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Office of Bilingual Education and World Languages

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**TO:** Superintendents of Public School Districts  
Charter School Principals  
Bilingual/ESL Coordinators/Directors

**FROM:** Angelica Infante

**DATE:** April 2015

**SUBJECT:** English Language Learner (ELL) Student Counts for 2015–16 NCLB

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The New York State Education Department (NYSED) is preparing to calculate allocations to Local Education Agencies (LEAs) for 2015–16 NCLB Title III LEP. The allocations are based on the number of English Language Learners (ELLs) in each LEA. It is very important that NYSED has accurate counts of ELLs. To allow LEAs to update and/or verify their counts of ELLs, **the following procedures and timeline have been established:**

Date	Procedures
Beginning the week of May 18, 2015 through the week of June 15, 2015	Public ELL counts by district and charter school in Level 2 of the Student Information Repository System (SIRS) from the previous Friday’s data refresh and nonpublic school ELL counts by district in the Basic Educational Data System (BEDS) will be available to authorized users in the “2014–15 Title III LEP Counts Report” on the Information and Reporting Services Portal (IRSP) at <a href="http://portal.nysed.gov">http://portal.nysed.gov</a> . Instructions on accessing the portal can be found at <a href="http://www.p12.nysed.gov/irs/irs-portal/">http://www.p12.nysed.gov/irs/irs-portal/</a> .  LEAs should review the counts in the report, make changes in their local student management systems to correct public and charter school data, and work with nonpublic schools to correct inaccurate nonpublic school data using BEDS Online or the Nonpublic School BEDS forms.
June 19, 2015	Public ELL counts by district and charter school in Level 2 of the SIRS and nonpublic school ELL counts by district in BEDS on June 19, 2015 will be used for 2015–16 Title III LEP allocations.
Later in June 2015 or early July 2015	Title III LEP allocations will be posted at <a href="http://www.p12.nysed.gov/accountability/allocations/home.html">http://www.p12.nysed.gov/accountability/allocations/home.html</a>

Note that in preparing for the administra

Language Achievement Test (NYSESLAT), LEAs may have already reported appropriate limited English proficient (LEP) codes in the SIRS. However, LEAs should review the counts in the reports available **May 18 – June 19**, make corrections to inaccurate public and charter school student data in their local student management systems, and ensure that the revised data are loaded into Level 2 of the SIRS by **June 19**. Local Level 1 data centers will require earlier due dates to allow sufficient time for processing.

Districts should work with nonpublic schools to ensure that inaccurate data are identified. Nonpublic schools with incorrect ELL counts should **fax** corrected LEP counts for Item 7 of their **Fall 2014** BEDS Report of Nonpublic Schools form to the NYSED Office of Information and Reporting Services (IRS) at (518) 474-4351. Corrections require the principal's signature. Nonpublic school ELL or LEP counts should reflect students who were enrolled on BEDS day, **October 1, 2014**. Questions concerning nonpublic school ELL corrections may be directed to the IRS office at [dataquest@nysed.gov](mailto:dataquest@nysed.gov) or (518) 474-7965.

If you have any questions regarding these procedures, please contact the Office of Information and Reporting Services at [dataquest@nysed.gov](mailto:dataquest@nysed.gov) or (518) 474-7965, or call the Office of Bilingual Education and World Languages at (518) 474-8775.

cc: Kathleen Moorhead  
Ellen Martin  
Clara DeSorbo



6. Students who have an enrollment record during the 2014-15 school year that ended with any of the following ending reasons *WILL* be counted as an ELL for the school.

799	Graduated (earned a Regents or local diploma)
085	Earned an IEP diploma
629	Previously earned an IEP diploma and had no subsequent enrollment record.

7. Students reported with the following LEP exit program service codes during the 2014-15 school year will *NOT* be counted as an ELL for the school.

3045	LEP Eligibility Exit based on review of identification determination
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8. Students reported with one of the following LEP exit program service codes during the 2014-15 school year *WILL* be counted as an ELL for the school.

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