

NEW STUDENTS TO YOUR CAMPUS

1. When a new student enrolls at your campus they are given a Home Language Survey (BE-1) by the attendance clerk/registrar.
2. The attendance clerk/registrar will give you the completed Home Language Surveys.
3. The top white copy of the HLS should be stapled to the back inside cover of the student's permanent folder, the pink copy should be kept in the student's blue folder and the yellow copy should be mailed to the Migrant office. (If a HLS is already included in the student's permanent folder and it is signed and dated, discard the white and pink copies. The yellow copy should be sent to the Migrant office).
4. Make sure the HLS is signed and dated.
5. If the HLS shows English only, keep the pink copies in a folder marked Eng/Eng home language surveys.
6. If the HLS shows any language other than English, further information will be needed. (See information behind the corresponding TAB-new to the U.S., from within our district, from other districts within the state of Texas and from other states in the U.S.)

If the students are from other districts (anywhere in the state of Texas):

- Contact the other district to find out if the student was in a Bil/ESL program. Get copies of their LPAC information faxed to you and also a copy mailed to replace the fax when it arrives. We will use the other districts testing and LPAC information on our computer and paperwork. Include this information in the student's blue folder. If you do not receive the information from the other district within 1 week, call the other district again. If you do not receive the information within 1 more week, contact Lila or Milly at the Bil/ESL office for further instructions.

PAPERWORK

1. Once you receive the paperwork from the other district (LPAC information, copy of their home language survey, parent permission letter, parent denial, etc), fill out the blue folder (BE-7) with the testing and LPAC information provided for the student. If the student does not have a current IPT test give the teacher a test booklet and test pictures for their grade level and have them test the student for current oral test information.
2. If the other district **had** an end-of-year LPAC, you will use their LPAC information and parent permission letter to complete a blue folder (BE-7).
3. If the other district **did not** have an end-of-year LPAC, you will need to 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 appropriate year on the blue folder (BE-7).

4. If the other district did not send a copy of their parent permission, parent denial, or home language survey, we will need to use ours.
5. Once the paperwork is complete, set up an LPAC meeting with your LPAC committee.
6. Contact the LPAC parent for your committee to check on availability for attendance at the scheduled meeting.
7. 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

Edit LEP PEIMS coding screen: You will use this screen to enter parent notification and program information.

1. You will need to enter the student ID# on your home page (quick search), hit search and this will take you to the student search results.

Click on LEP Immigrant in the blue bar at the left side of the screen.

The screenshot shows the 'Chancery SMS™' interface for editing student demographics. The breadcrumb trail is 'Quick Search > Student Search Results > Edit Student Demographics'. The student's name is SMITH, JOHN G. with ID 0151834, grade Gr-N/A, gender Male, and birthdate Mar 13, 1988. The 'Overview' tab is active, showing a 'Student Summary' section with fields for Student number, Social Security #, Last name, First name, Middle name, Generation, Preferred name, Gender, Birthdate, Current age, Home school (Active), Home school grade level (Active), and Zoned school (Active). A 'Special Services' section is at the bottom. The left sidebar menu includes 'Demographics', 'Contacts', 'Family', 'Tests...', 'Enrollment...', 'Historical', 'Program Profile', 'Test Results', 'ADA Eligibility...', 'AAR Info...', 'NCS Precoding...', 'PEIMS Info', 'PISD Specific', 'Special Education', 'Other Programs', 'AAR Additional', 'Addl Prog Info', 'LEP Immigrant', and 'PEIMS Summer'. The 'LEP Immigrant' option is circled in black. At the bottom, there are 'Apply', 'OK', and 'Cancel' buttons, and a legend for '*Required' and '^Recommended for Enrollment'.

Chancery SMS™ Quick Search > Student Search Results > Edit Student Demographics

Actions Reports Help Home | Log Off

Demographics SMITH, JOHN G 0151834 Gr-N/A Male Mar 13, 1988

Contacts
Family

Tests...
Enrollment...
Historical
Program Profile

Test Results
ADA Eligibility...
AAR Info...
NCS Precoding...
▶ PEIMS Info
▶ PISD Specific
▶ Special Education
▶ Other Programs

AAR Additional
▶ Addl Prog Info
▼ LEP Immigrant
Immigrant
LEP
▶ PEIMS Summer

*Overview ^Personal Info Address/Phone ^Federal Info

Student Summary

No thumbnail photo is available.

Student number: 0151834
Social Security #: 630019280
Last name: SMITH
First name: JOHN
Middle name: GARRY
Generation:
Preferred name:
Gender: Male
Birthdate: 3/13/1988 mmm/dd/yyyy
Current age: 20
Home school (Active): 001 - Pasadena High
Home school grade level (Active): N/A
Zoned school (Active): N/A (No home school grade level assigned)

Special Services

*Required ^Recommended for Enrollment

Apply OK Cancel

Click on LEP and this will take you to the Edit LEP PEIMS coding screen.

Chancery SMS™ Quick Search > Student Search Results > Edit LEP PEIMS Coding

Actions Edit Help Home | Log Off

Demographics
Contacts
Family

Tests...
Enrollment...
Historical
Program Profile

Test Results
ADA Eligibility...
AAR Info...
NCS Precoding...
▶ PEIMS Info
▶ PISD Specific
▶ Special Education
▶ Other Programs

AAR Additional
▶ Addl Prog Info
▶ LEP Immigrant
Immigrant
LEP
▶ PEIMS Summer

Add PEIMS LEP Coding...
Edit PEIMS LEP Coding...
Delete PEIMS LEP Coding

Student, Language & Background Info

Student ID: 0151834
Grade Level: N/A
Gender: M
DOB: 3/13/1988 m/d/yyyy
Birth Country (Origin): USA
Home School: 001 - Pasadena High
Ethnicity: White
Home Language: English

PEIMS LEP Coding for Funding

PEIMS LEP Coding

Selected: 0 Total: 0

Effective Date	LEP Indicator Code	Bilingual Program Code	ESL Program Code	Parental Permission Code	Comments
No records match the search criteria.					

*Required

Apply OK Cancel

Click on actions and Add PEIMS LEP coding.

This will take you to the Add LEP/BIL/ESL PEIMS coding screen.

The screenshot shows the 'Add LEP/BIL/ESL PEIMS Coding' screen in the Chancery SMS™ system. The user is logged in as SMITH, JOHN GARRY. The form contains the following fields:

- *Effective Date: (with a calendar icon and 'm/d/yyyy' format hint)
- LEP Indicator Code:
- Bilingual Program Code:
- ESL Program Code:
- Parental Permission Code:
- Comments:

At the bottom of the form, there are three buttons: 'Apply', 'OK', and 'Cancel'. A '*Required' label is visible at the bottom left of the form area.

If the LPAC committee recommended **Non-LEP**, you will enter the LPAC date for effective date, 0 for LEP indicator code, 0 for Bilingual program code, 0 for ESL program code, and leave N/A for parental permission code.

You must click Apply for the information to be saved.

If the LPAC committee recommended **LEP** and you **have** the parent permission from the other district, the date the parent signed the permission letter is the effective date.

For Bilingual (Spanish speakers):

If the parent approved the program, you will put 1 for the LEP indicator, 3 for the Bilingual program code (for Spanish speakers in PK - 6th for Elementary and Middle Schools), 0 for the ESL program Code, D for the parent permission code.

For Dual language (Spanish speakers):

If the parent approved the program, you will put 1 for the LEP indicator, 4 for the Bilingual program code, 0 for the ESL program code, D for the parent permission code.

For Dual language (English speakers):

Contact Lila, Milly, or Maria at the Bil/ESL office.

For ESL (speakers of other languages): PK-6th Elementary and Middle Schools

If the parent approved the program, you will put 1 for the LEP Indicator, 0 for the Bilingual program code, 3 for ESL/pull-out for the ESL program code, B for the parent permission code.

For ESL (speakers of other languages): 6th - 8th Intermediate

If the parent approved the program, you will put 1 for the LEP indicator, 0 for the Bilingual program code, 3 for ESL/pull-out for the ESL program code, and B for the parent permission code.

For ESL (speakers of other languages): 9th - 12th High School

If the parent approved the program, you will put 1 for the LEP indicator, 0 for the Bilingual program code, 2 for ESL/content-based for the ESL program code, and F for the parent permission code.

You must click Apply for the information to be saved.

Parent Permission Codes:

- 3- Request non-LEP in Bilingual program**
- 7- Parent did not respond (waiting on paperwork)**
- 8- Parent was not contacted**
- A- Denied bilingual - approved ESL**
- B- Approved ESL - not denied bilingual (PK - 8th ESL)**
- C- Denied any special program**
- D- Approved in bilingual (PK - 5th Spanish speakers)**
- E- Approved bilingual - not avail - approved ESL**
- F- Approved service in accordance with LPAC (9th - 12th)**
- G- Approved Bil/ESL for exited non-LEP student**