

**LIMITED ENGLISH PROFICIENCY DISTRICT LEVEL
SUMMARY
REPORT EXPLANATION
(.TXT_CCYYN_STU_LEP)**

Education Management Information System (EMIS)



Revision Date April 16, 2007

**Prepared by
Office of Information Policy and Management**

Table of Contents

REVISION HISTORY3

REPORT OVERVIEW4

 GENERAL DESCRIPTION AND SIGNIFICANCE4

 TIPS FOR READING THIS DOCUMENT4

 REPORT NAME AND TIMING4

ODE PROCESSING.....5

 PROCESS DESCRIPTION5

 DATA SOURCE5

Submitted Data Used in Report.....5

Derived Data Used in Report.....6

Report Selection Criteria6

REPORT SAMPLE7

 HEADER INFORMATION7

 DETAIL INFORMATION7

ERROR DETECTION AND CORRECTION11

INDEX12

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\reports to post\LEP Report EXP.doc
Revision Date April 16, 2007



Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
April 16, 2007	ODE, IPM	Created from old documentation, program, 2006N reports

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\reports to post\LEP Report EXP.doc
Revision Date April 16, 2007

Report Overview

General Description and Significance

This report informs the district about the data that the Ohio Department of Education (ODE) received in regard to students with Limited English Proficiency (LEP). It provides counts of students with various LEP options, counts of OTELA results and test not taken, and counts of students classified as no longer LEP.

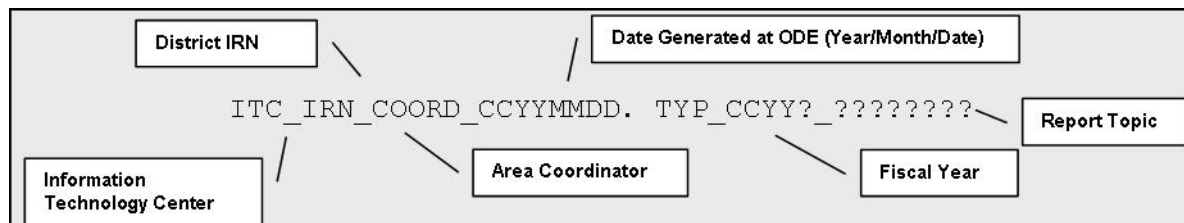
This report is produced at year end and is distributed during each week of the year-end processing cycle. It is in the EMIS report standard text file format.

Tips for Reading This Document

- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is: **DAS_IRN_COORD_CCYYMMDD.TXT_CCYYN_STU_LEP**; its components are described below. This report is produced during the Yearend (N) reporting period.



C:\Documents and Settings\lanicka.shepherd-mas\Desktop\reports to post\LEP Report EXP.doc
Revision Date April 16, 2007

ODE Processing

Process Description

These data are submitted by districts in the *Ohio Test of English Language—OTELA (GF)*, *Student Demographic (GI)*, and *Student Attendance (GK)* files at year end. During the aggregation process, data from the latter two files create the *NATIVE LANGUAGE* file, extracting only data pertinent to the language fields and calculating the aggregated counts.

These data are aggregated during each week of the year-end processing cycle.

A preliminary program determines whether or not a student in the *Native Language* file has an *OTELA* record. The DISTRICT IRN, STUDENT SSID, OTELA PRESENT and OTELA REASON are written to a temporary file and used with the *Native Language* file to produce the report.

Data Source

Data for the report come from the *NATIVE LANGUAGE* and *OTELA* files as described above. *OEDS* is used to determine the profile of the district for which the report is being generated. The *ODE Audit* file is used to determine the date on which the data were submitted to ODE.

Submitted Data Used in Report

These data are used as they are submitted by the district in EMIS or OEDS applications.

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN			From data submission header record
BUILDING IRN	GI040	<i>Student Demographic</i>	
SSID	GI310	<i>Student Demographic</i>	
GRADE LEVEL	GI130	<i>Student Demographic</i>	
DATE RECLASSIFIED	GI490	<i>Student Demographic</i>	
LEP FLAG	GI230	<i>Student Demographic</i>	
REASON TEST NOT TAKEN	GF235	<i>OTELA</i>	
DISTRICT NAME		<i>OEDS</i>	
COMPOSITE SCORE	GF290	<i>OTELA</i>	
BUILDING NAME		<i>OEDS</i>	
ITC SITE		<i>OEDS</i>	
AREA COORDINATOR		<i>OEDS</i>	

Derived Data Used in Report

These data are created during the processing cycle.

Element Name	Record Field #	File Name	Field Value	Conversion factors
OTELA PRESENT		<i>Temporary file</i>	1= this student in this district had an OTELA record, 0 =this student in this district did not have an OTELA record	Depends on whether or not a Native Language record was found
OTELA REASON			0 = Native Language Test not taken = "*", 1 = Native Language Test not taken = "A" – "F"	Converted from Native Language field, error message generated if not valid value
EQUIVALENT GRADE		<i>Native Language</i>		Derived from attendance grade and disability condition

Report Selection Criteria

The following are used in determining what data appear on the report:

To create the OTELA PRESENT flag:

The DISTRICT IRN and STUDENT SSID are used as key values to read the *Native Language* file.

- If an *OTELA* record can be found, the OTELA PRESENT flag = "1",
- If an *OTELA* record can not be found, the OTELA PRESENT flag = "0"

To create the OTELA REASON flag,

- If the *Native Language* REASON TEST-NOT-TAKEN = "*", the OTELA REASON flag = "0".
- If the *Native Language* REASON TEST-NOT-TAKEN = "A", "B", "C", "D", "E", "F", the OTELA REASON flag = "1".

Once the *temporary OTELA* file is built, the report program uses the following:

- *Native Language* EQUIVALENT GRADE = "01", "02", "03", "04", "05", "06", "07", "08", "09", "10", "11", "12", "13", "23", "KH", "KG", "PS", "PH", "PK"

For the "LEP Student Counts" columns,

LEP Flag = "Y" or "M" or "L"

For the "LEP Students with OTELA Results" columns,

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Revision Date April 16, 2007

LEP Flag = “Y” or “L”
 An OTELA record exists
 The composite score on the OTELA record is greater than zero.

For the “Students Reclassified” columns,
 LEP Flag is not = “Y” or “L”
 Reclassification flag is within the 3-year range, between “200307” and “200706”,
 inclusive

Report Sample

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district.

That is followed by column headers indicating the data described on each detail line.

Detail Information

Each row on the report contains counts for the specified grade level.
 Note: “KH”, “KG” are both included on the KG State Equivalent Grade Level row, “PS”, “PH”, “PK” are added together under “PS”.

There are four sets of columns:

LEP STUDENT COUNTS reports the count, by grade, of students with option “Y” or “L” or “M” in the appropriate option column.

LEP STUDENTS WITH OTELA RESULTS reports the count, by grade, of students with option “Y” or “L”, who have an OTELA record for the district which is doing the reporting. These are printed in the appropriate option column.

LEP STUDENTS WITH OTELA REASON NOT TAKEN “A”, “B”, “C”, “D”, “E”, “F” reports the counts of students with a valid reason code.

STUDENTS RECLASSIFIED AS NO LONGER LEP reports students who have an LEP = “M” or “N” and a reclassified date between “07/2003” and “06/2007”

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\reports to post\LEP Report EXP.doc
 Revision Date April 16, 2007

PROGRAM: EMIS2006_YE_LEP
 SOURCE: NATLANG,OTELA,OEDS
 EMIS REPORT: TXT_2006N_STU_LEP

OHIO DEPARTMENT OF EDUCATION
 OFFICE OF DATA SERVICES
 EDUCATION MANAGEMENT INFORMATION SYSTEM
 STUDENT DATA SUBMITTED TO ODE AS OF 07/28/2006
 2005-2006 LIMITED ENGLISH PROFICIENCY DISTRICT LEVEL SUMMARY

DATE: 07/29/2006
 PAGE: 1
 REPORTING PERIOD: N (YEAREND)

DISTRICT: ANYOLD CITY SD
 IRN: 040404
 COUNTY: ANOHIO

INFORMATION TECHNOLOGY CENTER: ITCNAME
 AREA COORDINATOR: 0#

STATE EQUIV GRADE LEVEL	*----- LEP STUDENT COUNTS -----*			*--- OTELA RESULTS ---*		LEP STUDENTS WITH OTELA REASON NOT TAKEN A,B,C,D,E,F	STUDENTS RECLASSIFIED AS NO LONGER LEP 07/2003 - 06/2006
	OPTION Y	OPTION L	OPTION M	OPTION Y	OPTION L		
PS	0	0	0	0	0	0	0
KG	0	0	0	0	0	0	0
01	0	0	0	0	0	0	0
02	0	0	0	0	0	0	0
03	0	0	0	0	0	0	0
04	0	0	0	0	0	0	0
05	1	0	0	0	0	0	0
06	0	0	0	0	0	0	0
07	0	0	0	0	0	0	0
08	0	0	0	0	0	0	0
09	0	0	0	0	0	0	0
10	1	1	0	0	0	0	0
11	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0
TOTAL	2	1	0	0	0	0	0

PROGRAM: LEP_DATA_VERIFY_2006_YE
 SOURCE: STUDENT_NATLANG/YEAR_END_ATTEND

OHIO DEPARTMENT OF EDUCATION
 OFFICE OF DATA SERVICES
 EDUCATION MANAGEMENT INFORMATION SYSTEM
 STUDENT DATA SUBMITTED TO ODE AS OF: 05/25/2006

DATE: 05/30/2006
 PAGE: 01
 REPORT PERIOD: N

2005-2006 LIMITED ENGLISH PROFICIENCY
 DISTRICT LEVEL SUMMARY

DISTRICT: OHIOSBEST
 IRN: 080808
 COUNTY: AnOhio

DATA ACQUISITION SITE: THISITC
 AREA COORDINATOR: 0#

LEP HEAD COUNT -- BY BUILDING, BY GRADE LEVEL

BUILDING IRN / NAME	PS	KG	01	02	03	04	05	06	07	08	09	10	11	12	13	23	TOTAL
020202 OHIOSBEST High School	0	0	0	0	0	0	0	0	0	0	5	2	2	1	0	0	10
070707 Ohiosbest North Elementary	0	0	0	1	1	2	1	0	0	0	0	0	0	0	0	0	5
888888 Ohiosbest South Elementary	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	4
040404 Ohiosbest West Elementary	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	3
060606 OHIOSBEST Middle School	0	0	0	0	0	0	0	3	1	1	0	0	0	0	0	0	5

Error Detection and Correction

If a district believes that the counts on this report are not accurate, the district personnel should first check their aggregation and status reports to ensure that all records were accepted during the weekly processing cycle and accepted by ODE.

If there are no errors in these reports, the fields pertinent to the selection criteria should be reviewed:

- Is the student's GRADE LEVEL accurately reported?
- Is the LEP value correctly entered as L or Y or M?
- Is there a correct DATE RECLASSIFIED if the student is no longer of Limited English Proficiency?
- Is the appropriate OTELA test record submitted?
- If so, is the REASON TEST NOT TAKEN accurate?

INDEX

B		L	
Building IRN	5	Limited English Proficiency	1, 4, 12
C		N	
Calculation.....	11	Native Language.....	5, 6, 7
Correction.....	12	R	
D		Report Sample	7
Data Source	5, 7	Revision Date	1, 3
Disability Condition	6	S	
District IRN	5, 6	Selection Criteria	6, 12
E		Significance	4
Error Detection	12	State Equivalent Grade Level	7
G		State Student ID (SSID)	5, 6
Grade Level	5		