PowerSchool
Special Programs
English Learner Forms
New Student Profile Page

Student Demographics

1. Select **Profile**.

2. Select **Student Demographics**. Then select **Student Demographics** on the drop-down menu. The following information will display (Demographics, Ethnic Information, Enrollment Information and Transfer Information)
3. Demographics components.

Demographics

ID: 1963777604
State ID: 1963777604
Student Name: Genevieve Sky Lynn
Birth Date: 12/23/2002
Age: 18
Gender: Female

Address:
Address 2:
City:
State:
Zip Code:
Home Phone: 251-001-3216 x1234
Mobile Phone:
Email Address:
Native Language:
Home Language:
Translation Language:
Translation Language:
Student is 18 or older:

Ethnic Information

Ethnicity: [ ] Hispanic or Latino
Race: [ ] American Indian or Alaskan Native
[ ] Asian
[ ] Black or African American
[ ] Native Hawaiian or Pacific Islander
[ ] White
[ ] Two or More Races

Enrollment Information

Grade: Twelfth grade
District of Enrollment: PS District One
District (LEA) Code: 30
Enrollment Start Date: 08/12/2020
Enrollment End Date:
Enrollment Exit Reason:
Home School:
School ID Number: 185
School: PowerSchool_Three_7_12

Transfer Information

In-State Transfer: [ ] Yes  [ ] No
Transferred from District:
Out-of-State Transfer: [ ] Yes  [ ] No
English Learners (EL)

1. Select **Student Demographics.** Then select **English Learners (EL)** on the drop-down menu.

2. The **EL Referral and Placement** document will display first. This is a read only document.
3. Scroll down to see the **Home Language Survey (SIS)**. This is a read only document.

<table>
<thead>
<tr>
<th>Home Language Survey (SIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Language Survey Date:</strong></td>
</tr>
<tr>
<td><strong>1. Was your child born in the United States?</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>2. Has your child attended any school in the United States for any three years during their lifetime?</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><strong>School</strong></td>
</tr>
<tr>
<td><strong>3. What language is spoken by you and your family most of the time?</strong></td>
</tr>
<tr>
<td><strong>Home Language:</strong></td>
</tr>
<tr>
<td><strong>4. Do you require written translation or oral interpretation of district-level and school-level communications?</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><strong>Translation Language 1:</strong></td>
</tr>
<tr>
<td><strong>5. Is your child's native language anything other than English?</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><strong>Native Language:</strong></td>
</tr>
<tr>
<td><strong>6. What is the language the Student first acquired?</strong></td>
</tr>
<tr>
<td><strong>Acquired Language:</strong></td>
</tr>
</tbody>
</table>
ACCESS

1. Select **Student Demographics**. Then select **ACCESS** on the drop-down menu.

2. Student ACCESS scores will display yearly. Data will come from the SIS.
EL Forms

1. Select **Documents**. Then click on **Select** in **Create New Document** to display forms.

2. Scroll down until you come to the **English Learners (EL)** forms. Click on the desired form then click **Go**.
Notification to Parents on the Initial Screener Results

1. Click on **Notification to Parents on the Initial Screener Results**. Then click on **Go**.

2. The Notification page will display.
   a. Select the school year.
   b. **Labels/Comments** are optional.
   c. Make sure **Notification toParents on the Initial Screener Results** is checked.
   d. Do not Check **Copy information from another (previous) document**. There are not previous documents this school year (2021-2022).
   e. Click **New** to create new form.
3. The **Notification to Parents on the Initial Screener Results** form will display.
   a. Enter the **speaking proficiency, listening proficiency, reading proficiency, writing proficiency, and composite scores** from the *WIDA Screener Online* or the *WIDA Screener for Kindergarten* assessment.
   b. Check the child’s academic achievement.
   c. Click **Save, Done Editing** if you completed the form. Click, **Save, Continue Editing** if you did not complete the form, you want to save what you have entered, and you will return to complete it later. Click **Cancel Editing** if you do not want to save any part of the form.
   d. Select the next section you want to work on from the drop-down menu.
EL Title III Waiver

1. Click on **EL Title III Waiver**. Then click on **Go**.

   ![](image)

2. The Waiver page will display.
   a. Select the school year.
   b. **Labels/Comments** are optional.
   c. Make sure **EL Title III Waiver** is checked.
   d. Do not Check **Copy information for another (previous) document**. There are not previous documents this school year (2021-2022).
   e. Click **New** to create new form.
3. Complete the **Request for Title III Supplemental English Language Development Program Withdrawal/Waiver** form. Fields highlighted in red are required.
   a. Enter the date.
   b. Select the parent’s/guardian’s name
   c. Select the reason parents/guardians are requesting a waiver.
   d. Enter parent’s/guardian’s signature. Form may be printed for parents to sign. Then attach to the form.
   e. Enter date the meeting is taking place.
   f. Click **Save, Done Editing** if you completed the form. Click, **Save, Continue Editing** if you did not complete the form, you want to save what you have entered, and you will return to complete it later. Click **Cancel Editing** if you do not want to save any part of the form.
   g. Select the next section you want to work on from the drop-down menu.
Individual English Language Plan Setup

1. Click on Individual English Language Plan (I-ELP). Then click on Go.

2. The Individual English Language Plan page will display.
   a. Select the school year.
   b. Labels/Comments are optional.
   c. Click Select All to create all five new forms.
   d. Make sure all IELP forms are checked.
   e. Do not Check Copy information for another (previous) document. There are not previous documents this school year (2021-2022).
   f. Click New to create new forms.
Part I - Identification

3. Complete the **Part I - Identification** form. Fields highlighted in red are required.
   
   a. Enter the **classroom teacher** by using the **lookup** button. If the **classroom teacher** is not listed, click on the **non-lookup** button and type in the classroom teacher’s name.
   
   b. Enter the **EL teacher** by using the **lookup** button. If the **EL teacher** is not listed, click on the **non-lookup** button and type in the EL teacher’s name.
   
   c. Enter the **Country of Origin** using the drop-down arrow.
   
   d. Enter the **U.S. Entry Date**.
   
   e. Enter the **EL Status** using the drop-down arrow.
   
   f. The **Immigrant Status** is read only. It will populate from the SIS.
   
   g. Enter the **School for EL Program Placement** from the lookup drop-down. If the **School for EL Program Placement** is not listed, click on the **non-lookup** button and type in the school.
   
   h. **Home Language Survey** is read only. It will populate from the SIS.
   
   i. **Optional** - Check the box if the student is **SIFE**, **SLIFE**, or **LTEL**.
   
   j. Click **Save, Done Editing** if you completed the form. Click, **Save, Continue Editing** if you did not complete the form, you want to save what you have entered, and you will return to complete it later. Click **Cancel Editing** if you do not want to save any part of the form.
   
   k. Select the next section you want to work on from the drop-down menu.
Part II - Testing

4. Click on **Part II - Testing**.

5. Complete the **Part II - Testing** form.
   a. Enter **Initial Screener** Results.
   b. Enter **ACCESS** Results.
c. Enter ACAP Summative, ACAP Alternative, Early Reading, and/or Early Math results if applicable.

d. Check Yes if the student qualifies to receive EL services and will be referred to the EL Committee. Then complete the rest of the IELP forms.

e. Check No if the student does not qualify to receive EL services and enter a reason into the comment box.

f. Click Save, Done Editing if you completed the form. Click, Save, Continue Editing if you did not complete the form, you want to save what you have entered, and you will return to complete it later. Click Cancel Editing if you do not want to save any part of the form.
Part III - Placement

6. Click on **Part III - Placement**.

7. Complete the **Part III - Placement** form.
   
a. Enter the **EL Program Entry Date**.

b. Enter the **EL Program Exit Date** once the student meets the criteria to exit the EL program.

c. Select if the parent(s)/guardian(s) **waive EL services**. Complete the Title III Supplemental Services Waiver form.

d. Enter the **type of EL program** the student will attend. For example (ESL, Newcomer, Pull Out, etc.).
   
i. Click on the + button to add additional EL programs.

e. Enter the **type of support** the student will receive. For example (Tier III Intervention).
   
i. Click on the + button to add additional support.

f. Select the type(s) of accommodations the student will receive. If a box is checked, attach the accommodations to this forms.
g. Have EL committee members that attended the meeting sign the document.

h. Click **Save, Done Editing** if you completed the form. Click, **Save, Continue Editing** if you did not complete the form, you want to save what you have entered, and you will return to complete it later. Click **Cancel Editing** if you do not want to save any part of the form.

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**Second Language Acquisition (SLA) Goals**

1. Click on the **Second Language Acquisition (SLA) Goals** form.

2. Read the information about the SLA goals.
3. Select **No** if the SLA goals will not be part of the IELP on PowerSchool. Then enter in the comment box where the SLA goals can be found. For example (In the Ellevations program.)

4. Click **Save, Done Editing** if you completed the form. Click, **Save, Continue Editing** if you did not complete the form, you want to save what you have entered, and you will return to complete it later. Click **Cancel Editing** if you do not want to save any part of the form.

5. Select **Yes** if the SLA goals will be part of the IELP on PowerSchool. Once Yes is selected, the goals pages will prepopulate.

6. Complete the SLA goals section.
   a. Enter the **reading goal**.
   b. Enter the **strategies** that will be used to achieve the reading goal.
c. Enter the **monitoring date** when the goal was monitored.
d. Enter if the student made **sufficient progress** toward the goal.
e. Enter a **comment** on how the student is progressing.
f. For **writing, listening, and/or speaking** goals follow steps b-e above.
g. **Optional** – there is a blank section to create a goal the student needs to work on. Type that goal into the **Domain** box and follow steps b-e above. For example (Domain – Oral language development)
h. Click **Save, Done Editing** if you completed the form. Click, **Save, Continue Editing** if you did not complete the form, you want to save what you have entered, and you will return to complete it later. Click **Cancel Editing** if you do not want to save any part of the form.
School Interventions

1. Click on **School Interventions**

2. Read the information about the **School Intervention** goals.

3. Select **No** if the intervention or SRIP will not be part of the IELP on PowerSchool. Then enter in the comment box where the intervention plan or SRIP can be found. For example (classroom teacher, PST folder, student portfolio)

4. Select **Yes** if the intervention plan or SRIP will be part of the IELP on PowerSchool. Once Yes is selected, the intervention plan or SRIP pages will prepopulate.
5. Complete the intervention plan section.
   a. Enter the **Subject**.
   b. Enter the **Deficiency Target Area** from the arrow drop-down menu.
   c. Enter the **Intervention Start Date**.
   d. Enter the **Intervention/Strategies** to be used to make progress toward the **Target Area**.
   e. Enter the **monitoring date** when the goal was monitored.
   f. Enter if the student made **sufficient progress** toward the goal.
   g. Enter a **comment** on how the student is progressing.
   h. For **additional subjects or target areas** follow steps a-g above.
   i. Click **Save, Done Editing** if you completed the form. Click, **Save, Continue Editing** if you did not complete the form, you want to save what you have entered, and you will return to complete it later. **Click Cancel Editing** if you do not want to save any part of the form.
Adds another monitoring comment.

Adds another subject area, intervention/strategies, and monitoring status.
Set Documents to Review

1. Select More. Then select **Set Document(s) Status to Review**.

2. Check the document(s) that need to go to review status. Then select **Set Document(s) Status To Review**.
Set Documents to Final

1. Select More. Then select **Set Document(s) Status to Final**.

2. Check the document(s) that need to go to the final status. Then select **Set Document(s) Status To Final**.