

# English Learner (EL) Exit Reporting Guidelines

## Introduction

This document provides guidelines that districts can follow to ensure their proficient English Learner (EL) students, as defined by the Michigan Department of Education's (MDE) English Learner Entrance and Exit Protocol (EEP), are successfully reported as exited from EL services in both their local student information system (local SIS) and the state's student reporting system (Michigan Student Data System; MSDS). For a full description of Michigan's EL proficiency criteria please review the EEP.

In 2019 - 2020, proficient EL students in grades 3-12 were automatically EL exited in MSDS. Beginning in the 2020-2021 school year, proficient EL students who took the WIDA ACCESS for ELLs or the WIDA Alternate ACCESS in grades **k-12** will be automatically exited in MSDS. Districts may still need to manually report EL exits in MSDS using the 2020-2021 summative WIDA data for the following cases:

- Students that tested proficient on the WIDA ACCESS or WIDA Alternate ACCESS in another state.
- Students that were not reported in MSDS as EL during the current year but still took the WIDA assessments and scored proficient.

EL auto exits will be generated after the completion of the MSDS End-of-Year (EOY) General collection and once WIDA results are loaded to the Office of Educational Assessment and Accountability (OEAA) Secure Site. All EL auto exits will have a State EL Exit date of June 30 of the current school year.

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

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## EL Exit Process

The steps below outline the actions that districts should take to ensure EL exits are processed correctly.

### Step 1: Role Identification & Project Planning

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

- Staff who will be making EL exit determinations (should include a certified and endorsed EL Teacher)
- Pupil accounting staff who will be reporting EL exits 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 2: Review MDE/CEPI communications for EL related information

Read the [Spotlight](#) to get updates related to state assessments and accountability. Spotlight is how MDE will communicate when WIDA assessment reports will be shipped and are available in WIDA AMS ([www.wida-ams.us](http://www.wida-ams.us)). Sign up for Spotlight or review Spotlight archives at [www.mi.gov/mde-spotlight](http://www.mi.gov/mde-spotlight).

Additionally, districts' pupil accounting staff should watch for CEPI Announcements (emails sent to all MSDS users) and review the MSDS What's New section available on the initial page after logging into MSDS. CEPI Announcements are archived at [CEPI Announcements](#).

### Step 3: Generate a list of all EL students in your district

Generate a downloadable list from your local student information system (SIS) of all EL students in your district. 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. Please ensure the EL program director or other staff responsible for EL programming has reviewed this SIS generated list and is involved in the exit process.

### Step 4: Identify students meeting EL exit criteria, that tested at your district

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

There are two easy ways to review WIDA ACCESS for ELLs and Alternate ACCESS for ELLs 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 made available in WIDA AMS ([www.wida-ams.us](http://www.wida-ams.us)). This report shows a breakdown of EL students that took the assessment by grade level and school. Once this report is available, educators can quickly scan the report to determine which EL students in grades k-12 met the 4.8 Overall score threshold on WIDA ACCESS for ELLs or P2 on the WIDA Alternate ACCESS for ELLs.  
**OR**
- Another efficient option is to use the downloadable **WIDA Student Data File** from the OEAA Secure Site ([www.mi.gov/oeaa-secure](http://www.mi.gov/oeaa-secure)). Once the file is available, downloaded, and opened in Excel, you can filter the Overall Score column to provide you with a list of EL students who met the 4.8 Overall score threshold on WIDA ACCESS for ELLs or P2 on the WIDA Alternate ACCESS for ELLs.

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## Step 5: Identify students meeting EL exit criteria, that tested out of state

Students that took WIDA ACCESS for ELLs or WIDA Alternate ACCESS in another state and have provided proof that they met the Michigan Exit criteria outlined in the Michigan EEP will qualify to be exited from EL services. These students will need to be manually exited via Student Record Maintenance (SRM) in Step 8 and will not be part of the auto exit process.

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

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). This list should include the students that will be automatically exited so that local SIS is updated.

## Step 7: Notify pupil accounting staff EL exit information is ready for upload to MSDS

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).

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

Please reference the Title III English Learner & Immigrant Component within the [MSDS Manual](#).

Ideally, districts should **only** upload into MSDS the students that will not be part of the auto exit process. However, if a district does upload all proficient students to be exited, it will not affect the auto exit process. As a reminder, the State of Michigan will automatically exit students in grades k-12 that meet the WIDA ACCESS and WIDA Alternate ACCESS proficiency criteria.

Manual EL exits reported in the MSDS End-of-Year (EOY) collection must have an [EL Exit Date] in the English Learner Component that is on or before the last business day of June in the current collection year to successfully exit the student from EL services.

Any manual EL exits not reported in the MSDS EOY collection must be reported using the July – Mid-September Student Record Maintenance (SRM) collection. For students that are continuing in your district, use the following specifications to successfully manually exit the student from EL services:

- The SRM record(s) must be certified on or before 11:59 p.m. on September 15, 2021
- [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 to ensure the students were correctly exited. This download will only include the manual EL exits the district reported in the SRM collection.

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## Frequently Asked Questions

### Q1. How do I know who MDE auto-exited?

A1. MDE recommends reviewing the downloadable Student Data File (SDF) from the OEAA Secure Site when it's available. The SDF is a list of students, their demographic information, and relevant score information for each student that a district tested. This can be opened as a spreadsheet and filtered easily to determine which students a district tested achieved proficiency on the WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs and those who did not. All students scoring proficient will be auto-exited. For more information about getting access to the OEAA Secure Site or downloading the SDF please contact OEAA at the EL Assessment office information listed below.

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

A2. Yes, if the student tested proficient on WIDA ACCESS or WIDA Alternate ACCESS.

### Q3: If we don't agree that the student is ready for exit, what should we do?

A3: If a student meets the EL exit criteria for WIDA ACCESS for ELLs or WIDA Alternate ACCESS, and the LEA is not confident that the student is ready to exit, the LEA may reidentify the student as an EL after a reasonable period of time. The utilization of the school's Multi-Tiered System of Supports (MTSS) system is recommended if additional supports are required, accompanied by close monitoring of the student's progress. If continued EL supports are warranted after a trial period, then the LEA may reenter the student.

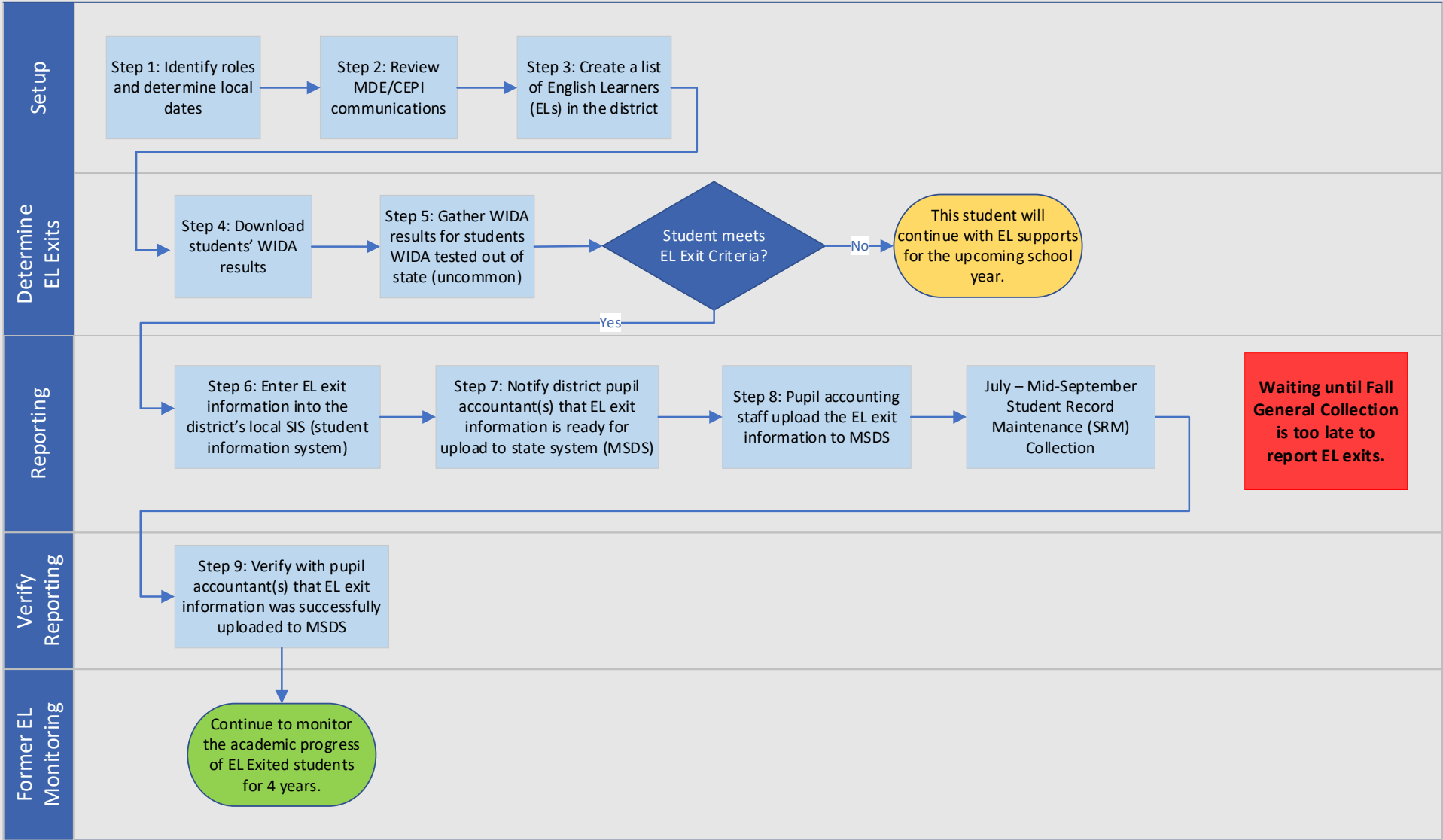
## Additional Supports

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

Topic	Email	Phone
EL Data Collections	<a href="mailto:cepi@michigan.gov">cepi@michigan.gov</a>	517-335-0505, option 3
EL Instruction & EL Funding	<a href="mailto:mde-EL@michigan.gov">mde-EL@michigan.gov</a>	517-241-5392
EL Assessment & OEAA Secure Site	<a href="mailto:mde-oeaa@michigan.gov">mde-oeaa@michigan.gov</a>	877-560-8378, option 3
EL Accountability	<a href="mailto:mde-accountability@michigan.gov">mde-accountability@michigan.gov</a>	877-560-8378, option 3

# English Learner (EL) Exit Reporting Guidelines

English Learner (EL) Exit Reporting Flowchart



# English Learner (EL) Exit Reporting Guidelines

## 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: \_\_\_\_\_