

CEPI Helpful Hints- English Learner Reporting

Below you will find instructions on how to exit EL proficient students timely in *MSDS* as well as the process to resolve students that were falsely reported as EL in *MSDS*.

When do I exit a student as EL proficient in MSDS?

Districts may exit students from EL in *MSDS* when they meet the State's exiting criteria including the WIDA proficiency test results, or when they graduate from the district. To ensure that a student is not labeled as EL for the following school year, the district must exit the student from EL in *MSDS* by entering the EL Exit Date with a date that is **on or before June 30th of that school year**.

If the district does not receive the student's WIDA proficiency results until after June 30th of the current school year, there is a window to enter proficiency results via the Student Record Maintenance (SRM) Collection. Typically, this correction window runs mid-July to mid-September. **If you are exiting students during the correction window; the EL Exit Date must be June 30 of the current school year.** If you have not exited the student by June 30, or in the SRM Collection during the allotted window, the student **will** remain EL for the next school year.

*Please note, if the student has graduated and is not proficient, report the applicable District Exit Status and the District Exit Date within the Enrollment Component. If the student tested proficient and graduated, report both the EL Exit Date and District Exit Date and Status.

When do I stop reporting a student as EL?

Once you report the EL Exit Date (by June 30 of that school year or during the SRM Collection window mid-July through mid-September) you should no longer report the student as EL. Districts should update their Student Information System (SIS) so the student is not reported as EL in the future collections.

If the student is accidentally re-reported, please see "What should I do if I accidentally reported a student in *MSDS* as EL?"

How Do I Enter an EL ReEntry Date?

The EL ReEntry Date is submitted when the student has transitioned out of English-language acquisition programs in the last two years but was reclassified as EL after transitioning. The student is reclassified as EL because of classroom performance, state test performance, teacher recommendation, self-referral, parent request or other reasons.

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School Demographics Personal Demographics Enrollment Membership GeneralEdFTE LEP SNE

*EL Instructional Program: 05-Bilingual Dual-Language Instruction
 06-Bilingual Two-Way Immersion
 07-Transitional Bilingual Instruction
 08-Bilingual Heritage Language Instruction

*Primary Language: spa-Spanish

Home Language: aar-Afar
 abk-Abkhaz
 ace-Achinese
 ach-Acoli

EL Exit Date:

EL ReEntry Date:

What should I do if I accidentally reported a student in MSDS as EL?

Option 1: Correcting a false EL is an annual process completed in the Michigan Department of Education's [Secure Site](#). To correct a false EL, districts must submit a [WIDA Test Exception](#) between mid-December and late January. The appeal should include the initial home language survey (HLS), the date of first enrollment in any public district in Michigan, and how the false EL reporting error occurred. Once your request has been submitted in the Secure Site, the MDE Title III team will review and either approve or deny the request. If the request is approved, MDE will notify CEPI and have the EL flag removed from the student's records. There is nothing more the district needs to do in MSDS once the false EL has been approved; however, the district should make sure local records are updated so that the EL is not mistakenly reported again. You may still see EL warnings in your collection during the Quality Review process, even though you entered the EL Exit Date on time. This will disappear with the beginning of a new school year.

Option 2: If you miss the false EL reporting period, the student will remain EL for the entire school year. The district will then need to retest the student even though the student is proficient. Once the proficiency score is received, the district can exit the student **on or before June 30 of that school year**.

A new student came to our district as EL but they are not, what do we do?

If a student transfers to your district from another and they are marked as EL in error your district is still responsible for testing that student. If the student comes to the district during the false EL reporting window, either your district or the previous district must follow the process in the Secure Site to report the false LEP submission. If you missed the false EL reporting window, then your district is responsible for testing the

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student. If the student is not retested, this may affect the district's Annual Measurable Achievement Objective (AMAO) rates as well as the 95 percent points for participation rate that must be met. For more information on how this will negatively affect the district, please contact the Michigan Department of Education Division of Accountability Services at mde-oeaa@michigan.gov.

*Please note, additional EL reporting information can be found in the current MSDS Collections Detail Manual on the CEPI [MSDS homepage](#).