

## 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 states in the U.S.:

- The Bil/ESL teacher must test the student with the Oral IPT Test in English and Spanish (PK - 5), if Spanish is noted on the HLS.
  - PK - Pre IPT-English and Spanish when applicable
  - K - 5<sup>th</sup> IPT-I-Form E-English and Spanish when applicable
  - 6<sup>th</sup> (Middle School) IPT-II Form C - English and Spanish when applicable
  - 6<sup>th</sup> (Intermediate) - 12<sup>th</sup> IPT-II Form C-English only

You should provide the teacher with the appropriate test picture book and student response booklet for the student's grade level. Be sure that you explain to the teacher that the student has been in school in the U.S., but was attending school in another state. The teacher will return the booklet to you to complete your paperwork.

### **Paraprofessionals are not to test students.**

- Students in 2<sup>nd</sup> - 12<sup>th</sup> grade must also be tested with an achievement test (2<sup>nd</sup> - 8<sup>th</sup> -ITBS, 9<sup>th</sup> - 12<sup>th</sup> -Terra Nova CAT). They will be tested with the reading and language sections only.

If the student is NES (Non English Speaker) on the oral test, you do not have to administer the achievement test, "unable to test due to language" should be noted on the blue folder and on a copy of the cover of the test booklet and then placed in the blue folder. You may administer this test if applicable.

## PAPERWORK

1. Once the student has been tested with the IPT and achievement test (if applicable), the scores must be entered on the entry minutes (LPAC-3A) 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. After the entry minutes (LPAC-3A) and blue folder (BE-7) have been filled out, set up an LPAC meeting with your LPAC committee.
  3. Contact the LPAC parent for your committee to check on availability for attendance at the scheduled meeting.
  4. After the LPAC, send a copy of the minutes to the Bil/ESL office and place the original in the Documentation notebook at your campus.
- \*\* Steps (1-4) must be completed within 20 school days of enrollment.

## PARENT NOTIFICATIONS

1. If the LPAC committee recommends **LEP**, send the parent a notification of enrollment letter (BE-2) and keep a copy with the date sent for your records (parent notification should be received within 10 days). Also send the initial enrollment in U.S. schools (LPAC-7) for all 3<sup>rd</sup> - 10<sup>th</sup> grade students in their first three years of enrollment in U.S. schools. Staple the form (LPAC-7) to the notification letter. Once they are returned, place both letters inside the brackets of the blue folder (BE-7) and provide a copy of the LPAC-7 to your campus LPAC administrator. The LPAC administrator will decide whether the Evidence of Insufficient Schooling (LPAC-8) should be given to the teacher(s). It is your responsibility to follow-up if the letters are not returned.
2. If your campus does not have the Bil/ESL program for that student's grade level, contact Lila Smith at the Bil/ESL office at (713-740-0056).
3. If the LPAC committee recommends **Non-LEP**, you do not need to send anything to the parents. Put the blue folder in the student's permanent folder and go to the Data Entry section.

## DATA ENTRY

- ❖ All testing and LPAC information must be entered in the computer (Chancery).

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

You will need to enter the student ID# on your home page (quick search) click 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.

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

\*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  mm/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

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

\*Overview Personal Info Address/Phone Federal Info

Student Summary

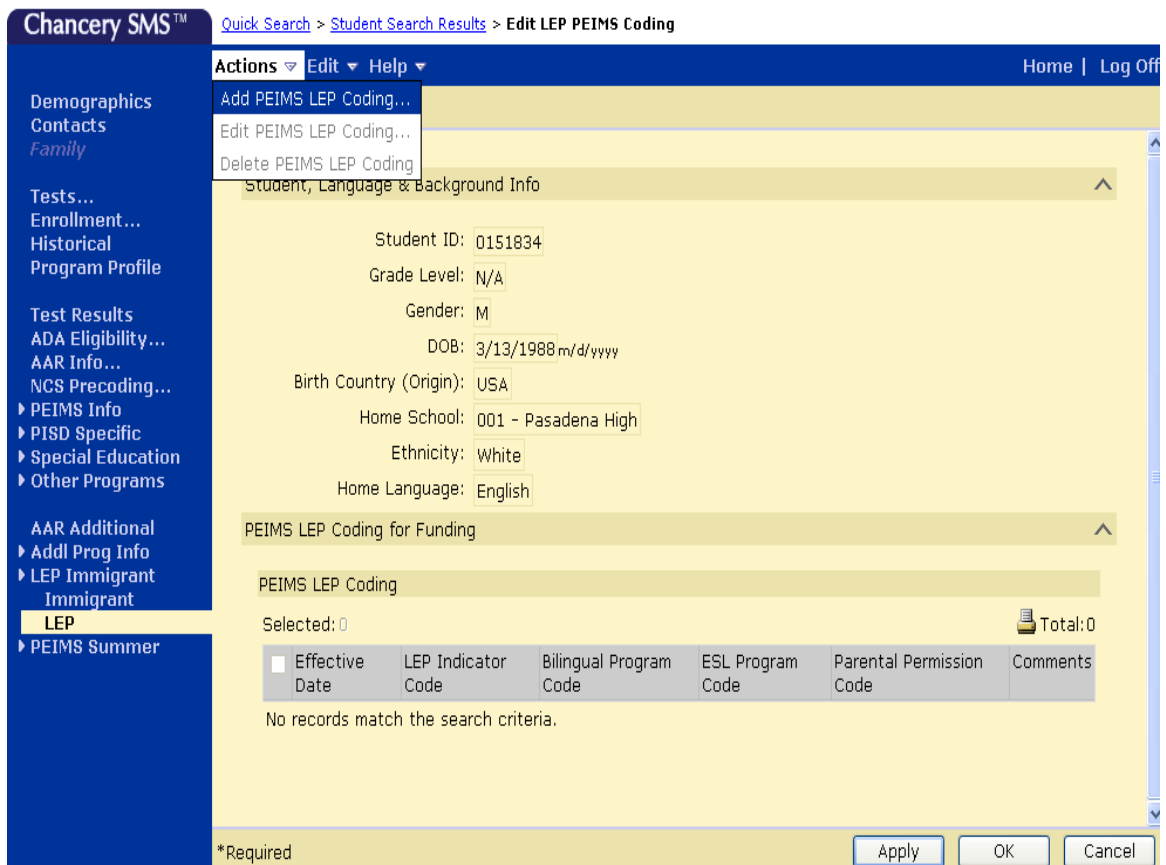
No thumbnail photo is available.

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Special Services

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

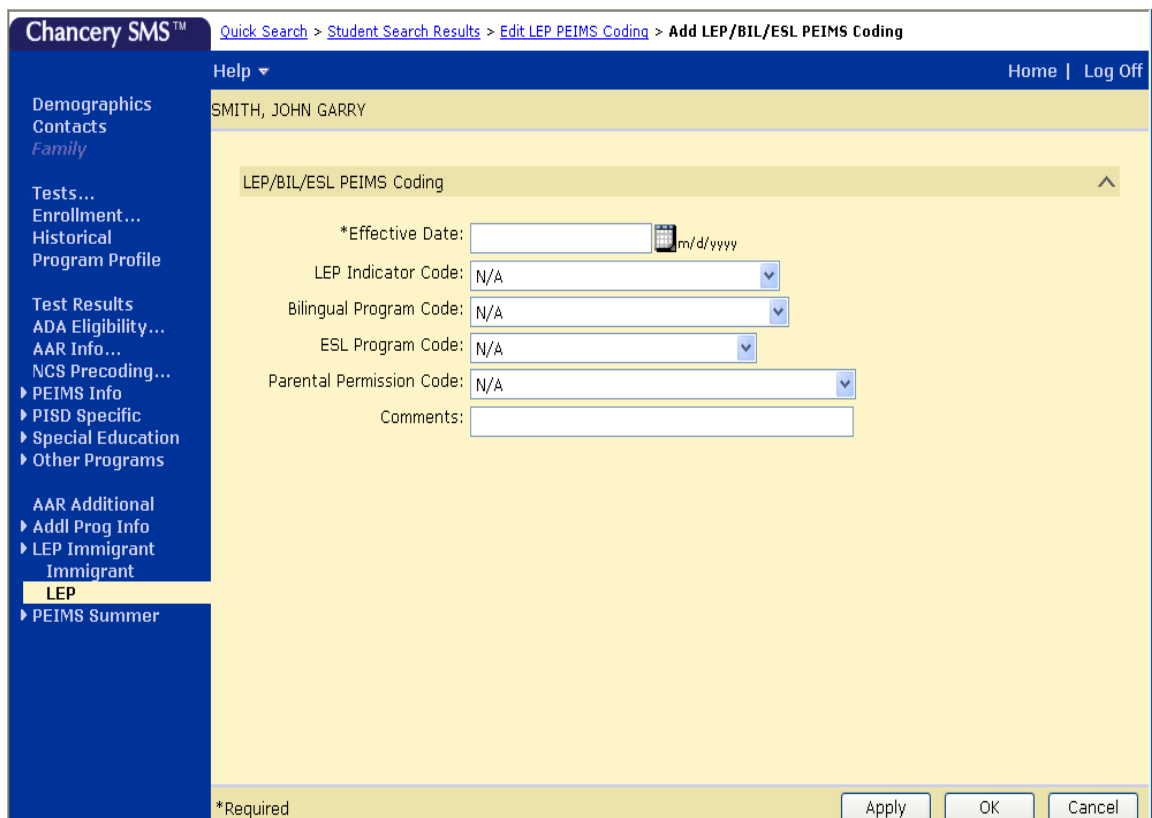


The screenshot shows the 'Edit LEP PEIMS Coding' screen in Chancery SMS. The breadcrumb trail is 'Quick Search > Student Search Results > Edit LEP PEIMS Coding'. The left sidebar has 'LEP' highlighted. The main content area is divided into two sections: 'Student, Language & Background Info' and 'PEIMS LEP Coding for Funding'. The first section contains fields for Student ID (0151834), Grade Level (N/A), Gender (M), DOB (3/13/1988), Birth Country (USA), Home School (001 - Pasadena High), Ethnicity (White), and Home Language (English). The second section shows 'PEIMS LEP Coding' with a table of records. The table has columns for Effective Date, LEP Indicator Code, Bilingual Program Code, ESL Program Code, Parental Permission Code, and Comments. The table is currently empty, with a message 'No records match the search criteria.' and a 'Total: 0' indicator. At the bottom, there are 'Apply', 'OK', and 'Cancel' buttons.

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

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 Chancery SMS. The breadcrumb trail is 'Quick Search > Student Search Results > Edit LEP PEIMS Coding > Add LEP/BIL/ESL PEIMS Coding'. The left sidebar has 'LEP' highlighted. The main content area is titled 'LEP/BIL/ESL PEIMS Coding' and shows the student name 'SMITH, JOHN GARRY'. Below this are several fields: '\*Effective Date' (calendar icon), 'LEP Indicator Code' (dropdown menu), 'Bilingual Program Code' (dropdown menu), 'ESL Program Code' (dropdown menu), 'Parental Permission Code' (dropdown menu), and 'Comments' (text input). At the bottom, there are 'Apply', 'OK', and 'Cancel' buttons.

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** you will not enter any data until the parent notification is received.

## **WHEN THE PARENT NOTIFICATION IS RECEIVED, FOLLOW WITH DIRECTIONS BELOW.**

You will need to go the LEP screen and click on actions and then click on add PEIMS LEP coding.

The date the parent signed the notification letter (BE-2) 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 - 6<sup>th</sup> 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-6<sup>th</sup> 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): 6<sup>th</sup> - 8<sup>th</sup> 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): 9<sup>th</sup> - 12<sup>th</sup> 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 - 8<sup>th</sup> ESL)
- C- Denied any special program
- D- Approved in bilingual (PK - 5<sup>th</sup> Spanish speakers)
- E- Approved bilingual - not avail - approved ESL
- F- Approved service in accordance with LPAC (9<sup>th</sup> - 12<sup>th</sup>)
- G- Approved Bil/ESL for exited non-LEP student

If the parent denied the program, you must set up a conference with the principal or their designee and the parent.

Once the parent has met with the principal, if they sign the parent denial (BE-6), enter the parent denial information in Chancery.

You will go to the Edit LEP PEIMS coding screen and click on Add PEIMS LEP coding.

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

Actions Edit Help Home | Log Off

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

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

Chancery SMS™ Quick Search > Student Search Results > Edit LEP PEIMS Coding > Add LEP/BIL/ESL PEIMS Coding

Help Home | Log Off

SMITH, JOHN GARRY

LEP/BIL/ESL PEIMS Coding

\*Effective Date:  m/d/yyyy

LEP Indicator Code: N/A

Bilingual Program Code: N/A

ESL Program Code: N/A

Parental Permission Code: N/A

Comments:

\*Required Apply OK Cancel

The effective date will be the date the parent signed the parent denial. You will put 1 for the LEP indicator, 0 for the Bilingual program code, 0 for the ESL program Code, and show C-denied any special program for the parental permission code.