

Flagging EL Students in Skyward

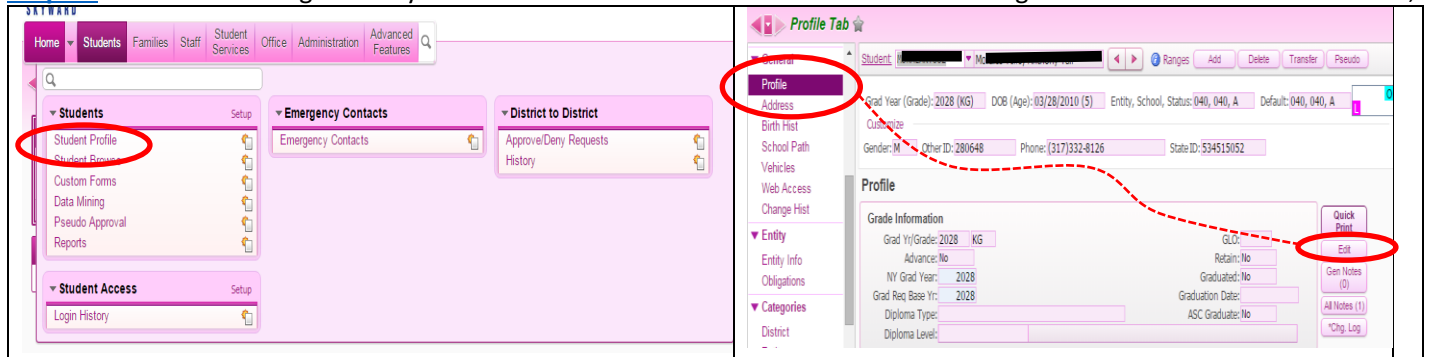
The HLS and Race Ethnicity are documents that should only be filled out ONCE in a student's education career.

When a student moves to your school from **outside Indiana and has never attended Indiana schools**, a new HLS should be administered. If a **language other than English** has been indicated on the HLS and the student is coming from a **WIDA consortium member state**, please contact the previous school to determine if they have any W-APT or WIDA ACCESS scores. The list for WIDA Consortium members can be found at: <http://websites.msdp.k12.in.us/ell/files/2016/02/WIDA-Consortium-Members-2-9-16-2.pdf>

SKYWARD: EL Student Data, this data is entered if a student has a language indicated other than ENGLISH on any of the THREE language areas on the HLS (Home Language Survey, Questions 1, 2, or 3).

The following areas need to be flagged for each newly enrolled student depending on the Home Language Survey

Step 1: On Student Management System Click Students - Profile and search for student -go to General-Profile and click edit;



Step 2: Scroll down to EL student information and enter the following areas;

The screenshot shows the 'EL - Student Information Screen'. Red boxes highlight the following fields: 'EL Test Status (Profile): 2-Test Completed', 'District Entry Date (Pro): 07/29/2014 Tuesday', 'I94 Number: 212084015', 'Is Refugee? (checked)', 'Refugee Org.', and 'US Arrival Date Profile: 04/28/2010 Wednesday'. Red arrows point from these fields to callout boxes on the right.

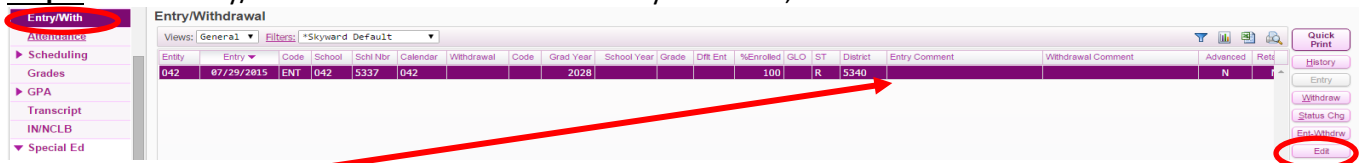
EL Test Status

If student is new to the country or coming from a NON WIDA State – Select **1-Needs to be tested**
 If student is coming from a WIDA state = Select **5-Needs Prev WIDA**

Enter; **District Entry Date**

For Refugee Only Enter:
Is Refugee?, **I-94#**, **US arrival date** and **Refugee Org.**

Step 3: Go to Entry/With - select Edit and add an entry comment;



Entry Comment
 Please use this comment area for EL students coming from other Districts, States or Countries;
 Examples: From Franklin Township
 Refugee from Burma
 From Massachusetts – Hope Elementary
 From Mexico – Puebla

If you have any questions on how to flag EL Students in SKYWARD, please call the EL office, Maria Montiero at 789-3720.

REMEMBER TO SCAN ALL Home Language Survey, Race Ethnicity Survey and Birth Documentation to the Attachments area of Skyward. Birth Documentation; I94/Birth Cert – both sides if necessary and readable please!