

# RIDE ELL Census Training

Thursday, 9/24/15

Jillian Belanger  
Charlene Gilman

# What we will cover today:

- Review census protocols and deadlines for the school year
- Learn how to look up and add students or update existing student records
- Record screener scores
- Create active service records
- Exit students
- Run reports
- Find the User Guide

# Deadlines for 2015-2016

- **October 30<sup>th</sup>**: Census must be updated so we can order ACCESS testing
- **March 31<sup>st</sup>**: Pre-reporting ACCESS data validation (File sent to ELL Director/Coordinator to validate SASIDs, etc.)
- **April 29<sup>th</sup>**: Post-reporting ACCESS data validation (File sent to ELL Director/Coordinator to validate scores, etc.)
- **June 30<sup>th</sup>**: Census must be updated prior to this closing date

# Looking up a new student

1. Review Home Language Surveys (HLS) of incoming students, which can be found at:  
<http://www.ride.ri.gov/StudentsFamilies/EnglishLanguageLearners/ELLPrograms.aspx#124741-entranceexit-criteria> (A sample is included in your packet)
2. If the answers for all questions are not “English,” that HLS will go in the Primary Home Language Other Than English (PHLOTE) pile
3. For incoming students whose HLS lands in the PHLOTE pile, and who are coming from another district in RI, check the ELL Census for a record that may show if they have been screened and/or have received services

# Looking up a new student

## 4. Click “lookup/add student”

 Rhode Island Department of Elementary and Secondary Education  
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> eRIDE > ELL Census for Scituate (2015-16) [Logout](#)

[Reset To State Account](#) | [Select a District](#)

Update active status as of (date):  [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](#)

[user's 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	# Eligible Not Enrolled	Last Updated	Date Signed Off
30	Scituate	3				7/12/2004	signoff
30102	Hope Elementary School					7/12/2004	signoff
30103	Clayville Elementary School					7/12/2004	signoff
30104	Scituate High School	1				7/12/2004	signoff
30105	Scituate Middle School					7/12/2004	signoff
30106	North Scituate Elementary School	2				7/12/2004	signoff
30190	Scituate Public Schools					7/12/2004	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 navigation buttons to move back and forth a page.

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

# Looking up a new student

5. Type the last name, comma, first name (or first letter of first name) OR if you are unsure of the spelling of the last name, type the first three letters to start



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[ELL Census Home](#)

Find student(s) by name (e.g., Bates, M):   district-wide  state-wide

**Locator Instructions:** Type the student's last name and/or part of first name, click on Find. Acceptable naming format for locating the student for 'Michael Bates': 'Bates', 'bates, m', 'bates, mic'. Unacceptable naming format: 'michael bates', 'bates,', 'bates,m', 'bates,mic'. Click on 'district-wide' if you want to narrow the search to district-wide rather than state-wide.

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

# Looking up a new student

6. Click on “view” next to the student you’re looking for

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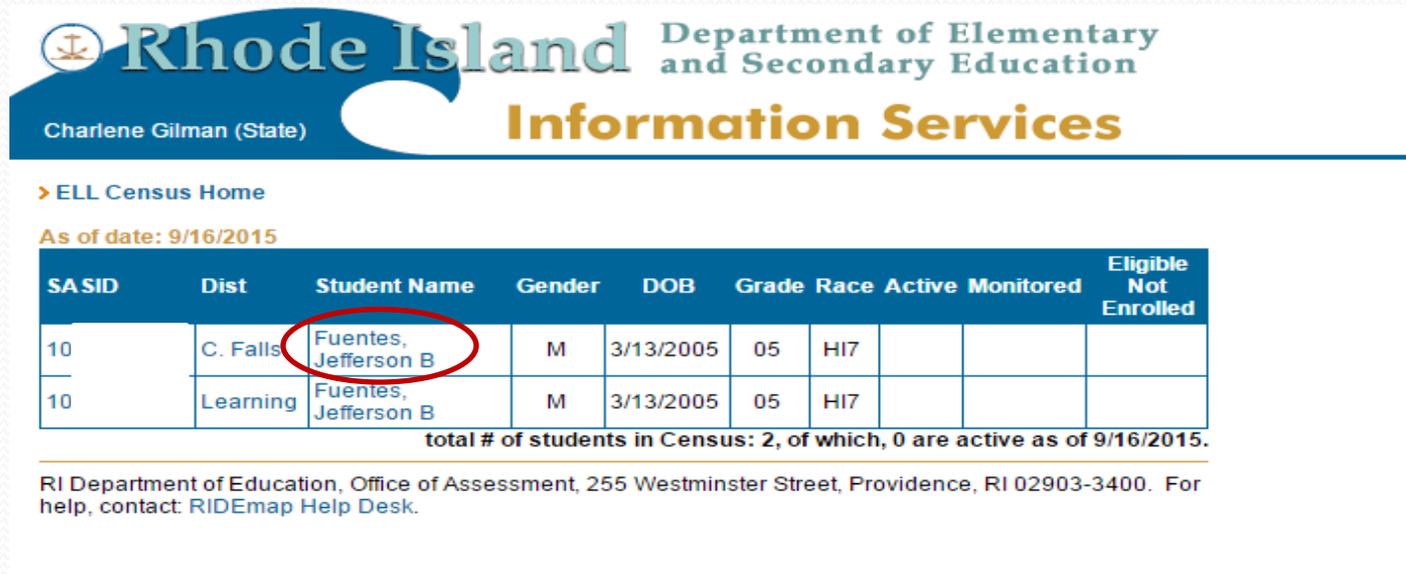
> ELL Census Home

Find student(s) by name (e.g., Bates, M):   district-wide  state-wide

SASID	lastname	firstname	mi	gender	HISPANIC	NATIVE	ASIAN	BLACK	WHITE	PACIFIC	dob	grade	district	date last enrolled	view	add
100C	FUENTES	JAILALI		F	***	***	***	***	***	***	1/25/2002	02	Prov.	9/2/2009	view	add
100C	FUENTES	JAVIER		M	***	***	***	***	***	***	12/4/1996	12	Johnston	8/28/2014		add
100C	FUENTES	JAZIEHZ	H	M	***	***	***	***	***	***	6/20/2008	KF	Prov.	8/28/2013		add
100C	Fuentes	Jefferson	B	M	***	***	***	***	***	***	3/13/2005	05	Learning	8/31/2015	view	add
100C	Fuentes	Jefferson	B	M	***	***	***	***	***	***	3/13/2005	05	Learning	8/31/2015	view	add
100C	FUENTES	JESSICA		F	***	***	***	***	***	***	10/28/1998	12	Prov.	9/2/2015		add
100C	FUENTES	JESUS		M	***	***	***	***	***	***	9/24/1997	12	Paul Cuf	8/27/2014	view	add

# Looking up a new student

7. Click on the name of the student that you want to select. In a case like the one below, you would want to click on each one to see which has the more current service record.



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> [ELL Census Home](#)

As of date: 9/16/2015

SASID	Dist	Student Name	Gender	DOB	Grade	Race	Active	Monitored	Eligible Not Enrolled
10	C. Falls	Fuentes, Jefferson B	M	3/13/2005	05	HI7			
10	Learning	Fuentes, Jefferson B	M	3/13/2005	05	HI7			

total # of students in Census: 2, of which, 0 are active as of 9/16/2015.

RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. For help, contact: [RIDemap Help Desk](#).

# Looking up a new student

8. If there are two records, you can see which is more current by looking at service records. (This portion of the screen is at the bottom of the student record; the top demographic information has been cut off.)

Central Falls record:

Access Test Results - Read Only								
Year	Listening	Speaking	Reading	Writing	Oral	Overall	Literacy	Comprehension
2015	6	6	5.9	4.7	6	5.6	5.2	6
2014	6	2.7	6	4.8	4.6	5.2	5.5	6
2013	6	3.7	5.4	3.6	4.9	4.3	4	5.7
2011	6	5.6	2.9	2.9	6	3.9	2.9	4.8

Service & Monitoring								
Model	Start Date	Hrs/Day	Days/Wk	Wks/Mon	End Date	Reason	Teacher	action
ESL*	9/1/2010	4.5	5	4	6/30/2011	School Year Ended	Jobling, Elaine	

last updated on 11/9/2010 11:07:02 AM by jlop04

Most current service record

Learning Community record:

Access Test Results - Read Only								
Year	Listening	Speaking	Reading	Writing	Oral	Overall	Literacy	Comprehension
2015	6	6	5.9	4.7	6	5.6	5.2	6
2014	6	2.7	6	4.8	4.6	5.2	5.5	6
2013	6	3.7	5.4	3.6	4.9	4.3	4	5.7
2011	6	5.6	2.9	2.9	6	3.9	2.9	4.8

Service & Monitoring								
Model	Start Date	Hrs/Day	Days/Wk	Wks/Mon	End Date	Reason	Teacher	action
COLLABORATIVE ESL & GENERAL INSTRUCTION	9/2/2014				6/30/2015	Exited Program		
COLLABORATIVE ESL & GENERAL INSTRUCTION	9/3/2013	0.5	5	4	6/30/2014	School Year Ended	Mockry	
COLLABORATIVE ESL & GENERAL INSTRUCTION	9/4/2012	0.5	5	4	6/30/2013	School Year Ended	Griffis	
COLLABORATIVE ESL & GENERAL INSTRUCTION	9/6/2011	0.75	5	4	6/30/2012	School Year Ended	Filomeno	

last updated on 6/9/2015 3:07:19 PM by klei59

# Looking up a new student

9. Print that screen! Some of the demographic information may not transfer when you click “add” (in the next step).

This document should be added to the student’s permanent file on record at your school building, available for any future monitoring visits, unless you have a computer system available and can use screen capture (Ctrl + PrntScrn) to save it in a folder on your district’s system.

# Adding a new student

10. Use the back button on your browser twice to return to this screen:

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[ELL Census Home](#)

Find student(s) by name (e.g., Bates, M):   district-wide  state-wide

SASID	lastname	firstname	mi	gender	HISPANIC	NATIVE	ASIAN	BLACK	WHITE	PACIFIC	dob	grade	district	date last enrolled	view	add
1000	FUENTES	JAILALI		F	***	***	***	***	***	***		02	Prov.	9/2/2009	view	add
1000	FUENTES	JAVIER		M	***	***	***	***	***	***		12	Johnston	8/28/2014		add
1000	FUENTES	JAZIEHZ	H	M	***	***	***	***	***	***		KF	Prov.	8/28/2013		add
1000	Fuentes	Jefferson	B	M	***	***	***	***	***	***		05	Learning	8/31/2015	view	add
1000	Fuentes	Jefferson	B	M	***	***	***	***	***	***		05	Learning	8/31/2015	view	add
1000	FUENTES	JESSICA		F	***	***	***	***	***	***		12	Prov.	9/2/2015		add
1000	FUENTES	JESUS		M	***	***	***	***	***	***		12	Paul Cuf	8/27/2014	view	add

# Adding a new student

11. Click “Add” next to the student you are looking for.

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[ELL Census Home](#)

Find student(s) by name (e.g., Bates, M):   district-wide  state-wide

SASID	lastname	firstname	mi	gender	HISPANIC	NATIVE	ASIAN	BLACK	WHITE	PACIFIC	dob	grade	district	date last enrolled	view	add
100C	FUENTES	JAILALI		F	***	***	***	***	***	***		02	Prov.	9/2/2009	view	add
100C	FUENTES	JAVIER		M	***	***	***	***	***	***		12	Johnston	8/28/2014		<b>add</b>
100C	FUENTES	JAZIEHZ	H	M	***	***	***	***	***	***		KF	Prov.	8/28/2013		add
100C	Fuentes	Jefferson	B	M	***	***	***	***	***	***		05	Learning	8/31/2015	view	add
100C	Fuentes	Jefferson	B	M	***	***	***	***	***	***		05	Learning	8/31/2015	view	add
100C	FUENTES	JESSICA		F	***	***	***	***	***	***		12	Prov.	9/2/2015		add
100C	FUENTES	JESUS		M	***	***	***	***	***	***		12	Paul Cuf	8/27/2014	view	add

# Adding a new student

12. Fill in any fields that were filled in on the record you printed that may not have transferred by clicking on “update student record.”

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> ELL Census Home >

**JAVIER FUENTES** [update student record](#) | [delete student record](#)

SASID	Gender	Grade	DOB	IEP	Title III	Title I
	M	12				
Language	1st Enrolled in District Date	Immigrant	Resident	Birth Place	Entry Date into US	Limited Formal Schooling
			Scituate			
KW-APT Raw Score	Entering Proficiency Level (W-APT) District	W-APT Assmt Date	Listening Score	Speaking Score	Reading Score	Writing Score
Hispanic	Native	Asian	Black	White	Pacific	Access Tier
Y	N	N	N	Y	N	

last updated on

# Adding a new student

13. Update all pertinent fields, ie. Grade (if a student has been retained a year), IEP (if the student's status has changed), School Name, etc.

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First Name	Last Name	M.I.	Gender	Grade		
JAVIER	FUENTES		Male	12		
	School Name	IEP	Title III	Title I	Limited Formal Schooling	
12/4/1996	School Name ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1st Enrolled in District Date	Language	Immigrant*	Resident District	Birth Place	Entry Date into US	
	Language ...	<input type="checkbox"/>	Scituate	Birth Place ...		
KW-APT Raw Score	Entering Proficiency Level (W-APT)	W-APT Assmt Date	Listening Score	Speaking Score	Reading Score	Writing Score
	Entering level ...					
Hispanic	Native	Asian	Black	White	Pacific	Access Tier
Y	N	N	N	Y	N	Access Tier...

**Important:** date format: 9/3/04 or 9/3/2004. Information will not be updated or recorded until the Submit button is clicked.

\* Immigrant Children and Youth: Individuals who are aged 3-21, were not born in any State and have not been attending one or more schools in any one or more states for more than 3 full academic years.

# Adding a new student

14. Click “Submit” when all pertinent fields have been updated. (If the student is new to the system altogether, please see next slides about recording screener scores.)

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First Name		Last Name		M.I.	Gender	Grade
JAVIER		FUENTES			Male	12
DOB	School Name	IEP	Title III	Title I	Limited Formal Schooling	
	School Name ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1st Enrolled in District Date	Language	Immigrant*	Resident District	Birth Place	Entry Date into US	
	Language ...	<input type="checkbox"/>	Situate	Birth Place ...		
KW-APT Raw Score	Entering Proficiency Level (W-APT)	W-APT Assmt Date	Listening Score	Speaking Score	Reading Score	Writing Score
	Entering level ...					
Hispanic	Native	Asian	Black	White	Pacific	Access Tier
Y	N	N	N	Y	N	Access Tier...

**Important:** date format: 9/3/04 or 9/3/2004. Information will not be updated or recorded until the Submit button is clicked.

\* Immigrant Children and Youth: Individuals who are aged 3-21, were not born in any State and have not been attending one or more schools in any one of more states for more than 3 full academic years.

# Recording screener scores

15. In the “update student record” screen, enter the screener date, screener scores for all four domains and the overall proficiency level.

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First Name		Last Name		M.I.	Gender	Grade
JAVIER		FUENTES			Male	12
DOB	School Name	IEP	Title III	Title I	Limited Formal Schooling	
12/4/1996	School Name ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1st Enrolled in District Date	Language	Immigrant*	Resident District	Birth Place	Entry Date into US	
	Language ...	<input type="checkbox"/>	Solitude ...	Birth Place ...		
KW-APT Raw Score	Entering Proficiency Level (W-APT)	W-APT Assmt Date	Listening Score	Speaking Score	Reading Score	Writing Score
	Entering level ...					
Hispanic	Native	Asian	Black	White	Pacific	Access Tier
Y	N	N	N	Y	N	Access Tier...

# Recording screener scores

16. Click submit when screener scores have been entered.

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First Name	Last Name	M.I.	Gender	Grade		
JAVIER	FUENTES		Male	12		
DOB	School Name	IEP	Title III	Title I	Limited Formal Schooling	
	School Name ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1st Enrolled in District Date	Language ...	Immigrant*	Resident District	Birth Place	Entry Date into US	
	Language ...	<input type="checkbox"/>	Scituate	Birth Place ...		
KW-APT Raw Score	Entering Proficiency Level (W-APT)	W-APT Assmt Date	Listening Score	Speaking Score	Reading Score	Writing Score
	Entering level ...					
Hispanic	Native	Asian	Black	White	Pacific	Access Tier
Y	N	N	N	Y	N	Access Tier...

**Important:** date format: 9/3/04 or 9/3/2004. Information will not be updated or recorded until the Submit button is clicked.

\* Immigrant Children and Youth: Individuals who are aged 3-21, were not born in any State and have not been attending one or more schools in any one of more states for more than 3 full academic years.

# Creating active student records

17. Click “add new service or waiver” in the student record.

JAVIER FUENTES							update student record     delete student record	
SA SID	Gender	Grade	DOB	IEP	Title III	Title 1		
1000227863	M	KG	12/4/1996	No	No	No		
Language	1st Enrolled in District Date	Immigrant	Resident	Birth Place	Entry Date into US	Limited Formal Schooling		
Spanish	9/1/2002	No	Scituate	Argentina	11/10/2000	No		
KW-APT Raw Score	Entering Proficiency Level (W-APT) District	W-APT Assmt Date	Listening Score	Speaking Score	Reading Score	Writing Score		
	Entering							
Hispanic	Native	Asian	Black	White	Pacific	Access Tier		
Y	N	N	N	Y	N	X		
last updated on 9/23/2015 2:21:36 PM cgil00								
Access Test Results - Read Only								
Year	Listening	Speaking	Reading	Writing	Oral	Overall	Literacy	Comprehension
Service & Monitoring								
Model	Start Date	Hrs/Day	Days/Wk	Wks/Mon	End Date	Reason	Teacher	Action
last updated on								

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

# Creating active student records

18. Select the program model from the drop down menu, fill in the “Start Date” field, and click “Submit.”

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**JAVIER PUENTES (Student ID=60631)** last updated by on

Model/Monitor	Start Date	End Date	Reason	
Model ... Model ... BILINGUAL ESL* MONITOR1 MONITOR2 ELIGIBLE BUT NOT ENROLLED SHELTERED CONTENT INSTRUCTION COLLABORATIVE ESL & GENERAL INSTRUCTION TWO WAY/DUAL LANGUAGE NEWCOMER PROGRAM COLLABORATIVE ESL & SHELTERED CONTENT	<input type="text"/>	<input type="text"/>	Service Exit ...	<input type="button" value="Submit"/>

ts/Mon and Teacher are NOT required for ANY ELLs. Leave these fields blank. \* taken to ensure and the district must document that instruction and assessment in for overcoming language barriers in accordance with EEOA and OCR Title VI.

5 Westminster Street, Providence, RI 02903-3400. For help, contact: [RIDEmap](#)

# Exiting students

19. Select the reason for exiting from the drop down menu, fill in the “End Date,” and click “Submit.”

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**JAVIER FUENTES (Student ID=60631)** last updated by on

Model/Monitor	Start Date	End Date	Reason	
ESL*	9/1/2015	6/30/2016	Service Exit ...	Submit

**Instructions:** The fields for “Hrs/Day”, “Days/Wk”, “Wks/Mon” and “Teacher” are NOT required. If selecting ESL as the program model, steps must be taken to ensure and the district must ensure that all non-ESL classes meet the minimum requirements for overcoming language barriers.

RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903  
Help Desk.

# Exiting students

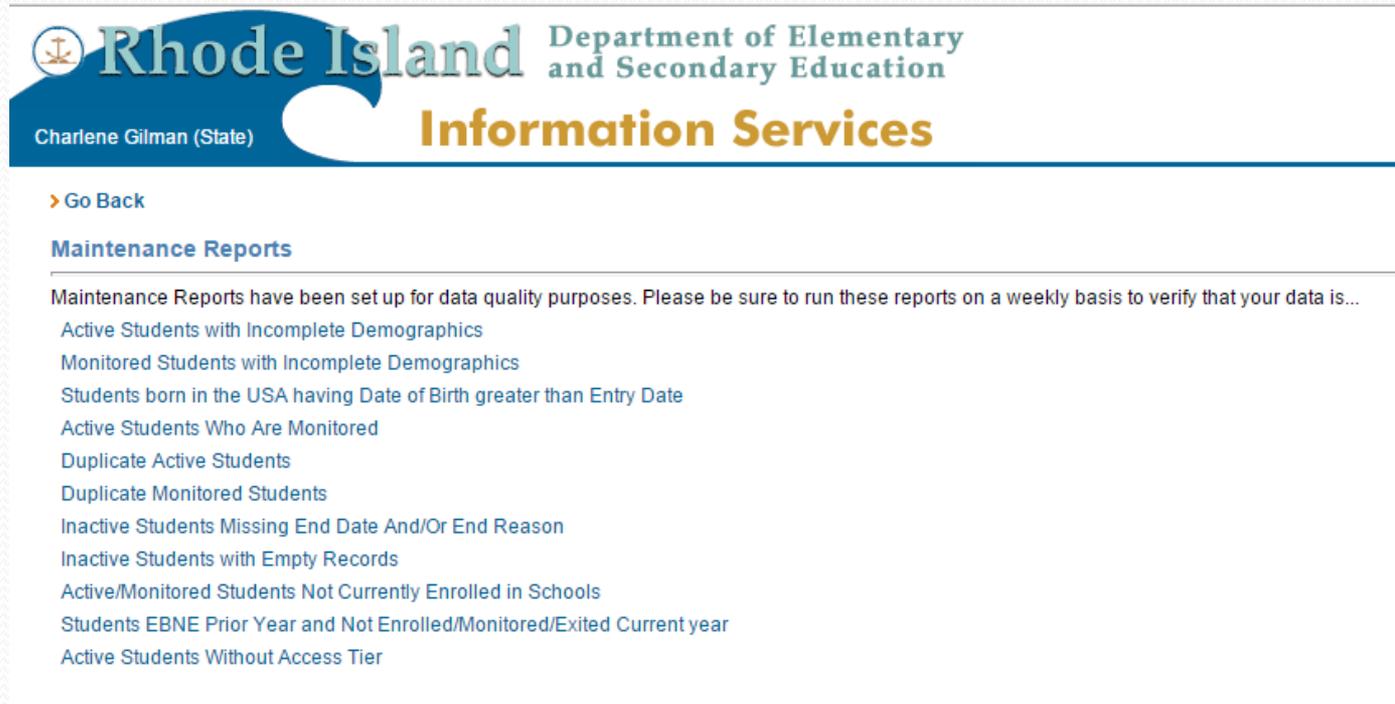
20. For students who are exiting under the state's criteria for ELs with IEPs or as an exception request, please use the forms on the ELL Program page of the RIDE website: <http://www.ride.ri.gov/StudentsFamilies/EnglishLanguageLearners/ELLPrograms.aspx#124741-entranceexit-criteria>

## Exit

- **State-Defined Required English Language Instructional Program Exit Criteria** [PDF, 116KB]  
This document outlines the minimum criteria that ELLs must meet in order to be eligible for exit from an English Language Instructional Program (ELIP)
- **State-Defined Required English Language Instructional Program Exit Criteria** [PDF, 116KB]  
Este documento expone a grandes rasgos los criterios mínimos que los ELLs necesitan cumplir con para ser elegibles para salir de un programa de instrucción del Inglés (ELIP).
- **Exit Request Form ELLs with Disabilities** [DOC, 32KB]
- **ELL Exit Exceptions Request** [DOC, 30KB]

# Running reports

Please see the materials in your packet for instructions on how to run the available maintenance reports.



The screenshot shows the header of the Rhode Island Department of Elementary and Secondary Education Information Services. The header includes the state seal, the text "Rhode Island Department of Elementary and Secondary Education", and "Information Services". Below the header, there is a "Go Back" link and a "Maintenance Reports" section. The "Maintenance Reports" section lists several reports that have been set up for data quality purposes.

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[Go Back](#)

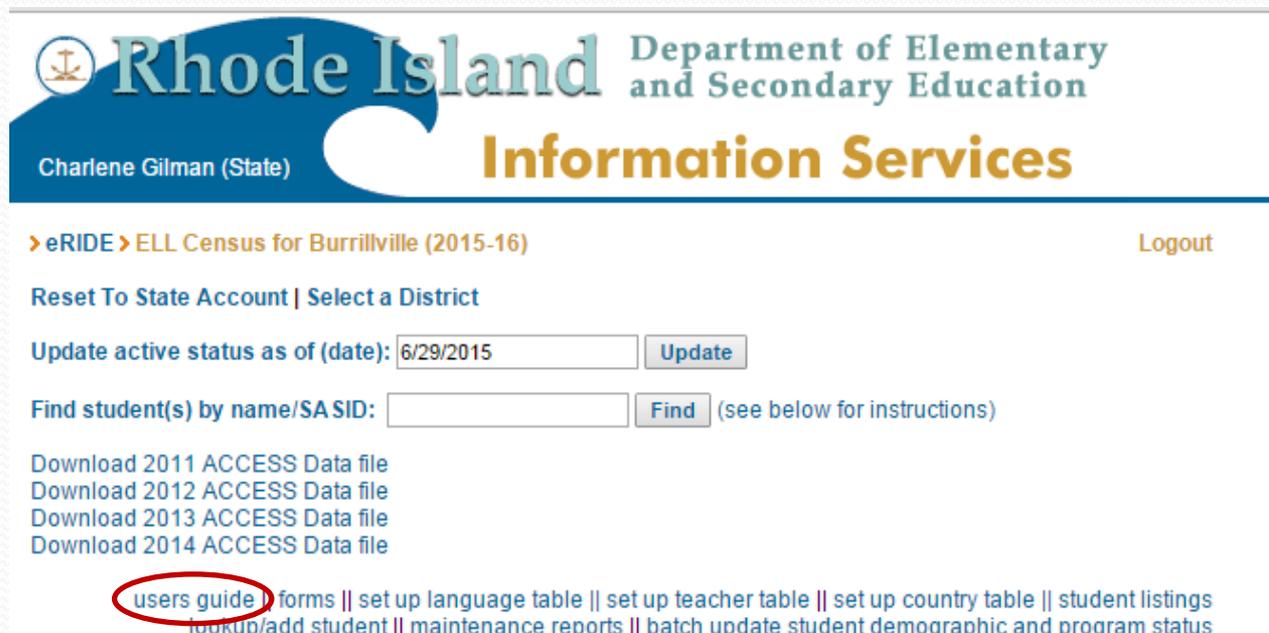
**Maintenance Reports**

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

# Finding the User Guide

Please refer to the User Guide for more information about the ELL Census!



 **Rhode Island** Department of Elementary and Secondary Education

Charlene Gilman (State) **Information Services**

[eRIDE](#) > [ELL Census for Burrillville \(2015-16\)](#) [Logout](#)

[Reset To State Account](#) | [Select a District](#)

Update active status as of (date):

Find student(s) by name/SA SID:   (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](#)

[Jillian.Belanger@ride.ri.gov](mailto:Jillian.Belanger@ride.ri.gov)

[Charlene.Gilman@ride.ri.gov](mailto:Charlene.Gilman@ride.ri.gov)