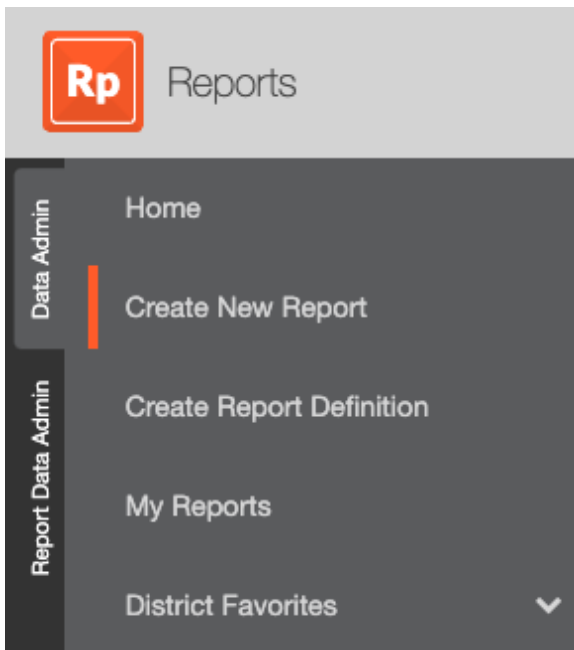


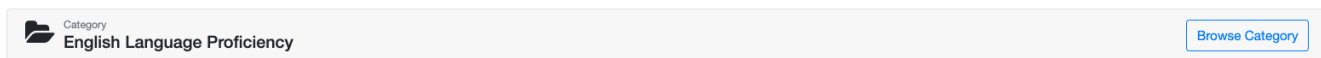
English Language Proficiency Reports V2

GETTING THERE

Reports can be accessed by navigating to the **Reports Application** within the **Data Extracts Bundle**, clicking "**Launch App**," and then selecting "**Create New Report**" from the left navigation menu.



Select the **English Language Proficiency** folder, where various reports are available.

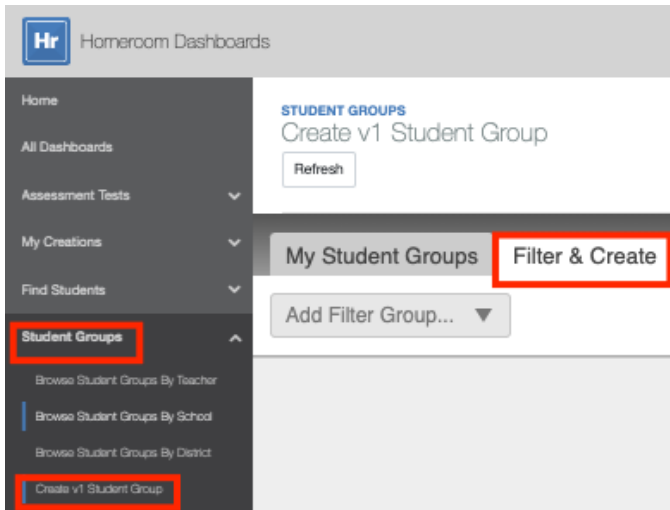


MONTHLY BILINGUAL PROGRAM COUNT

Monthly Bilingual Program Count fulfills a District's legal requirement to report student English Language Proficiency Assessment enrollments.

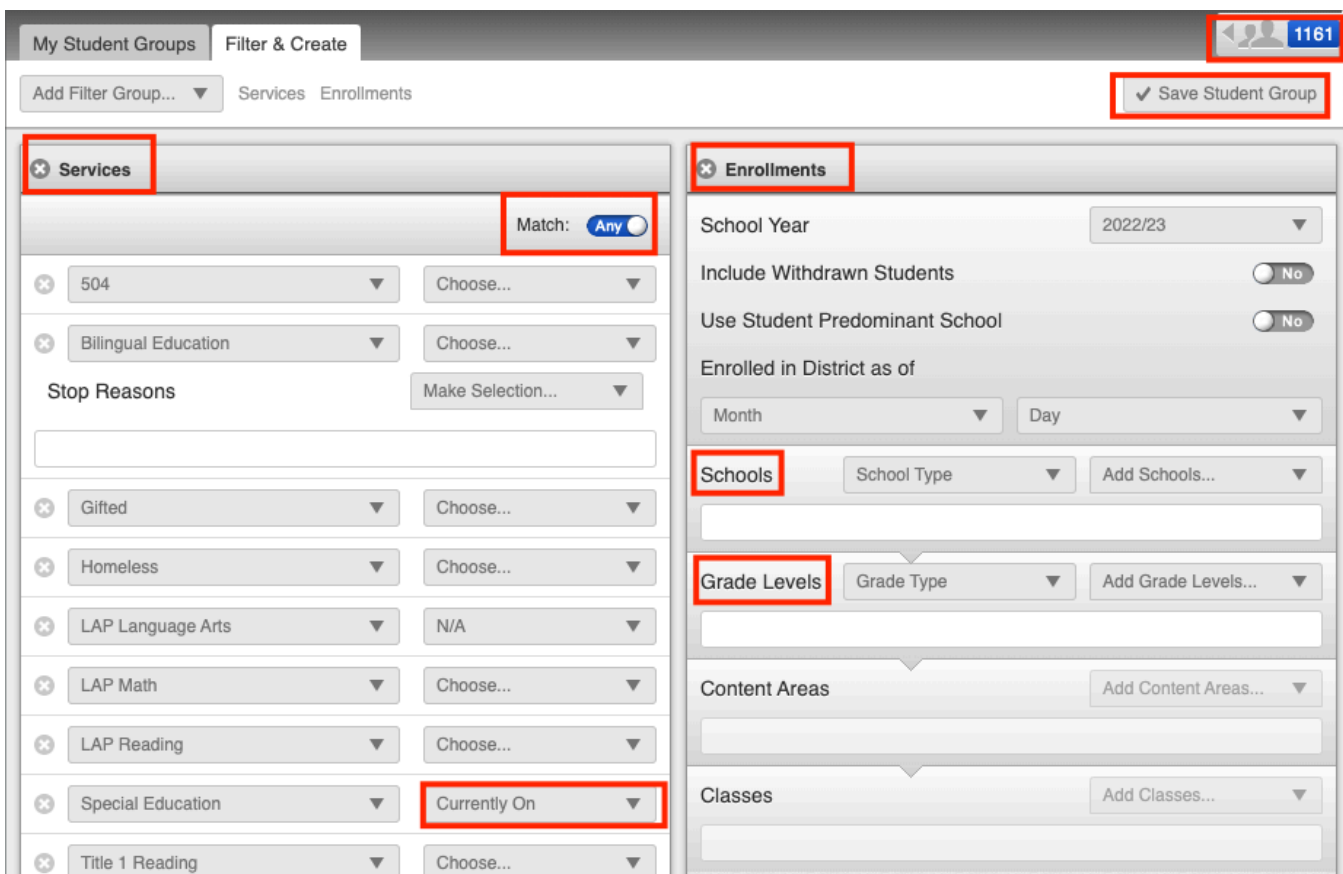
To create the monthly ELPA count list, you first need to set up a specific static English Language Learner (ELL) student group in Homeroom. This needs to be done each month you create the report. This is because the report application does not automatically decipher who is and is not enrolled in ELL services. Once created, the group will simultaneously populate the report, where you can select your student group.

To view the students with the Services Currently On, log in to **Homeroom Dashboards** and select **Student Groups**, then **Create a v1 Student Group** from the left-hand Column. Next, select the **Filter & Create** tab.



Next, apply two filters from the **Add Filter Group** drop-down: **Enrollments** and **Services**.

1. In the **Enrollments** filter, choose the current **School Year** and the **Schools** and/or **Grades** you are interested in.
2. In the **Services** filter, select the **Service(s)** you are interested in and choose the option '**Currently On**'.

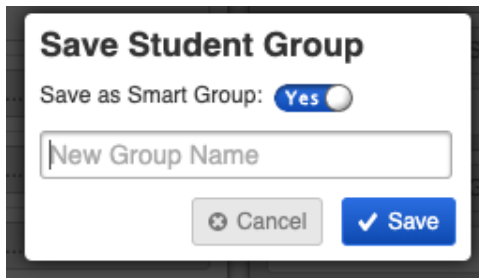
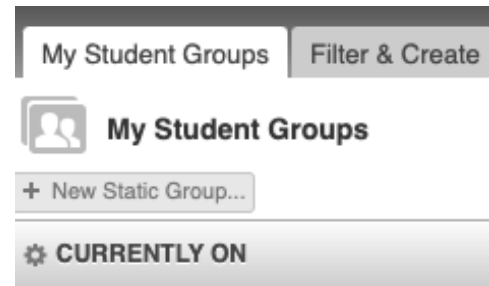


NOTE:

- Your selections will change the number of students filtered (in the top right corner).
- The default setting is "**Match Any**" (located in the top right corner). If multiple interventions are chosen, the filter will display a list of students currently on at least one of those services. They do not have to be on all of the selected services.

Click **Save Student Group** in the top right corner when finished.

Now, give this group a name, like "Currently On ELL." Next, turn on the **Save as Smart Group** and **Save**. This group will reflect any updates you make to your SIS system. A new student group will now be created under your "**My Student Groups**" section.

Return to the **Monthly Bilingual Program Count Report**. Then, under Student Group, select your new student group by clicking on the "+" to the right and then clicking [Add Student Group](#).

Student Group


Student Group Filters

 School Years (optional) [Select](#)

Current School Year

My Groups

Shared Groups

Student Group Search Results

Columns

Label

ENROLLMENT



ELL



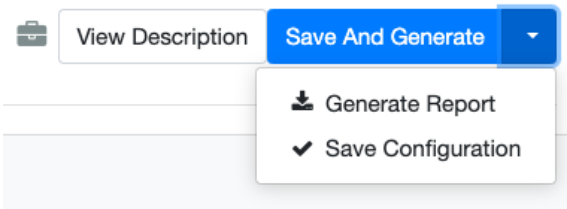
Currently on ELL



Select the start and end date, then **Save and Generate**.

A PDF report will be downloaded momentarily. The Package will include the following: Title Page, Table of Contents (with hyperlinks to each student's report), Mailing Labels, and the Reports.

You can also save the report for later use. Saved reports can be found in the left navigation screen under "My Reports."



ELPA PLACEMENT LETTERS AND MORE

There are multiple options for this report.

- Parent Notification of Continuing Student Placement English Language Development Program with Level (For students enrolled in the bilingual program who took the ELPA and scored levels 1, 2, or 3)
Simply select the school you would like to view from, then **Save and Generate** the report.
- Student Reclassification for Bilingual (English and Spanish versions)
This report is configured to allow you to select one or more students and/or groups and create a report for each student.
- State Transition Bilingual Program Exit Form (For students currently enrolled in the bilingual program and who scored a Level 4 on ELPA in the previous Spring.)
Options to select the school and school year.

- Students Exiting Bilingual Program
- ELPA21 Mailing Labels from PerformanceLevel (Create mailing labels based on student Performance level from ELPA21)

Options to select the school, grade, school year, and performance level.