[Save](#)

All fields are required except Test Administrator. Auto-complete: start typing and select from list

Test Type: --Select--	State: --Select--	Home Language: auto-complete <input type="text"/>
Test Date: <input type="text"/>	District: if state is Idaho, auto-complete <input type="text"/>	Grade Level at time of assessment: --Select--
Test Administrator: optional <input type="text"/>	School: if state is Idaho, auto-complete <input type="text"/>	Date of first enrollment in a US school: <input type="text"/>

Existing screener scores

Screener Info WIDA Online

[Print Preview](#) Note: Tabs must be activated before being printed.

Name: [REDACTED]
DOB: [REDACTED]

[Save](#)

Area	Proficiency Level
Listening	<input type="text"/> To the nearest whole point between 1.0 and 6.0
Speaking	<input type="text"/> To the nearest whole point between 1.0 and 6.0
Reading	<input type="text"/> To the nearest whole point between 1.0 and 6.0
Writing	<input type="text"/> To the nearest whole point between 1.0 and 6.0
Overall	<input type="text"/> To the nearest half point between 1.0 and 6.0

Adding Screener



- ❑ ELMS will determine if a student's test scores qualify them for EL-designation
- ❑ If student qualifies, will be given an **L1** (first year EL) status
- ❑ If student does not qualify, will be given **SO** (screened out) status
- ❑ If student has out of state information that shows it is not first year, ELMS Editor will need to file appeal to change date

EL Code	EL Status
L1	An English learner who is in their first year identified. This status rolls over to LE after one year.
LE	A current English learner. This status remains until he or she meets exit criteria.
EW	A current English learner whose parents have waived EL services. This status is prompted by the annual upload of a signed waiver form from the parents.
X1	A student who has met Idaho's exit criteria on the annual ACCESS assessment or the Alternate ACCESS last school year. These students are currently in their first year of monitoring status where the LEA monitors their progress to ensure that they are academically successful in the classroom where instruction is delivered in English.
X2	A student who has met Idaho's exit criteria on the annual ACCESS assessment or the Alternate ACCESS two school years ago. These students are currently in their second year of monitoring status where the LEA monitors their progress to ensure that they are academically successful in the classroom where instruction is delivered in English.
X3 X4	A student who has met Idaho's exit criteria on the annual ACCESS assessment or the Alternate ACCESS three/four years ago. These students are no longer being monitored but are counted within the EL subgroup for Accountability purposes.
FL	A student who met Idaho's exit criteria more than five years ago and is now a Former EL student.
SO	A student who has met Idaho screen out criteria on a language proficiency screener and is NOT qualified as an EL student.



Appeal Types



Types of Appeals



Four types of Appeals

- Designation Removal for Erroneous Identification-Maria
- Status change based on out-of-state records (3 options) –Yuni
- Exit Appeal-Maria
- Other Appeal-Yuni

Types of Appeals



Current Work In Progress

Click column heading to sort by that column

Eduld	Given Name	Family Name	Birth Date	Entry/Exit Date	Current EL Status	Actions
						EL History Screeners Appeals EL Plans Waiver Notes Edit + WP

Student Appeals

Add New Appeal

Appeal Type	Description
Designation Removal for Erroneous Identification	This process allows districts/charters to remove the EL designation from students whose Home Language Survey prompted language screening resulting in an EL program placement, but due to certain circumstances was incorrect. It is important to note that this process absolutely CANNOT be used to remove the EL designation from an EL student whose parent/guardian merely does not want their child qualified as an EL any longer. In accordance with Office for Civil Rights obligations, EL students are entitled to appropriate language development services. If parents do not wish their child to participate, parents do have the right to waive English language development services offered by the district. This would result in parents completing a Parental Waiver of EL Services form instead of an Appeal.
Status change based on Out of State records	This request allows districts to request an EL status change for a student who was: <ul style="list-style-type: none"> Option 1: Previously identified as an English Learner in another state and arrived in the district/charter with no screener assessments in the cumulative file but does have ACCESS scores in their cumulative file. Requires ACCESS scores file upload. Option 2: Exited from their LIEP in another state. Requires Exit Form and/or Exit Letter file upload. Option 3: Previously identified as an English Learner in another state and Exited from their LIEP in another state. Requires Entry documentation file upload and Exit Form/Letter file upload.
Exit Appeal	A district/charter may appeal to have a student's current EL status (L1, LE, EW) changed to an exited status (X1, X2, X3, X4, FL) with proper documentation to support the exited status.
Other Appeal	Other appeals including requested changes to existing EL Entry Date, EL Exit Date, Screened Out year, or Language.

Appeals



District:

School:

Grade:

Request Description:
Please include a brief overview indicating the reason the student's EL designation should be changed.
Attach any additional supporting documentation on the "Supporting files" tab.

Documentation Description:
Please include a brief description of any attached documents and how they apply.

Proposed EL Entry date: X

Approved EL Entry date: X

Note: for exit dates between Jan. 1 and June 30, the 11 year will be the following school year.

Proposed EL Exit date: X

Approved EL Exit date: X

Proposed Screened Out Year:

Approved Screened Out Year:

Language:

Team Members Involved:
You must include parent/guardian and at least one staff member.

Team Member Name	Team Member Role	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>

Appeals



Designation Removal Example:

District:**

School:**

Request Description:

Please include a brief overview indicating the reason the student's EL designation should be changed.

Attach any additional supporting documentation on the "Supporting files" tab.

Please include the reason student should not have been screened. The reason cannot include "parent does not want student in the program." Parents have the opportunity to waive services, if district was correct in screening based on HLS answers. We will ALWAYS ask to include the original home language survey. If an original HLS cannot be provided, this appeal will not be approved.

Example-

Student was mistakenly screened by new teacher. Upon further investigation, the original home language survey shows "English" on all questions. Please see attached original HLS in supporting files.

Language on Original HLS:**

Date on Original HLS:

Team Members Involved:

**must include parent/guardian and at least one staff member.*

Team Member Name	Team Member Role	Remove
------------------	------------------	--------

Add Team Member

Thank you!



Yuni Rueda-Barrera | EL/Migrant Program Specialist

Idaho State Department of Education

650 W State Street, Boise, ID 83702

208.332.6907

mbarrera@sde.idaho.gov

www.sde.idaho.gov/el-migrant/el



Idaho State Department of Education

DEBBIE CRITCHFIELD, SUPERINTENDENT OF PUBLIC INSTRUCTION