

English Learner (EL) Exit Reporting Guidelines

Role Identification & Project Planning

The following people need to be identified in advance of processing EL exit determinations:

- Staff who will be reviewing test scores/participating in the local EL Exit Committee
 - Committee should include an endorsed EL Teacher
- Pupil accounting staff who will be exiting EL students in MSDS

The following dates need to be determined:

- Date for generation of potential EL students exiting
- Date for completion of final list of EL students to be exited

Step 1: Generate a list of EL students in your district

Either of the following methods can be used:

- Generate a downloadable list from your local student information system (SIS). As a reminder, your local SIS is independent of the state collection system. Your system may contain data that the state system does not yet have or vice versa.
- Download the Answer Documents Received roster for Spring WIDA from the OEAA Secure Site. This will provide a list of students that have taken the WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs. If you are not familiar with the Answer Documents Received and Not Tested Students page, you can find directions at www.michigan.gov/secaresitetraining.

Step 2: Identify students meeting the local-portion of the EL exit criteria

(i.e., EL students at/above grade level on the district's selected local reading assessment)

You can start preparing now for exiting EL students in advance of the results of the WIDA ACCESS for ELLs 2.0. In order to make timely decisions regarding students that are likely to exit the EL Program, begin taking the following steps immediately:

- Using the previously generated list of EL students (from Step 1), review the local reading assessment data to identify those EL students reading at grade level as required by the [Entrance and Exit Protocol](#) (EEP) which is posted at www.mi.gov/mde-titleiii. This will help you remove EL students early from your list who have not yet met this local portion of the EEP criteria and who you already know will not be exiting the EL Program.
- Determine a coding system so that it is easy to identify those students who may potentially exit EL status, pending the results of their WIDA ACCESS for ELLs scores.
 - Highlight students' names or
 - Create a new column of information within your spreadsheet to mark which EL students have meet the criteria for program exit and will be considered for exiting the EL program in Step 4.

This will help you prepare for receiving the WIDA data and making quick decisions.

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Step 3: Review MDE/CEPI communications for EL related information

Read the Spotlight ([sign up here](#)) and note when the assessment reports will be shipped and available in WIDA AMS (www.wida-ams.us). Spotlight newsletters are archived at www.mi.gov/mde-spotlight.

Additionally, districts' pupil accounting staff should watch for the Center for Educational Performance and Information (CEPI) Announcements (emails sent to all MSDS users) and also review the MSDS What's New section available on the initial page after logging into MSDS. Michigan Student Data System (MSDS) is the state's student information system).

Step 4: Identify students meeting the state-portion of the EL exit criteria

(i.e., EL students with WIDA ACCESS scores at/above thresholds)

There are two easy ways to review WIDA ACCESS for ELLs 2.0 scores of EL students to determine who may be potentially eligible for exiting the EL Program:

- Educators can use their **WIDA Student Roster Report** which is shipped to districts or available in WIDA AMS (www.wida-ams.us). This report shows a breakdown of EL students that took the assessment by grade level and school. By reviewing this list, educators can quickly scan the report to determine which EL students met at least the WIDA ACCESS for ELLs 2.0 proficiency level thresholds as outlined in the EEP. You can highlight or mark on the reports in some way to note which EL students may be eligible for exiting.

OR

- Another efficient option is to use the downloadable **WIDA Student Data File** from the OEAA Secure Site (www.mi.gov/oeaa-secure). Once the file is downloaded and opened in Excel, you can filter the Overall Score column to provide you with a list of EL students who met the overall score threshold. You can then filter again on the specific domain columns to obtain the list of that subset of students who also met the additional domain criteria.

Step 5: Identify students meeting all portions of EL exit criteria

(i.e., EL students meeting both local- and state-portions of the EL exit criteria)

- After you have generated your list of EL students who met at least the WIDA ACCESS for ELLs 2.0 criteria, you can return to your list of potential EL students to exit based on the local portion of the EEP exit criteria from Step 1 and Step 2.
- You should now be able to finalize your list of which EL students met both the local and state portions of the EEP criteria and are eligible to be exited from the EL Program.

Please ensure students who took the WIDA ACCESS for ELLs 2.0 assessment in your district and met the criteria listed in the EEP for English language proficiency, but have since unenrolled from your district are still included in your list of EL students to exit from the EL Program.

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Step 6: Enter EL exit information into the district's local SIS

(i.e., the district's local student information system)

After finalizing the list of EL students needing to be exited from the EL program, please make sure to enter these students' EL exit information (including EL exit date) into your district's local student information system (SIS). The EL exit date **must** be after the last date reported as an EL. Typically, the EL exit date is June 30th of the current school year.

Step 7: Pass EL exit information and directions to pupil accountant(s)

Give the finalized list of EL students needing to be reported as exited from the EL Program to your pupil accounting staff. Please reference the Title III English Learner & Immigrant Component within the [MSDS Manual](#).

Please ensure students who WIDA tested with your district and met the criteria listed in the EEP for English language proficiency but have since unenrolled from your district are still included with the EL exit information shared with your district's pupil accounting staff.

Step 8: Pupil accounting staff upload the EL exit information to MSDS

(i.e., Michigan Student Data System; the state's student information system)

EL exits reported in the MSDS End-of-Year (EOY) collection must use the following specifications to successfully exit the student from EL services:

- have [Certification Date] and [As Of Date] values that follow the specifications of the MSDS EOY collection
- have a [EL Exit Date] on or before 6/30 of the current collection year

Any EL exits not reported in the MSDS EOY collection must be reported using the July – Mid-September Student Record Maintenance (SRM) collection. Waiting to report EL exits until MSDS Fall General collection will be too late. Student's whose EL exits are not reported until MSDS Fall General collection will not be EL-exited for the upcoming year's accountability and will be expected to take WIDA ACCESS 2.0 again next spring.

EL exits reported in the MSDS July – Mid-September SRM (i.e., GAD Appeals/Summer EL Exit Window) must use the following specifications to successfully exit the student from EL services:

- [Certification Date] on or before the mid-September deadline (exact date varies annually, please refer to the CEPI Calendar, CEPI Announcements, and the Spotlight during August and September)
- [As Of Date] must be between 7/1 and 8/31 of the current collection year
- [EL Exit Date] on or before 6/30 of the current collection year

Step 9: Verify with pupil accountants that EL exit information was successfully uploaded to MSDS

Once your pupil accountants have uploaded and certified the SRM exit records in MSDS, have them download the certified records and save as an excel file. You will be able to filter on the EL Exit date field and the certified field to ensure the students were correctly exited.

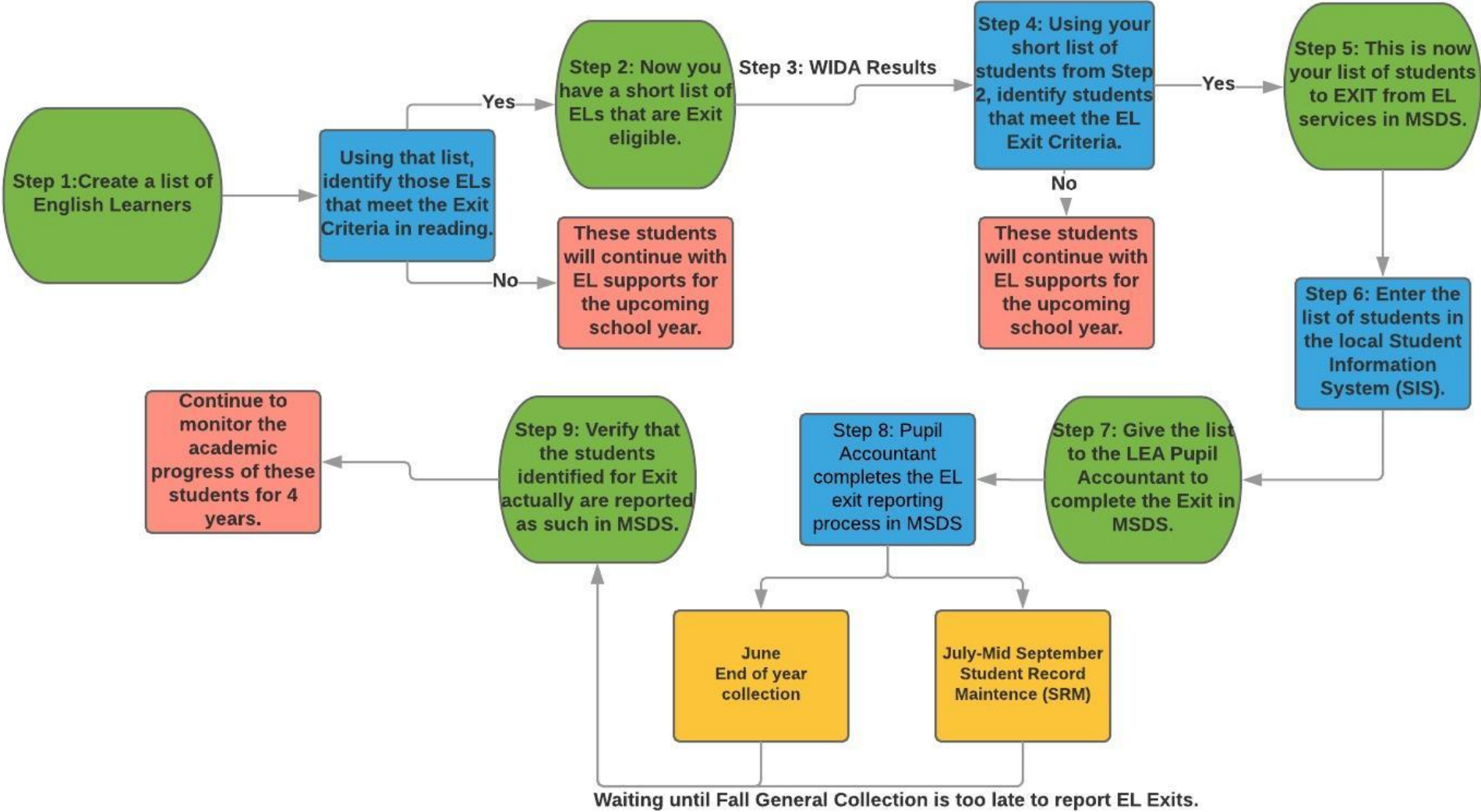
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Contact Information

| Topic | Email | Phone |
|-----------------------------|--|------------------------|
| EL Data Collections | cepi@michigan.gov | 517-335-0505, option 3 |
| EL Instruction & EL Funding | mde-EL@michigan.gov | 517-241-5392 |
| EL Assessment | mde-oeaa@michigan.gov | 877-560-8378, option 5 |
| EL Accountability | mde-accountability@michigan.gov | 877-560-8378, option 3 |

English Learner (EL) Exit Reporting Guidelines

English Learner (EL) Exit Reporting Flowchart



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Form for EL Students Transferring Out of Your District

Please complete the provided template and place in the CA-60 so that the receiving district can accurately report and place the EL student in programming or monitoring. If the EL student met the criteria for exit from the EL Program, **please ensure your district reports the student's EL exit information in MSDS before the September deadline, regardless of whether or not they are still enrolled in the district.**

Student Name: _____

UIC: _____

End of year WIDA ACCESS for ELLs 2.0/WIDA Alternate ACCESS for ELLs scores:

Overall: _____

Listening: _____

Speaking: _____

Reading: _____

Writing: _____

Local reading assessment scores: _____

Did the student meet the EEP criteria for exiting the EL Program? _____

Were they exited in MSDS? _____