English Learner (EL) Exit Reporting Guidelines

Introduction

Document Purpose

This document provides guidelines districts can follow to ensure their English Learner (EL) students are successfully reported as exited from EL services in both their local student information system (local SIS) and the state's student information system (Michigan Student Data System; MSDS).

These guidelines were developed as a coordinated effort between three State of Michigan offices/agencies. The table below gives the abbreviation, the full name, and the role in EL exits for each.

Abbreviation	Full Name	Role in EL Exits
OEAA	Office of Educational Assessment and Accountability	Testing to determine proficiency
OES	Office of Educational Supports	Sets EL exit criteria and oversees its proper application
CEPI	Center for Educational Performance and Information	Collection of student records into the state's student information system (MSDS)

Methods of EL Exits

Michigan currently offers both automatic (auto) and manual EL exits.

- Auto EL exits will be processed in MSDS for most EL students
- Manual EL exits are still available to address a few rare instances such as:
    - Students that were WIDA tested in another state and meet Michigan's EL exit criteria.

Actions Required for **ALL** Methods

Regardless of whether a student is auto EL exited or manually EL exited, their district must update the students' EL exit (including EL exit date) in the district's local SIS.

Please note that while delayed 2023-24 WIDA Alternate ACCESS results will be able to be included in auto EL exit processing they will come back too late to be included in manual EL exit processing.

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Prepare for EL Exit Process

Identify Required Staff

Prior to the availability of auto EL exits, districts need to identify staff fulfilling each of the following functions as they each play an important role in in the auto EL exit process:

- District pupil accounts - Able to run the Student Roster Report in MSDS to see the auto EL exits
  - Able to upload the manual EL exits to MSDS
- District EL test coordinators - Able to access to the testing data used to determine EL exit eligibility
- District EL program staff - Familiar with EL exit criteria and able to verify accuracy of auto EL exits and identify students eligible for manual EL exit

Know Key Dates

Districts should be aware of the following key dates related to the EL exit process:

- **Auto EL Exits**
  - EL auto exits are typically processed in MSDS in July after both (1) MSDS End-of-Year (EOY) General collection has completed and (2) WIDA test results are loaded to the OEAA Secure Site.
  - Once EL exits have been processed in MSDS that will be announced to districts through the OEAA, OES, and CEPI newsletters listed in the next section.
- **Manual EL Exits**
  - EL manual exits should be determined after EL auto exits are processed in MSDS.
  - EL manual exits must be uploaded into the state's student information system (MSDS) by 9/11/2024.

Watch State Communications

Information about EL exits (both automatic and manual) will be communicated to districts through the following three sources (one for each of the functions related to EL exits):

- EL Test Coordinators - OEAA spotlight (www.mi.gov/mde-spotlight)
- EL Program Staff - OES EL Director's Message (https://goo.gl/forms/VceVA0ha6d4Co7Y33)
- Pupil Accountants - CEPI Announcements (https://feeds.feedburner.com/public-cepi-announcements, link requires RSS reader browser plug-in)

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Auto EL Exits

This section outlines the auto EL exit process. Auto EL exits will be processed in MSDS for most EL students.

Review and Verify Auto EL Exits

Districts should run the MSDS Student Roster report for the End of Year (EOY) Collection to see the list of their students that were auto EL exited and compare that to students scoring proficient on WIDA to verify the accuracy of the auto EL exit process. Completing this task will require cooperation of multiple district staff:

- Pupil accountants
  - Able to access the list of students auto EL exited
  - Run the MSDS "Student Roster Report"
- EL test coordinators
  - Able to access to the testing data that was used to determine EL exit eligibility
  - MiLearn (best option, has test results for all students enrolled in the district)
  - OEAA Secure Site WIDA Student Data File (has all students that tested at the district)
  - WIDA AMS Reports (have all students that tested at the district)
  - OEAA Secure Site Student Score History (get test results for any student, one-at-a-time)
- EL program staff
  - Familiar with EL exit criteria and able to verify accuracy of the auto EL exits
  - Review the EL Entrance and Exit Protocol (EEP) (https://bit.ly/mde-EL-EEP)

Update Local SIS with Auto EL Exits

After auto EL exits have been reviewed and confirmed, districts must update their local SIS with the [Auto EL Exit Date]. For districts setup on DataHub and SnackPack version 2, you can access this information for new transfers.

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Manual EL Exits

This section outlines the manual EL exit process, which only applies to a few rare instances such as:

- Students that were WIDA tested in another state and meet Michigan's EL exit criteria.
- Students that were not reported in MSDS as EL during the 2023-24 school year but still took the WIDA assessments and met Michigan's EL exit criteria.

Complete the Auto EL Exit Process above before beginning the Manual EL Exit Process below.

Please note that while delayed 2023-24 WIDA Alternate ACCESS results will be able to be included in auto EL exit processing they will come back too late to be included in manual EL exit processing.

Identify ELs Needing Manual EL Exits

Pull List of All ELs From the District's Local SIS

Use the district's local student information system (local SIS) to generate a downloadable list of all EL students in the district and provide that list to the district's EL programming staff.

- Exclude students that have been auto EL exited.
- Be sure to include UICs so it can be cross referenced with state testing data later.
- As a reminder, your local SIS is independent of the state collection system (MSDS). Your system may contain data that the state system (MSDS) does not yet have or vice versa.

Get EL Test Data

EL exits are determined by whether the student reached proficiency on WIDA tests. Results for WIDA tests can be obtained by the following methods:

- **For students WIDA tested in Michigan**
  - MiLearn
    - Results for students ***enrolled*** in the district, regardless of which Michigan district tested them
    - Requires the district to be setup on DataHub and MiLearn
    - Accessed through local SIS
  - OEAA Secure Site WIDA Student Data File
    - Results for students ***tested*** at the district
    - Requires access to OEAA Secure Site (EL Test Coordinators will have access)
    - www.mi.gov/oeaa-secure
  - WIDA AMS Reports
    - Results for students ***tested*** at the district
    - Has the data in reports
    - Requires access to WIDA AMS portal (EL Test Coordinators will have access)
    - www.wida-ams.us
  - OEAA Secure Site Student Score History
    - Results for student enrolled in, or tested by, the district; can only look up one student at a time
    - Requires access to OEAA Secure Site (EL Test Coordinators will have access)
    - www.mi.gov/oeaa-secure
- **For students WIDA tested out of state**
  - Accept any out of state WIDA testing records students bring with them.
  - Contact the out of state district to obtain students' WIDA testing records.

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Identify Remaining ELs Meeting EL Exit Criteria

Once (1) the district list has been filtered to remove students already having an auto EL exit and (2) the WIDA test records have been gathered, determine which EL students in grades K-12 met Michigan's EL exit criteria:

- WIDA ACCESS for ELLs - Overall performance level of 4.8 or higher
- WIDA Alternate ACCESS - Overall performance level of 4.8 or higher
  (WIDA Alt. ACCESS moved to a 1.0 – 6.0 performance level scale in 2023-24. Please also note that scores for the WIDA Alt. ACCESS will not be available until mid-September.)

Enter Manual EL Exits Into the District's Local SIS

After identifying which EL students need a manual EL exit, enter these students' EL exit information (including EL exit date) into your district's local student information system (SIS).

- Please note all 2023-24 EL exits should be reported with an [EL Exit Date] of 6-30-2024.

Upload Manual EL Exits to State System

Notify District Pupil Accounting Staff

Notify your pupil accounting staff that the EL exit data has been finalized in the local SIS and are ready to be pulled and uploaded to the state's system (MSDS).

Upload Manual EL Exits to MSDS

District pupil accounting staff pull the records from the district's local SIS and upload to the state's system (MSDS).

- Please reference the 2023-2024 MSDS Collections Details Manual, specifically the section on the Title III English Learner & Immigrant Component.
- Ideally, districts should **only** upload into MSDS manual EL exits for students not already auto EL exited. However, if a district does upload all EL proficient students to be exited, it will not affect the auto exit process.

Manual EL exits are reported in MSDS must use the following specifications to successfully manually exit the student from EL services:

- MSDS Collection: Student Record Maintenance (SRM) Collection Appeals window
  Mid-July – Mid-September
- Certification Deadline: 11:59 p.m. on 9/11/2024
- [As Of Date] Range: Between 7/1 and 8/31 of the 2023-24 SRM collection
- [EL Exit Date] Value: 6/30 of the 2023-24 SRM collection

Verify Successful Upload

Once pupil accountants have uploaded and certified the manual EL exit records in the MSDS SRM collection, districts should verify the correct records were uploaded and were properly received in MSDS.

- Pupil Accountants - Download the certified records and save as an excel file
- EL program staff - Filter the excel file on the [EL Exit Date] field to verify that all students needing a manual EL exits had an EL exit received in the MSDS SRM collection.

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Determine Appropriate Supports

Once EL exits (auto and manual) have been determined and loaded to both the district's local SIS and the state's SIS (MSDS), districts should determine the appropriate supports:

- **EL students that were <u>not</u> EL exited:** The district should continue EL services
- **EL Students that were EL exited (either auto or manual):**
    - Now considered Former English Learner (FEL) students
    - Districts must monitor FEL students for the first 4 years after exit from EL services
        - If a FEL student is struggling, the district should first try to address the student's needs through its Multi-Tiered System of Supports (MTSS).
        - If, after a reasonable period of time, it is determined EL supports are still warranted, then the district may reenter the student into EL services. In such a case, please make sure to enter an [EL Re-Entry Date] into the district's local SIS for the student and ensure the [EL Re-Entry Date] is after the last [EL Exit Date].

Additional Information

Frequently Asked Questions

Q1. How do districts know who MDE auto EL exited?

A1. Please see the "Review and Verify Auto EL Exits" section of this document.

Q2. Will students who leave a district in June and enroll in another district in the fall be EL exited?

A2. In most cases yes. If the student took WIDA ACCESS or WIDA Alternate ACCESS in Michigan and got a proficient result then in nearly all cases they will be auto EL exited, regardless of where they are currently enrolled. However, if the student is one of the rare cases (such as WIDA tested out of state), then they will not be exited unless the sending or the receiving district submit a manual EL exit for the student.

Q3: If a district doesn't agree that the student is ready for exit, what should they do?

A3: If a student is auto EL exited but the district is not confident the student was ready to exit EL services,

- The LEA should closely monitor the student's progress and attempt to address the student's needs through the school's Multi-Tiered System of Supports (MTSS)

If, after a reasonable period of time, it is determined EL supports are still warranted, then the district may reenter the student into EL services. In this case, please make sure an [EL Re-Entry Date] is entered into the district's local SIS for the student and that the [EL Re-Entry Date] is after the last [EL Exit Date].

Contact Information for Additional Questions

If you have additional questions, please contact the offices below for each topic.

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 & OEAA Secure Site	mde-oeaa@michigan.gov	877-560-8378, option 3
EL Accountability	mde-accountability@michigan.gov	877-560-8378, option 3

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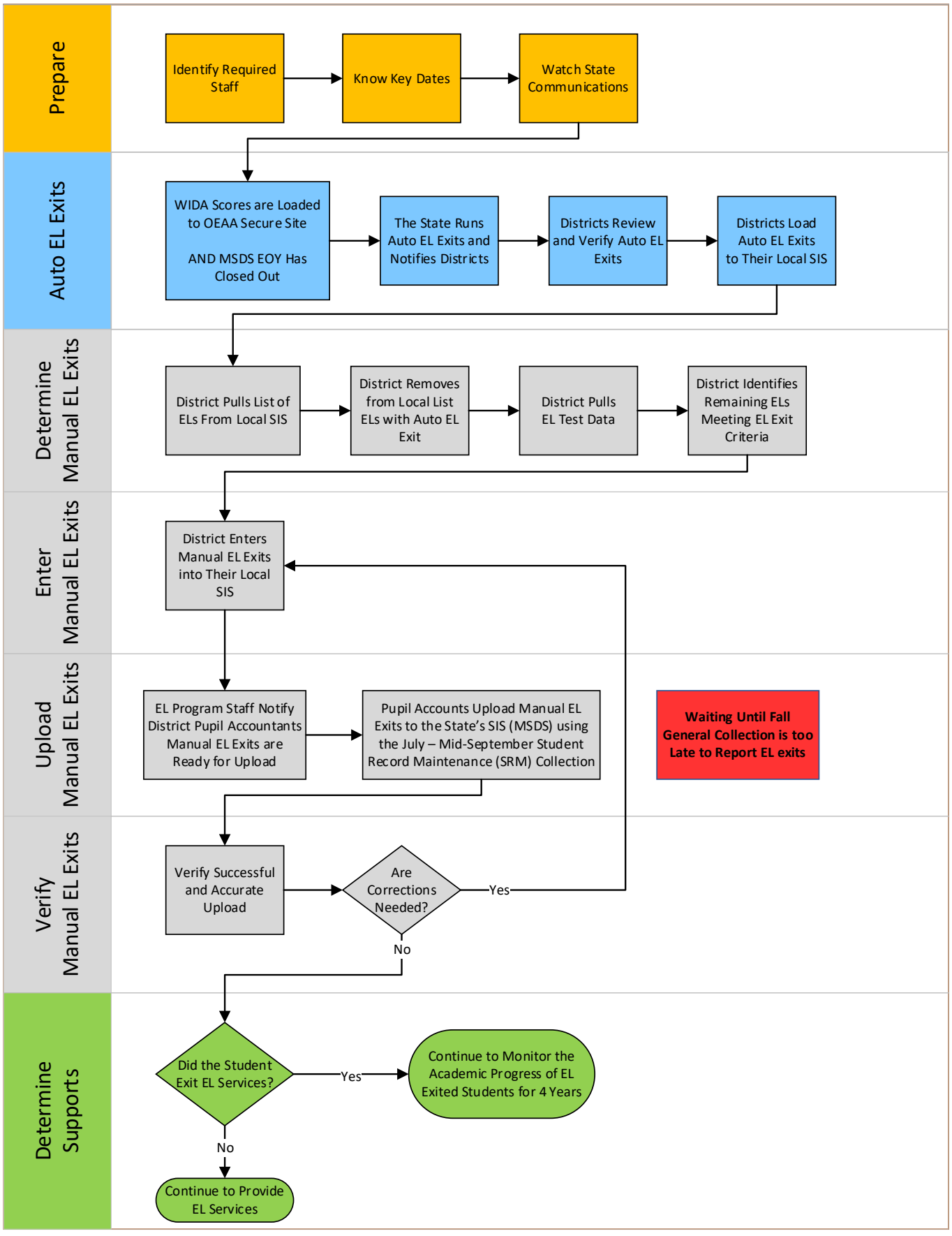
Flowchart of English Learner (EL) Exit Process



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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 receiving district participates with MiDataHub and MiLearn then this step may not be necessary. If the EL student met the criteria for exit from the EL Program and was not included in the state auto-exit, **please ensure your district reports the student's EL exit information in MSDS before the September deadline, regardless of whether they are still enrolled in the district.**

Student Name:_____

UIC:_____

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

Assessment Year:_____

Overall:_____

Listening:_____

Speaking:_____

Reading:_____

Writing:_____

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

Were they exited in MSDS by the district manually or in the state auto-exit?_____

Date Completed: _____

Sending District Name:_____