

# Bilingual Student Listing Report

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Management Technology Helpdesk

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# Bilingual Student Listing Report

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The bilingual student list report prints student data for bilingual students as of an effective date.

The program uses the bilingual student history to determine the bilingual program status. Student enrollment records are referenced for the student's district entry/exit dates, building number and grade level.

The report has parameters to select students with the status of:

- Active receiving services (LEP status code 0)
- Inactive parent refused services (LEP status code 52)
- Inactive left the school (LEP status code 51)
- Inactive other reason (LEP status code 54)
- Exited ELPA proficient (FLEP status code 50)
- Exited graduated from the district (status code 53)
- Active student under/over age (status code 60)

Reports may be printed for all the students in the school district or students in a school building. Students can be selected receiving tutoring services from the school district, or from tutors outside of the school district; such as the MISD.

Two date parameters are used to print a move in and move out report, selecting active and inactive students as of a selected date parameter.

## Report sort options and subtotal counts are provided for:

Student name	Immigrant, Building, name
Building, name	Immigrant, Grade, name
Building, Gender, Ethnic, name	Immigrant, Language, name
Building, Grade, name	Immigrant, Tutor, name
Building, Immigrant, name	Language, name
Building, Language, name	Language, Building, name
Building, Language, Grade, name	Language, Grade, name
Building, Tutor, name	Language, Immigrant, name
Building, UIC	Language, Tutor, name
Grade, name	Tutor, name

Grade, Building, name	Tutor, Building, name
Grade, Immigrant, name	Tutor, Grade, name
Grade, Language, name	Tutor, Immigrant, name
Grade, Tutor, name	Tutor, Language, name
Immigrant, name	UIC

The report is created as a PDF file with the name “pdfLEPList<nnnnn>-<xx>.PDF”, where nnnnn is the building number and xx is the sort option selection number.

A supplementary tab delimited output file is created with each report, using the same report parameters. The tab delimited output file is named “LEPList<nnnnn>-<xx>.TXT”, where nnnnn is the building number and xx is the sort option selection number. Open the output file in Excel to perform additional data analysis.

## Version Change History

Version 1      September 2012

Version 2      February 2013

Version 2.1    November 2013

Version 2.2    January 2014

Modified to support status Active under/over age.

## PowerSchool Requirements

The report obtains the student bilingual enrollment data from the bilingual student history. The student district enrollment status is referenced from the student and student re-enrollments history. If the student is not active in the school district, as of the selected effective date, then the student will not appear in the report.

## Bilingual Student Listing Report Option Screen

- Identify the file directory where the list report is created. This directory should be used each time you run the program. Have a copy of your districts special sign-in file here also.
- Choose the school building where the students are enrolled. All the students in the school district may be printed.
- Students may be printed receiving services from a selected tutor.

- Students may be printed receiving services from tutors identified by a district code, outside of the school district.
- Enter the effective date for the student enrollment.
- Select the bilingual student status as of the effective date. For example: you may wish to print students that are actively receiving tutoring services.
- Students in selected grades, as of the effective date, can be printed.
- Select the sort order for the output report.

## Student Move In and Move Out Report Parameters

- Select the report parameter options mentioned above.
- Check the “Within enter date/exit date parameter” option.
- Click on the “New students entering as of” button, setting active students after the specified date. The entering as of date selected must be less than the effective date.
- Click on the “Exited students leaving after: button, setting in-active students after the specified date. The exiting as of date selected must be less than the effective date.

Please remember to select all the status codes desired to be seen in the move in/out report. It is normally be expected all the status codes are checked, selecting all the movements into or out of the school district.

Click on the “Browse” button to select and choose the output file directory where your PDF report is saved and where your special sign-in file is located. When you select Print, a progress bar will display on the left and when the report is complete you will find it in your output file directory.

**LEP Student List** PowerSchool LEP Student List version 1.0

Output file directory: C:\AttendanceWork\ **Browse**

School building: **School District 00000** **Print**

Student Tutor: **All LEP tutors 00000**

Tutors in an outside district:

Effective date: **09-04-2012**

New students entering as of: **08-16-2012**

Exited students leaving after: **08-16-2012**

Include students with status of:

☒ **Active receiving services (LEP)**

☐ **Inactive left school district (LEP)**

☐ **Exited ELPA proficient (FLEP)**

☐ **Within enter date/exit date parameters**

☐ **Inactive parent refused services (LEP)**

☐ **Inactive other reason (LEP)**

☐ **Exited graduated**

Students in selected grades: 0,1,2,3,4,5,6,7,8,9,10,11,12,14,20,30

Output report ordered by: **Name**

**Name**

Building, Name

Building, UIC

Building, Gender, Ethnic, Name

Building, Grade, Name

Building, Immigrant, Name

Building, Language, Name

Building, Language, Grade, Name

## Error Messages

Error message are displayed on the bottom of the screen.

### Error missing output file directory to create the report.

Please select an output file directory to create the report file.

### Error a report sort option must be specified or

### Error a report sort option must be selected

Please select a report order by option.

**Error a building must be selected for the report.**

The report is run for individual school buildings or the school district. Select a building number in the combo box.

**Error a student status option must be checked**

At least one student status option value must be checked.

**Error list of grade levels are required (1,2,3...).**

A list of grade levels is required. Enter a list of grades "0,1,2,3,4,5,6,7,8,9,10,11,12" to include all grades in the school building.

## Sample Bilingual Student Listing Report

Two fields exist in the report without an identifier. The additional data item in the bilingual enrollment column is the student lunch status. The code in the immigrant year has the value "S", when the enrollment data is from the student table and the student is active. A code value of "R" indicates the enrollment data was selected from the student reenrollments table. When the value is "R" the report effective date was set for a prior school semester or prior school year.

Chippewa Valley Schools 19120 Cass Avenue Clinton Township, MI 48038			Bilingual Student Listing Report Ordered by Building, Language, Grade, Name Effective on: 09/17/2012 Filter on: Status IN (0) Grades IN (0,1,2,3,4,5,6,7,8,9,10,11,12,14,20,30)					Page: 30 Date: 08/17/2012			
Res Dist	Student name	Building name	Tutor name	Student#	Birth date	Dist enter	LEP date	Gender	Grade	Enroll	Country
Building			Tutor district	UIC#	Start date	Dist exit	Status	Lang	Ethnic	Funding	Imm year
50080		FOX ELEMENTARY		22	03/20/2003	09/04/2012	11/12/2009	F	4	07 F	
00557				9	07/12/2001	08/29/2013	Active	spa	Hispanic	LOC	S
50080		FOX ELEMENTARY		1	79	06/12/2003	09/04/2012	09/01/2011	F	4	07 F
00557	E			1	84	08/29/2013	Active	spa	Hispanic	LOC	S
50080		FOX ELEMENTARY		1	4	03/05/2003	09/04/2012	09/02/2008	M	4	07 F
00557	STEVEN			5	5	08/29/2013	Active	spa	Hispanic	LOC	S
Grade subtotal for value=4 count=12											
50080		FOX ELEMENTARY		13	10	01/24/2002	09/04/2012	09/04/2007	F	5	07 F
00557				1	9	08/29/2013	Active	spa	Hispanic	LOC	S
50080		FOX ELEMENTARY		1		07/21/2001	09/04/2012	09/23/2008	F	5	07 F
00557	FANY			7	8	08/29/2013	Active	spa	Hispanic	LOC	S
50080		FOX ELEMENTARY		0	10/23/2002	09/04/2012	09/14/2011	M	5	07 F	
00557	NTONIO			9	5	08/29/2013	Active	spa	Hispanic	LOC	S
50080		FOX ELEMENTARY		1	08/15/2002	09/04/2012	09/19/2011	F	5	07 F	
00557	AMY ANDREA			1		08/29/2013	Active	spa	Hispanic	LOC	S
Grade subtotal for value=5 count=4											
50080		FOX ELEMENTARY		1	05/28/2008	09/04/2012	09/08/2011	M	14	07 P	
00557	ECTOR			1	8	08/29/2013	Active	spa	Hispanic	LOC	S
Grade subtotal for value=14 count=1											
Language subtotal for value=spa count=56											
Building subtotal for value=557 count=117											