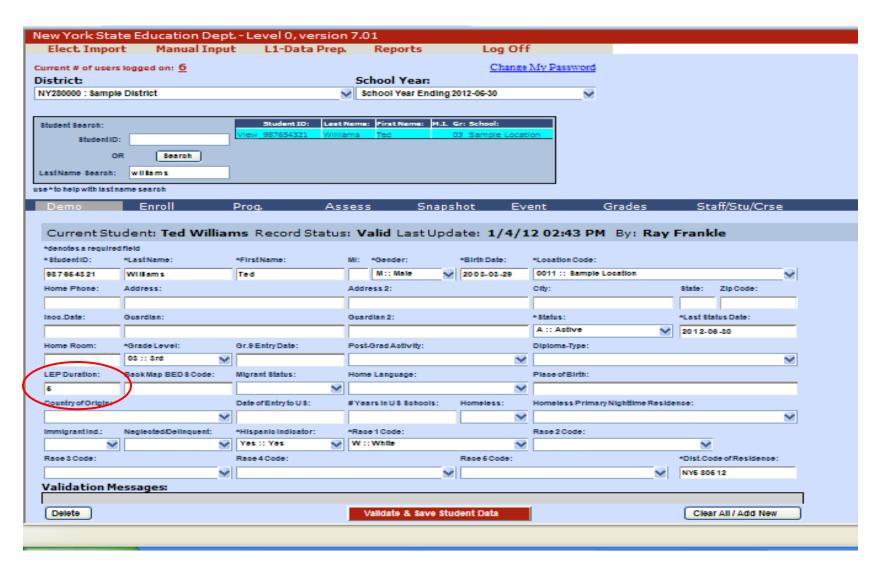


Level 0 for the Jewish Education Project

How to Enter Program Service Codes for NYESLAT students



Demographics

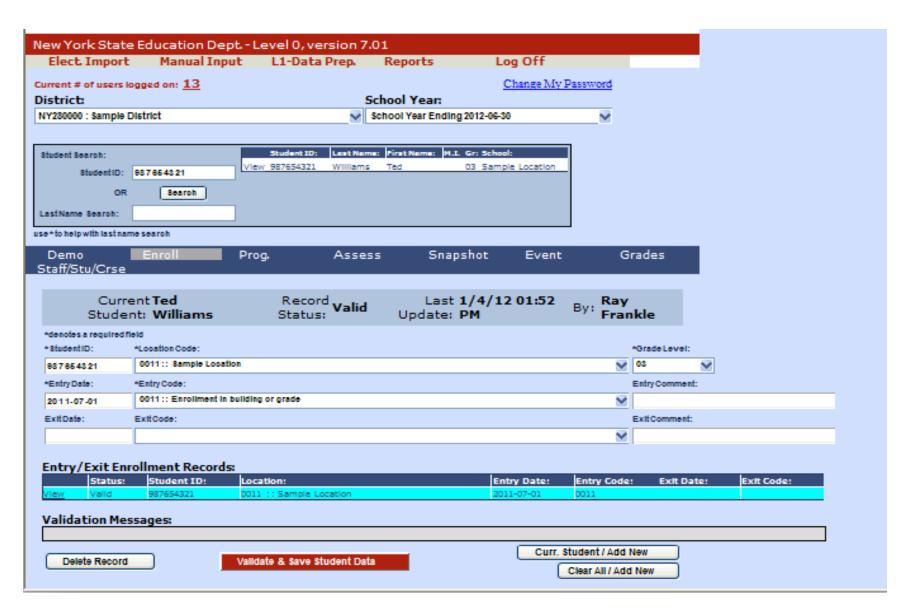
Each student's record begins with entering information in the Demographic screen.

Each field marked with an asterisk (*) must be completed.

For <u>NYSESLAT</u> students, the LEP Duration field <u>must</u> be completed.

LEP Duration is used to report the number of years the student has been receiving LEP services.

Validate and Save each record.



Enrollment

Each field marked with an asterisk (*) must be completed. Each student must have both a Demographic and Enrollment record. Validate and Save each record.

New York State Education Dept Level 0, version 13.0a									
Elect. Import	Manual Input	L1-Data Prep.	Reports	L0 Express	Admin	Log Off			
User Account: Bill	Ritchie (britchie)								
Current # of users	s logged on: 13	<u>View All Users</u>		Change My Passwo	rd/Email				
District:			School Ye						
NY280000 : Sam	ple District	•	▼ School Yea	ar Ending 2018-06-30	▼				
Student Search:		Search Results:							
Student ID:									
OR	Search								
Last Name Search:									
use * to help with las	t name search								
Demographics	Enrollment	Programs	/ODA		Assess/Acc/Mod	SE Event	SE Snapshot	Staff/Stu/Course	
Stu/Class/Entry/Ex	it Stu/Class/Gr/	/Detail Stu/Credit/	GPA	Stu/Daily/Attend					
C Charle	-	D Ctt		-t D					
		am Record Status:	Last Upd	ate: By:					
*denotes a require									
*Student ID:	*Location Code:			Service Provider BEDS Code	(State Location ID):		_		
987654321	0011 :: Sample Loc		▼	,					
*Beginning Date:	*Record Program Cat	tegory:		*Program Code:			_		
2017-07-01	ELL Eligibility		•	0231 :: ELL Eligible					
Ending Date:	Exit Reason Code 1:			PGM Participation Info Code:		Program Duratio	n:		
			•			•			
Orig. Prog. Date:	Prog. Intensity (CTE/	ELL Programs):		Program Comment:			-		
	FULL		▼						
Elig. Code 1:	Elig. Code 2:	Elig. Code 3: Elig. (Code 4:	Elig. Code 5: Elig. Code	6:				
~	V	_	~	_	▼				
Validation Me	ssages:								

Program Service

For a student taking NYSESLAT, multiple Program Service codes will need to be reported in Level 0.

Navigate to the student's Prog. screen by selecting **Prog.** from the horizontal sub-navigation bar.

Click Curr. Student/ Add New.

Each field marked with an asterisk (*) must be completed.

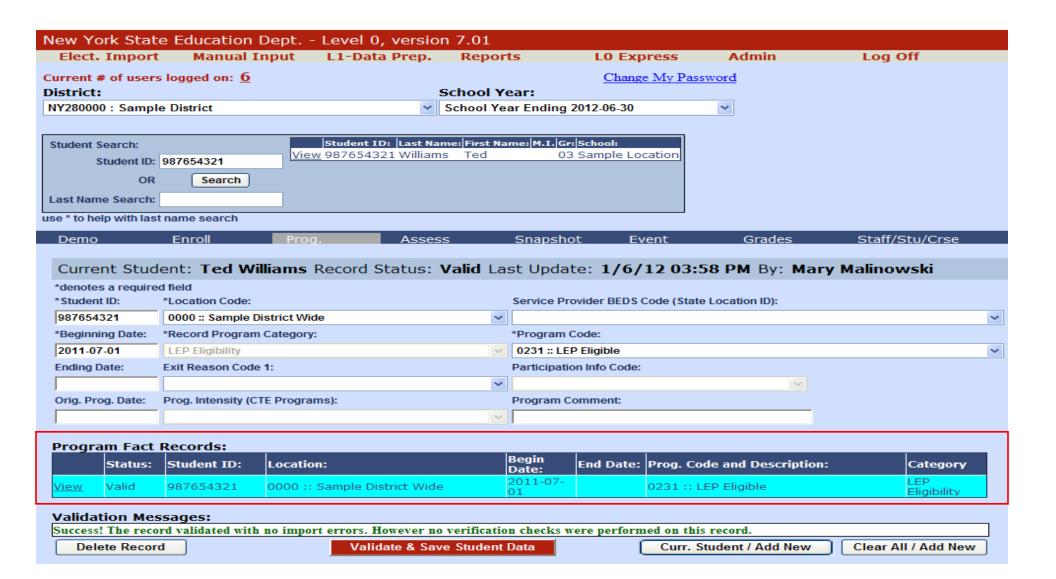
Location Code: Select the 4-digit location code from the drop down.

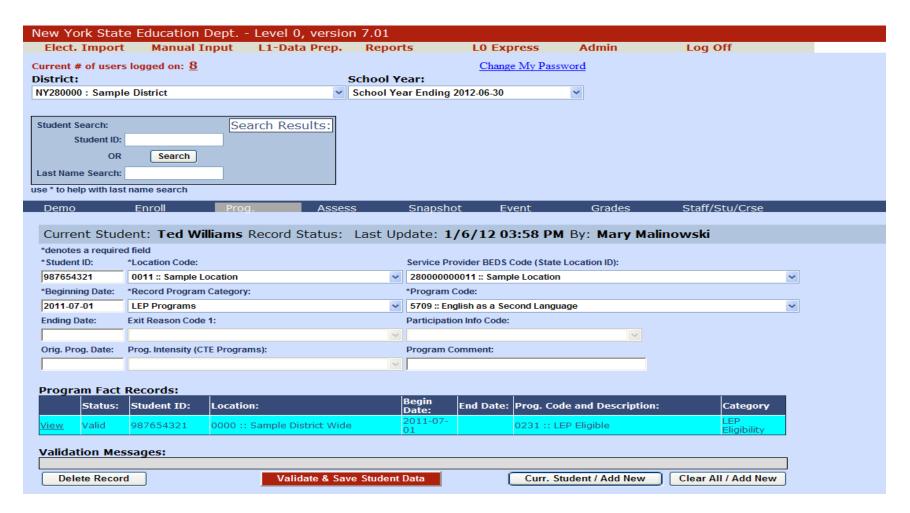
Record Program Category: Select *LEP Eligibility* from the drop_down.

Program Code: *Select 0231::ELL Eligible* from the drop_down.

Validate and Save Data. The record will show in the Program Fact Records window as shown on the next screen.

Program Intensity: *Select Full, Partial or None* from the drop down based on the level of service the student is receiving. The Units of Study tables are guidelines for mandated services for ELLs as per Commissioner's Regulations Park 154-2 in both English as a New Language and Bilingual Education programs: http://www.nysed.gov/bilingual-ed/schools/units-study-tables-english-new-language-enl-and-bilingual-education-programs





Program Service

Next you must enter a Program Service code indicating the type of LEP program the student is enrolled in.

Click Curr. Student/ Add New.

Each field marked with an asterisk (*) must be completed.

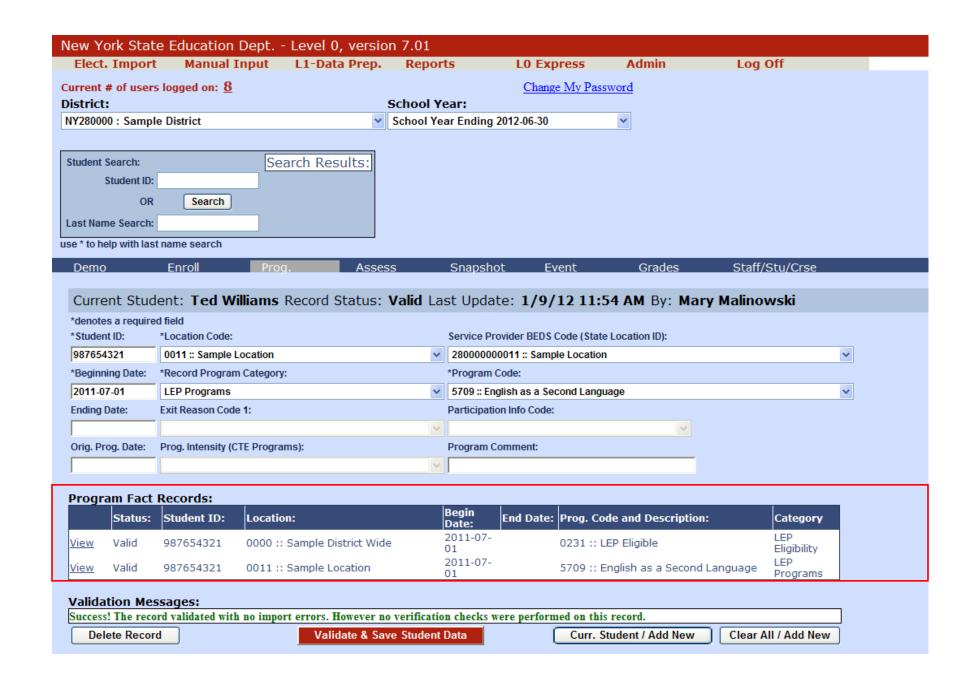
Location Code: Select the 4-digit location code from the drop down.

Service Provider BEDS Code: There are two choices in the drop_down. *Select the one that ends with numbers. Do not select the one that ends with zeroes!*

Record Progam Category: Select *LEP Programs* from the drop_down.

Program Code: *Select the appropriate Program Code* from the drop_down. Table A (included with this documentation) lists the valid codes.

Click Validate & Save Student Data. The record is added to the Program Facts Records Window as shown on the next page.





Program Service

Any student being serviced using Title III funds will have to have at least one of the appropriate NCLB codes depending on what Title III funds the school receives.

Click Curr. Student /Add New.

Each field marked with an asterisk (*) must be completed.

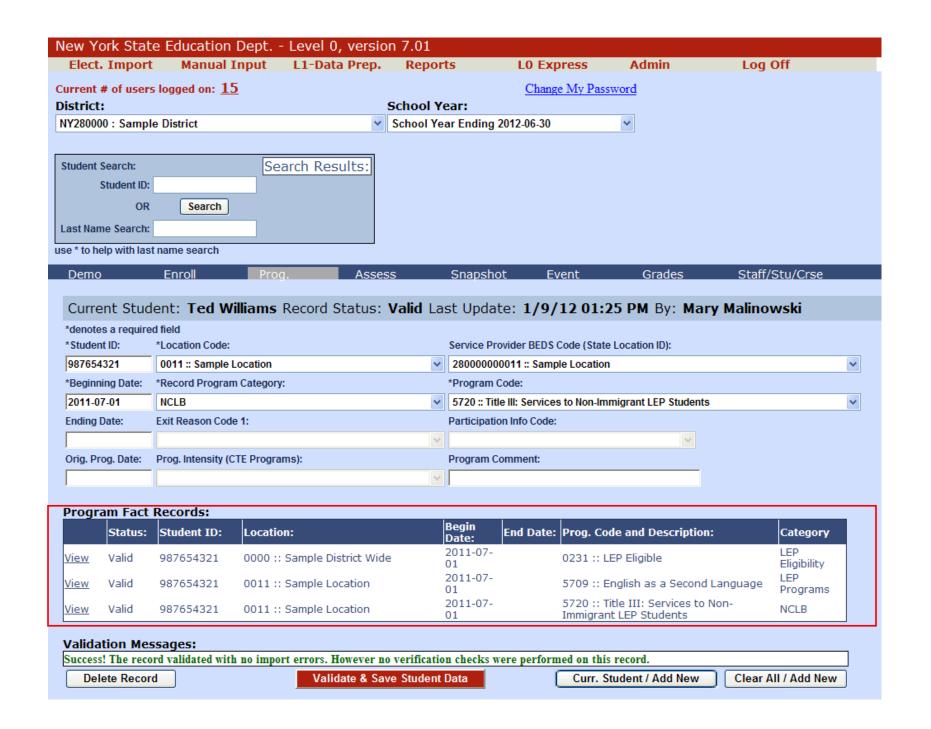
Location Code: Select the 4-digit location code from the drop down.

Service Provider BEDS Code: There are two choices in the drop_down. *Select the one that ends with numbers. Do not select the one that ends with zeroes!*

Record Program Category: Select *NCLB* from the drop_down.

Program Code: Select the *appropriate code* from the drop_down. Table B, included with this documentation, lists the valid codes. Click Validate and Save.

The record will appear in the Progam Fact Records Window as shown on the next screen.



This Code (0231) is required for all students taking the NYSESLAT exam

Type: Limited English Proficient Eligibility				
0231	LEP Eligible			

TABLE A

Type: Limited English Proficient Programs				
5709	English as a Second Language			
5676	Bilingual Program			
5687	Two-way Bilingual Education Program			
5698	LEP - Other Programs			
8239	LEP Eligible but not in a LEP Program			

TABLE B

Type: No Child Left Behind Funded Program Services					
5720	Title III: Services to Non-Immigrant LEP Students				
5731	Title III: Language Instruction Immigrant LEP Students				
5742	Title III - Part B, subpart 4: Emergency Immigration Education Program				