

## Students new to your campus coming from a campus within PISD

Look on the Edit Bil/ESL Program Info screen to make sure that the student has a current LPAC date.

The screenshot shows the 'Edit Bilingual/ESL Program Info' screen for student DIAZ, EMELY SOCORRO. The interface includes a navigation menu on the left with 'Add Prog Info' circled in black. The main form area is divided into sections: 'Bilingual/ESL Master' and 'Bilingual/ESL Test Scores'. In the 'Bilingual/ESL Master' section, the 'LPAC Date' field is circled in black and contains the value '2/3/2006'. Other fields include 'Home Language: Spanish', 'LPAC Decision: N/A', 'Bus Consent: N/A', 'Bus Date', 'ESL Level: 2', 'Init Eng: A/NES', 'Init Eng Date: 8/18/2001', 'Init Span: B/LSS', 'Init Span Date: 8/18/2001', 'Pri Eng: B/NES', 'Pri Eng Date: 5/1/2004', 'Pri Span: N/A', 'Pri Span Date', 'Curr Eng: F/FES', 'Date: 1/24/2006', 'Curr Span: N/A', and 'Curr Span Date'. The 'Immigrant Academic Years' section has three empty date fields for 'Academic Year 1', 'Academic Year 2', and 'Academic Year 3'. At the bottom, there are 'Apply', 'OK', and 'Cancel' buttons, and a '\*Required' label.

1. If the student has not been LPAC'd for end of year, fill out the appropriate end-of-year minutes (LPAC-5) that are found on the U-drive (do not save the form on your desktop as a shortcut, you will have to open the form and save as – to your documents) and the blue folder (BE-7).
2. Once the paperwork is complete, set up an LPAC meeting.
3. Contact the LPAC parent for your committee to check on availability for attendance at the scheduled meeting.
4. After the LPAC meets, send a copy of the minutes to the Bil/ESL office and place the original in the Documentation notebook at your campus.

## DATA ENTRY

Go to the student's Edit Bilingual/ESL Program info screen.

Chancery SMS™ Quick Search > Student Search Results > Edit Bilingual/ESL Program Info

Help ▾ Home | Log O

DIAZ, EMELY SOCORRO

Bilingual/ESL Master

Home Language: Spanish

LPAC Decision: YES

LPAC Date: 2/3/2006

Bus Consent: N/A

Bus Date:

ESL Level: 2

Bilingual/ESL Test Scores

Init Eng: A/NES

Init Eng Date: 8/18/2001

Init Span: B/LSS

Init Span Date: 8/18/2001

Pri Eng: B/NES

Pri Eng Date: 5/1/2004

Pri Span: N/A

Pri Span Date:

Curr Eng: F/FES

Date: 1/24/2006

Curr Span: N/A

Curr Span Date:

Immigrant Academic Years

Academic Year 1:

Academic Year 2:

Academic Year 3:

\*Required

Apply OK Cancel

LPAC decision is No if the LPAC committee recommended **Non-LEP**. LPAC decision is Yes if the LPAC committee recommended **LEP**. The LPAC date is the date on the end-of-year minutes. ESL level is the level that the LPAC committee recommended at the LPAC meeting. You must click Apply for the information to be saved.