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

FROM: Elisa Alvarez 

DATE: April 2020

SUBJECT: English Language Learner (ELL) and Immigrant Student Counts for 2020–21
Every Student Succeeds Act (ESSA) Title III Allocations

The New York State Education Department (NYSED) is preparing to calculate 2020-21 ESSA Title III allocations to Local Education Agencies (LEAs) for English Language Learner (ELL) and Immigrant students. The ELL allocations are based on the number of ELL students in each LEA, and the Immigrant allocations are based on the number of Immigrant students in each LEA, at the time that the data is pulled. It is very important that NYSED has accurate counts of ELL and Immigrant students for this determination. To allow LEAs to verify counts of ELL and Immigrant students enrolled at public LEAs, a new verification report has been developed in the L2RPT reporting environment. Counts of ELL and Immigrant students attending nonpublic schools will be verified through the IDEX reporting tool. **The following timeline has been established:**

Date	Action
Beginning the week of May 11, 2020 through the week of June 5, 2020	<ul style="list-style-type: none">• LEAs review ELL counts by district and charter school in Level 2 of the Student Information Repository System (SIRS) using the SIRS-652 “Annual Title III Allocation ELL and Immigrant Count” L2RPT report. Data will be refreshed on a daily basis. If errors are found, LEAs must 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 5, 2020. Local Level 1 data centers will require data to be submitted earlier than June 5th in order to allow sufficient time for processing.• LEAs review nonpublic immigrant data reported through the IDEX on the Fall 2019 BEDS Online Report District form. Information on how log into the IDEX can be found at http://www.p12.nysed.gov/irs/documents/IDEXinstructionsBEDSIMF.pdf• LEAs work with nonpublic schools to verify accuracy of ELL counts reported through the IDEX on the Fall 2019 BEDS Online Report Nonpublic form. Information on how log into the IDEX can be found at http://www.p12.nysed.gov/irs/documents/IDEXinstructionsBEDSIMF.pdf• Please note that in preparing for the administration of the New York State English as a Second Language Achievement Test (NYSESLAT), LEAs may have already reported appropriate ELL codes in the SIRS. It is still important, however, for LEAs to verify ELL student counts as described in this memo.

Date	Action
June 8, 2020	Public ELL and Immigrant counts by district and charter school in Level 2 of the SIRS and nonpublic school ELL and Immigrant counts by district in BEDS on June 8, 2020 will be used for 2020-21 Title III ELL allocations.
End of June 2020 to early July 2020	Title III ELL and Immigrant allocations will be posted at http://www.p12.nysed.gov/accountability/allocations/

LEAs should work with nonpublic schools to ensure that inaccurate data are corrected:

- Counts of Immigrant students attending nonpublic schools are reported on Item 2 of the Fall 2019 District BEDS form. LEAs with incorrect nonpublic immigrant counts should **scan** corrected immigrant counts for Item 2 of their **Fall 2019** BEDS School District Summary form and email them to the NYSED Office of Information and Reporting Services (IRS) at datasupport@nysed.gov with the subject line “BEDS District Summary correction Immigrants enrolled in nonpublic schools.” Corrections require the **Superintendent’s** signature and date. Nonpublic school immigrant counts should reflect students who were enrolled on BEDS day, **October 2, 2019**.
- Counts of ELL students attending nonpublic schools are reported by nonpublic schools on Item 6A of the Fall 2019 Nonpublic BEDS form. Nonpublic schools with incorrect ELL counts should **scan** corrected ELL counts for Item 6A of their **Fall 2019** BEDS Report of Nonpublic Schools form and email them to the NYSED Office of Information and Reporting Services (IRS) at datasupport@nysed.gov with the subject line “Nonpublic BEDS ELL correction.” Corrections require the principal’s signature and date. Nonpublic school ELL counts should reflect students who were enrolled on BEDS day, **October 2, 2019**.

Questions concerning nonpublic ELL and Immigrant corrections may be directed to the IRS office at datasupport@nysed.gov or (518) 474-7965.

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

cc:

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Business Rules for extracting ELL and Immigrant data from the Student Information Repository System (SIRS) to provide counts to be used for allocation of ESSA Title III funds

- Rules specified in this document pertain to public district and charter school data extracts. BEDS data are the source for nonpublic school ELL and Immigrant student counts.
- Students must have an enrollment record in the 2019-20 school year with one of the following active entry enrollment codes:

0011	Enrollment in building or grade
5544	Transferred in under the ESEA Title I "School in Improvement Status" transfer option
7000	Transferred in under the ESEA "Persistently Dangerous School" transfer option
7011	Transferred in under the ESEA "Victim of Serious Violent Incident" transfer option

At the time the data is pulled, any student with an active enrollment code which has not been ended will be included in the count.

If a student has enrollment records for multiple LEAs in the 2019-20 school year, use the enrollment record with the latest beginning enrollment date. A student should only be counted as an ELL or immigrant for a single LEA.

- Include all of the following grade levels in LEA counts
 - a. For ELL students: K (half-day KH and full-day KF kindergarten) through grade 12, ungraded elementary (13), and ungraded secondary (14).
 - b. For Immigrant students: PK (half-day PKH and full-day PKF), K (half-day KH and full-day KF kindergarten) through grade 12, ungraded elementary (13), and ungraded secondary (14).
- Students must have a 0231 ELL Eligible program service code in order to be counted for ELL allocations.
- Students must have an 8282 Immigrant Children and Youth Status program service code in order to be counted for Immigrant allocations. Immigrant children and youth are defined as individuals who:
 - a. are aged 3 through 21;
 - b. were not born in any State; and
 - c. have not been attending one or more schools in any one or more States for more than 3 full academic years. The months need not be consecutive. "State" means the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico. Children born to U.S. citizens abroad (including those born on military bases), the U.S. Virgin Islands, Guam, or any other U.S. territory that is not D.C. or Puerto Rico are considered Immigrants.
- Students reported with the following ELL exit program service codes during the 2019-20 school year will *NOT* be counted as an ELL for the LEA.

3045	ELL Eligibility Exit based on review of identification determination
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- Students reported with one of the following ELL exit program service codes during the 2019-20 school year *WILL* be counted as an ELL for the LEA.

3011	ELL Eligibility Exit Using NYSESLAT score only
3022	ELL Eligibility Exit Using NYSESLAT score and a NYSTP or Regents score