

# Submitting English Learner Data

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# Overview

- Data Systems
- Student Name
- Birth Date
- US School Entry Date
- Immigrant Status
- EL Start Date and EL Exit Date
- Language Information
- ESOL Program Type
- Resources

# Data Systems

- Local student data systems
- Synergy
- NEO
  - October 1 Student Enrollment Count Report
  - Assessment Report
    - English Language Proficiency ACCESS for ELLs - Grades K-12:  
Lists students eligible to participate in the English Language Proficiency Assessment - ACCESS for ELLs or Alternate Access for ELLs
- WIDA AMS

# Student Name



## Getting It Right

Reference Guides for Registering Students  
with Non-English Names, 2nd Edition

Jason Greenberg Motamedi  
Zafreen Jaffery  
Allyson Hagen  
Sun Young Yoon  
Education Northwest  
March 2017

**ies** NATIONAL CENTER FOR  
EDUCATION EVALUATION  
AND REGIONAL ASSISTANCE  
Institute of Education Sciences

**REL**  
NORTHWEST  
Department of Education  
of the State of Oregon

# Birth Date

Children may not be excluded from school because they do not have a social security number ([Plyler v. Doe](#)). To determine age of the child, in lieu of birth certificate for proof of age, one of the following documents can be used:

- Birth registration notice;
- Hospital certificate;
- Physician's certificate (signed statement by the physician or midwife who was in attendance at the birth, as to the date of birth shown on their records);
- Baptismal or church certification;
- Parent/guardian affidavit (with prior approval);
- Passport/visa;
- Official school record (if mailed, faxed, or if hand-carried and date of birth confirmed by phone from sending school); or
- Official court document indicating child's birth date.

# US School Entry Date

**US School Date:** This is the month, day, and year on which the student first entered a US school. **If the student is identified as an English Language Learner (ELL), then the Date Entered US School is required.**

This date is necessary to determine:

- Which recently-arrived students are eligible for a one-time exemption from the ELA portion(s) of the state academic assessment
- Which students are defined as immigrants, for the purposes of the Title III Immigrant Children & Youth Subgrant

# US School Entry Date in Synergy

1

Test Maine Department of Education impersonated (Show Active and Inactive)  
2021-2022 Opal Myrick Elementary School

Lock Sign Out Support

## Student

Menu < > Save Undo Add

Student Name: **Test, Student** School: **Opal Myrick Elementary School**

Demographics Parent/Guardian Enrollment Enrollment History

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Sex	Retired
Test	Student			150073345	04	Female	<input type="checkbox"/>

### Student Information

Alias Social Security Number Birth Date

01/09/2003

Email Phone

email@edupoint.com

US School Entry Date  Immigrant

09/01/2021

EL Start Date EL Exit Date

09/01/2021

### Language Information

Native Language	Translation/Interpretation Needed	Native Language 2	Translation/Interpretation Needed	Native Language 3
Portuguese	<input type="checkbox"/>		<input type="checkbox"/>	
Translation/Interpretation Needed	Native Language 4	Translation/Interpretation Needed	Native Language 5	Translation/Interpretation Needed
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

# Immigrant Status

**Immigrant Flag:** This identification is used for students who (A) are aged 3 through 21; (B) were not born in any US state or US territory (defined as each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico), including children born to U.S. citizens abroad (e.g., children born on a military base overseas) and children born in other countries and adopted by U.S. citizens; and (C) have not been attending one or more schools in any one or more US states for more than 3 full academic years (cumulatively). **If the Immigrant Flag is YES, then US School Entry Date is required.**

When a student is marked as an immigrant, the data team at the Department verifies that a student has not been enrolled in a Maine SAU for more than three years.

Remember that SAUs are not permitted to ask families questions regarding their immigration status.



# Immigrant Status in Synergy

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Email Phone

email@edupoint.com

US School Entry Date  Immigrant

09/01/2021

EL Start Date EL Exit Date

09/01/2021

### Language Information

Native Language	Translation/Interpretation Needed	Native Language 2	Translation/Interpretation Needed	Native Language 3
Portuguese	<input type="checkbox"/>		<input type="checkbox"/>	
Translation/Interpretation Needed	Native Language 4	Translation/Interpretation Needed	Native Language 5	Translation/Interpretation Needed
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

# EL Start Date and EL Exit Date

EL Start Dates are entered into local student data systems upon identification.

## Identification and Placement Guidance

If a student who previously exited becomes eligible for EL status again, submit an EL Reentry Form.

SAUs cannot remove a student's EL Start Date. Students are automatically exited upon achieving proficiency.

If misidentification is suspected, submit a request for change in EL identification, which will be reviewed for approval by the DOE.

Note that October 1 enrollment counts inform the state funding formula, so it is essential to have accurate data.

# EL Start Date and ACCESS for ELLs Assessments

**This year, Maine DOE will be facilitating the materials ordering process for every Maine SAU**

**What this means:**

- Orders will be generated based on student data in Synergy
- EL Start Date, Student Demographic information and grade level
- Alternate assessment participation
- Any paper-based materials including large print or full test forms must be requested through MDOE

# EL Start Date and EL Exit Date in Synergy

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1 Lock Sign Out Support

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Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Sex	Retired
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Email Phone

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#### Language Information

Native Language	Translation/Interpretation Needed	Native Language 2	Translation/Interpretation Needed	Native Language 3
Portuguese	<input type="checkbox"/>		<input type="checkbox"/>	
Translation/Interpretation Needed	Native Language 4	Translation/Interpretation Needed	Native Language 5	Translation/Interpretation Needed
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

# Language Information

**Home Language:** The International Organization for Standardization (ISO) code for the specific language or dialect that an individual uses to communicate at home. (A complete list can be found here:

[https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy\\_instructions](https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions)

(Scroll down to Student Personal – Data Dictionary then select the “Language Codes” tab).

## LANGUAGE CODES

Last Updated: 3/13/2020

Code	Language Description
aar	Afar
abk	Abkhazian
ace	Achinese
ach	Acoli
ada	Adangme
ady	Adyghe; Adygei
afa	Afro-Asiatic languages
afr	Afrikaans

### Language Information

Native Language

Translation/Interpretation Needed

Language 2

Translation/Interpretation Needed

Language 3

Translation/Interpretation Needed

Language 4

Translation/Interpretation Needed

Language 5

Translation/Interpretation Needed

# ESOL Program Types

## **Parents Refuse EL Services**

## **Transitional Bilingual Education or Early-Exit Bilingual Education**

Instruction begins in the students' primary/home language, in order not to delay content learning. Students develop English proficiency as quickly as possible so that all instruction may then be in English.

## **Dual Language or Two-way Immersion**

Instruction is in the students' primary/home language part of the time and in English the rest of the time, with the goal of developing proficiency and academic skills in both languages. Two-way immersion programs include students from each language group.

## **English as Second Language (ESL) or English Language Development (ELD)**

Instruction is in English only. Students learn academic content through English while developing proficiency in English. Typically, ESL/ELD programs involve direct pull-out or push-in instruction from a 600 ESOL-endorsed teacher.

## **Content Classes with integrated ESL support**

Instruction is in English only. The ESOL-endorsed teacher supports the content teacher in delivering effective instruction for English learners, and/or the content teacher is ESL-endorsed.

## **Newcomer programs**

Recently-arrived immigrants, especially those with limited or interrupted formal schooling, are provided with intensive language, cultural, and academic skills programming to prepare them to enter the mainstream. Typically, students remain in newcomer programs for no longer than one year, per federal guidance.

# ESOL Program Types in Synergy

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Student Lock Sign Out Support

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Demographics Parent/Guardian **Enrollment** Enrollment History

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Sex	Retired
Test	Student			150073345	04	Female	<input type="checkbox"/>

**Enrollment Information**

Start Date	Start Status	Exit Date	Exit Status	Enrollment Type
09/01/2021	01838: Original entry into a United States school			

<input type="checkbox"/> Alternative Education Student	<input type="checkbox"/> Gifted Talented Academic	<input type="checkbox"/> Parents Refuse EL Services
<input type="checkbox"/> Homeless: Unaccompanied Youth	<input type="checkbox"/> Gifted Talented Artistic	<input type="checkbox"/> Transitional Bilingual Education or Early Exit
Homeless: Night Time Residence	<input type="checkbox"/> Section 504 Plan	<input type="checkbox"/> Dual Language or Two-way Immersion
<input type="checkbox"/> Military Family	<input type="checkbox"/> Title 1A Math	<input checked="" type="checkbox"/> <b>English as Second Language (ESL) or English Language Development (ELD)</b>
Student is not military-connected.	<input type="checkbox"/> Title 1A ELA	<input type="checkbox"/> Content Classes with Integrated ESL Support
		<input type="checkbox"/> Newcomer Programs

# Resources

- [Student Data Standards Document](#)
- [Serving Maine's English Learners](#)
- [WIDA: Maine Identification and Placement Guidance](#)
- [Maine DOE Data Helpdesk](#)