



Los Angeles Unified School District

Master Plan Program Survey Instructions for Elementary Schools

2008-09

Planning and Assessment Division
School Information Branch
Student Information Systems Branch

Table of Contents

Introduction	2
Overview of Procedures	3
SIS Data Entry – Student Information	4
SIS Data Entry – Certificated Staff	5
SIS Data Entry – Primary Language Support Personnel	6
Warning Messages	7
Verification of Form 20, Form 21, and Form 27	7
Section I: Certificated Staff Data	7
Section II: Pupil Data	9
Section III: Primary Language Support Personnel Data	9
Verification of Form 24 and Form 25	10
Form 24 – Principal's Verification Report	10
Form 25 – Principal's Summary	10
Student National Origin Report	11
Languages and Codes List	12
Return of Master Plan Program Survey Forms	13
2008-09 Master Plan Program Survey Coordinator's Checklist	13
Testing Center Locations	13

INTRODUCTION

The Master Plan Program Survey is conducted annually to gather information about the English learners (ELs), the programs they are placed in, the types of services they receive, and the numbers and types of state-authorized teachers providing the service. The survey also collects information on fluent-English-proficient (FEP) students, including the number of students reclassified to FEP status since the prior survey date. The information is reported to the California Department of Education (CDE) on the annual Language Census (R30-LC). The number of ELs reported on this survey is used for the 2009-10 budget allocation.

CHANGES FOR 2008-09

The Spring 2009 Master Plan Program Survey and the Student National Origin Report are scheduled for February 27, 2009. The count of recently reclassified students will be based on students reclassified to FEP status at the school from March 1, 2008 to February 27, 2009.

The Certificate of Completion of Staff Development (CCSD) is no longer available to K-5/6 teachers. An EL authorization goal entered in SIS will not be accepted as EL authorization. The only immediate option for K-5/6 teachers to become EL certified is to obtain the Emergency Cross-Cultural Language and Academic Development (CLAD) Permit. The emergency permit serves as the initial step towards full certification to teach ELs.

INTERIM CLASSIFICATION

To ensure accurate accounting of all newly enrolled ELs, enter the interim language classification in SIS based on unofficial results of the Initial CELDT if the official CELDT results have not been downloaded into the SIS. For kindergarteners who have English P/LAS, date and language classification in Screen 5, fields 91, 151, 162 based on English P/LAS administered during the preschool year, schools are to type over with "CELDT," the CELDT date, the interim language classification based on the Initial CELDT.

IMPORTANT DATES

- February 27, 2009: COUNT DAY- Last day to make corrections or update information on SIS.
- March 2, 2009: Print survey forms. Obtain principal's signature. Make copies for school files.
- March 3, 2009: SURVEY DUE DAY – Turn in all survey forms to the Testing Center.

OVERVIEW OF FORMS

Form 20 reports program, primary language assessment, and English Language Development (ELD) levels of ELs in regular education classrooms and staffing information.

Form 21 reports similar information for ELs in Special Day Program (SDP) classrooms.

Form 27 reports non-register-carrying certificated personnel who hold state EL authorization.

Form 24 Principal's Verification summarizes EL totals and requires principal's signature.

Form 25 Principal's Summary reports FEP totals and bilingual paraprofessional totals by language.

Student National Origin Report counts eligible immigrant students by country of origin.

ASSISTANCE

- | | | |
|------------------------|---|----------------|
| • Survey Questions | School Information Branch | (213) 241-2450 |
| • SIS Data Entry | Elementary SIS Support | (213) 241-4617 |
| • Master Plan Programs | Local District EL Program Staff | Various |
| • EL Authorizations | Certificated Credentials & Contract Services Unit | (213) 241-6520 |

OVERVIEW OF PROCEDURES

PRIOR TO COUNT DAY

1. Collect staff information for SIS data entry.
2. Enter information in SIS.
 - Student information (see p. 4 for more instructions)
 - Certificated staff information (see p. 5 for more instructions)
 - Primary language support personnel information (see p. 6 for more instructions)
 - Immigrant student information (see p. 11 for more instructions)
3. Print Test Runs and Master Plan Rosters. Have teachers check EVERY item on their Test Runs for accuracy and completeness. Review every WARNING MESSAGE and make corrections in SIS.
 - Use Master Plan Rosters to identify students with missing or incorrect data.
 - Print Form 20 Test Run using Screen 20, Option 3, Selection 1. Form 20 is for regular education teachers. SDP teachers should NOT have a Form 20.
 - Print Form 21 Test Run using Screen 20, Option 3, Selection 2. Enter 'ALL' to print out every Form 21 for the school. Identify teachers who should not have a Form 21 and make corrections.
 - Print Form 27 Test Run using Screen 20, Option 3, Selection 5. Enter 'ALL' to print out every Form 27. If Activity Code is not entered in Screen 16, Option 2A, no Form 27 will be printed. Exception: An activity code does not need to be entered for the principal.
 - Print Form 25 Test Run using Screen 20, Option 3, Selection 4.
 - Print Student National Origin Report using Screen 20, Option 14.
4. Correct or update information in SIS, and repeat this process as many times as needed.

Note. A test run will be printed for all classroom teachers (including SRLDP) and all non-register-carrying certificated staff with an Activity Code in Screen 16, Option 2A and the principal.

ON COUNT DAY (February 27, 2009)

Information entered in SIS by 5:00 p.m. will be captured for the survey. Schools may want to print a complete set of test runs and Master Plan Program Rosters to keep as reference.

ON PRINT DAY (March 2, 2009)

1. Print FINAL forms.
 - Form 20: Only teachers with ELs will have a Form 20. SRLDP teachers are excluded.
 - Form 21: Only SDP teachers with ELs will have a Form 21.
 - Form 24: Only teachers with ELs will be listed on Form 24.
 - Form 25
 - Form 27: Only staff with EL authorizations will have a Form 27.
 - Student National Origin Report
2. Certify final forms.
 - Form 24: The principal certifies EL count with his/her signature.
 - Form 25: The principal certifies FEP counts and bilingual paraprofessional totals.
 - Student National Origin Report: The principal certifies eligible immigrant student counts.

ON DUE DATE (March 3, 2009)

1. Group survey forms by type, then in alphabetical order by teacher last name.
2. Photocopy all forms. Keep copies for school file and submit the originals. Do not submit test runs.
3. Package all survey forms according to the Survey Coordinator's Checklist (see page 13) and submit all required forms to the designated Testing Center.

SIS DATA ENTRY – STUDENT INFORMATION

Required information for each student must be entered into SIS before 5:00 p.m. on Survey Count Day.

1. Classroom information for all students must be entered in the following fields in SCREEN 10 or 4:
 - Field 100 TRACK – Multi-track schools only
 - Field 102 GRADE – For SDP students, enter the grade level followed by a “U” (e.g., 5U)
 - Field 104 ROOM

2. Special Day Program (SDP) students should have information in the fields below in SCREEN 24:
 - Field 103 SP ED CLASS – e.g., SLD, APH.
 - Fields 772-779 LOW/NON-VERBAL COM – Enter only if appropriate.

For instructions on identifying and entering information in SIS for low-/non-verbal English learners, read BUL-3778 *Policies and Procedures for Identifying Students with Disabilities as Low-Verbal/Non-Verbal and as Potential English Learners (ELs)*, dated October 2, 2007.

3. English learners information must be entered in the following fields in SCREEN 5:
 - Field 150 HOME LANG SURV – Student’s primary language code on the HLS
 - Field 91 ENG PROF TEST – Name of Initial Identification English proficiency assessment
 - Field 151 ENG PROF DATE – Date of Initial Identification English proficiency assessment
 - Field 162 LANGUAGE CLASSIFICATION
 - Field 388 WAIVER GRANTED – If applicable, enter “Y” for granted waiver; “N” for denied waiver
 - Field 389 WAIVER DATE – If applicable, must be in current school year
 - Field 164 PROG PLACEMENT – Master Plan Program Placement for all ELs (see table below)
 - Field 148 INF ASSESS DT – Informal Assessment Date (as appropriate)

CELDT results are downloaded centrally when available. Schools cannot enter CELDT results in SIS.

If a student was initially identified as an EL or reclassified as a RFEP in another district, fax all out-of-district language assessment documentation to Eva Garcia (fax #: 213-241-8969). Please be sure to include 10-digit LAUSD district ID.

Entries in Field 164 determine how ELs are counted on Form 20 or Form 21 as indicated below.

Form 20		
Entry	Column	Column Title
WB	23	Waiver to Basic
EI	24	English Immersion
blank	26	Program Unknown
P	29	Mainstream Reasonable Flu.
W	30	Mainstream Parent Request
Dx	31	Dual Language Program

Form 21		
Entry	Column	Column Title
SW	23	Bilingual Services
SI	24	ELD & SDAIE Services
blank	26	Services Unknown
SP	29	Mainstream Reasonable Flu.
W	30	Mainstream Parent Request

4. ELD Level based on current ELD Portfolio Record must be entered in the fields below in SCREEN 6:
 - Fields 808 – 810: Initial ELD Information
 - Fields 811 – 819: Current ELD Level Information (as applicable). Enter the Grade and Date on the line of the last completed ELD level.

SIS will automatically update “Current ELD Level” as current information is entered on SCREEN 6. Current ELD Level will show only if the student is identified as “LEP” in Field 162.

5. RFEP Date – Once the Reclassification Letter is printed by the SIS, Field 323 (Reclass to FEP Date) will be entered automatically with the date the letter was printed and Field 162 will be changed to RFEP. Schools may continue to print the Reclassification Letter for the student within 60 calendar days. After 60 days, schools will no longer be able to print the RFEP letter. The Reclassification Letter must be kept in the student’s cumulative folder and a second copy must be kept in a separate school file for up to 5 years.

Reclassification criteria and procedures are detailed in REF-1848.4, *Reclassification of English Learners, Elementary Schools*, dated May 4, 2007

SIS DATA ENTRY – CERTIFICATED STAFF

Enter information in the fields listed below in SCREEN 16, Options 2 and 2A. Add new teachers and update teachers with a new room or grade. Delete teachers who are no longer working at the school. REBUILD cross-reference files using Screen 16, Option 1, after Options 2 and 2A have been revised.

Deleting Certificated Staff Who No Longer Work At The School

- In Screen 16, Option 2A, Field 0, type the employee number and press <Enter>.
- At the command <Control> type “DE” for delete and press <Enter>.

SCREEN 16, Option 2

- Room Number (Field 0): Enter room number for teachers or JOB TITLE for non-register-carrying certificated staff.
- Employee Number (Field 1)
- Grade (Field 2)
- Track (Field 3): Multi-track schools only
- 120+ Hours (Field 11): Enter “Y” for full-time; “N” for part-time.
- EL Mixing (Field 23): Enter “Y” for Yes, “N” for No mixing (required if class is 100% ELs)

Aide/TA Emp # (Field 14) will automatically show information entered in Screen 16, Option 10. Do NOT try to enter or change the displayed data here.

Teachers Sharing a Class Assignment

Two half-time teachers teaching the same class must be entered on both sides of the screen for that room in Option 2. Enter “N” in the 120+ Hours field for both teachers.

The teacher listed on the left side of the Option 2 screen will have a Form 20/21 with student information. The teacher on the right side of the screen will have a Form 27 without student information.

Substitutes for Teachers On Leave or Unfilled Position

If the substitute teacher does not have another regular assignment on another track or in another school, enter the substitute’s information in Option 2.

- Enter the substitute’s employee number on the left side of the screen, with “Y” entered for 120+ Hours.
- Enter the leave teacher’s employee number on the right side of the screen, with “N” for 120+ Hours.

If the substitute teacher is already assigned to another track or school as a regular full-time teacher, do not enter this person’s employee number. Leave the employee number field on the left side blank, but enter all other fields as described above.

A Form 20 or 21 will be printed for the long-term substitute teacher, not the on-leave teacher.

Non-Register-Carrying Certificated Staff (SCREEN 16, Option 2A)

For non-register-carrying certificated staff, enter the activity code (see list below) in the Activity Code section at the bottom of Screen 16, Option 2A.

Activity Code & Position Title
800101 Art
800102 Computer/Technology Lab
800103 Health (not school nurse)
800104 Library/Media Lab
800202 Literacy Coach
800203 Math Coach
800105 Mathematics; Math Lab
800106 Music (not itinerant)
800107 Oral Language

Activity Code & Position Title
800114 Other Integrated Subjects
800108 PE (not Adapted PE)
800110 Reading; Reading Lab
800206 Resource Teacher (not RSP)
800111 Science
800112 Social Studies
800113 Written Composition
800310 Inclusion Facilitator
800301 RSP Teacher

Activity Code & Position Title
900102 Assistant Principal (AP)
900106 AP, Beyond the Bell
900105 AP, EIS
910101 Coordinator, Categorical Program
910104 Coordinator, English Learners
910105 Coordinator, Gifted
910107 Coordinator, Magnet/Int/YRS
910108 Coordinator, SB65
910109 Coordinator, Sp. Ed.

SIS DATA ENTRY – PRIMARY LANGUAGE SUPPORT PERSONNEL

Information for bilingual paraprofessionals who provide primary language support to ELs must be entered in SCREEN 16, Option 10 (See insert below). Bilingual paraprofessionals must have been assessed by the District or the school to be fluent and literate in both English and the primary language of the ELs they serve. The bilingual paraprofessional must also be familiar with the cultural heritage of the ELs.

If primary language support is provided by volunteers, schools may enter volunteer's information in Screen 16, Option 10. Instead of an employee number, the school must assign and enter a unique identification number for each volunteer in Field 0. The number must begin with "OPLS" (Other Primary Language Support), followed by a number between 01 and 99 (i.e., OPLS01, OPLS02...OPLS99). The same number cannot be assigned to more than one volunteer. Schools must maintain a list of the assigned OPLS numbers with corresponding names in school file as documentation.

* * * ENTER/UPDATE PARAPROFESSIONAL DATA * * *

0 EMPLOYEE # : ① <

1 NAME : ②

3 CLASS CODE :

4 SUPPORT LANG : ③ _____

5 TRACK : _____

8 YEARS EXP. :

LI	ROOM NO	DAILY HOURS
---	-----	---
④ _____	⑤ _____	⑥ _____
_____	_____	_____
_____	_____	_____

CONTROL :

At CONTROL, type "0" and press <ENTER>.

- ① EMPLOYEE # – Type the paraprofessional's employee number or the OPLS identification number and press <ENTER>.
- ② NAME – Check the paraprofessional's name. If the name does not show up, verify the employee number and re-enter. For OPLS volunteers, enter last name, first name. Press <ENTER>. If the OPLS volunteer is a student, do not enter the name of the student, use Student 1, Student 2..etc.
- ③ SUPPORT LANG – Enter the language code of the primary language used to provide primary language support and press <ENTER>. Check the language name and reenter the code if incorrect. A second language code can be entered on the second line if an additional language is used. Press <ENTER> until the cursor reaches "ROOM NO" on the first available line.
- ④ LI (Line number) – To access the "LI" directly, at CONTROL, type "LI" and press <ENTER>. Type the line number (e.g., 1) and press <ENTER>.
- ⑤ ROOM NO (room number) – Enter the EXACT classroom number assigned and press <ENTER>.
- ⑥ DAILY HOURS – Enter the hours assigned daily to that room, then press <ENTER>. Daily Hours can be entered in tenths increments.

Continue to enter "ROOM NO" and "DAILY HOURS" on subsequent lines if multiple assignments.

To file information entered, press <CTRL> with <C>, then type "FI" at CONTROL.

REBUILD files using Screen 16, Option 1 after information has been entered in Option 10.

WARNING MESSAGES

Print test runs prior to survey day, review warning messages, and make necessary corrections in SIS. Warning messages include the following.

Applicable Form	Warning Message
Forms 20 & 21	Enter a teacher employee number for this room.
Forms 20 & 21	More than one primary language in a Basic/Dual Program.
Forms 20 & 21	Class has X ELs missing a program code.
Forms 20 & 21	Class has X ELs with an obsolete program code.
Forms 20 & 21	Class has X ELs missing a primary language assessment.
Forms 20 & 21	Class has X ELs with a home language of English.
Forms 20 & 21	Class has X ELs missing a home language code.
Form 20	Class has X ELs missing a current ELD level.
Form 20	Class has X ELs with ELD level 5 not in Program P.
Form 21	Class has X ELs missing a current ELD/COM level.

VERIFICATION OF FORM 20, FORM 21, FORM 27

Verify EVERY item on each Form 20, Form 21 and Form 27 printed for the following personnel:

- Form 20 for K-5/6 regular education classroom teachers
- Form 21 for SDP teachers
- Form 27 for non-register-carrying certificated staff (e.g., RSP, coaches, coordinators, AP)
- No survey form will be printed for Pre-K teachers, counselors, or itinerant personnel.

Use the information provided below to verify data on forms. Form 27 does not report any student data. If information printed on the test run is incorrect, make corrections in SIS. Changes written on final forms cannot be processed.

SECTION I: CERTIFICATED STAFF DATA

Item # & Title	Description
7 – Employment Status	1 = Full-time assignment (120 hours or more) 2 = Part-time assignment (less than 120 hours) 3 = Shared assignment 5 = Unfilled position or none of the above
8 – Master Plan Program Assignment Code In classrooms with more than one model, the FIRST applicable assignment code is selected.	<u>Form 20 Code & Program</u> 1 = Basic Bilingual/Dual Language Program in Spanish 9 = Basic Bilingual/Dual Language Program in Other Language 13 = Structured English Immersion Program (ELD Levels 1-4) 14 = Reasonable Fluency / Mainstream Program (ELD Level 5) 15 = Parent Request for Mainstream Placement (ELD Levels 1-4) 16 = Not Receiving Services <u>Form 21 Code & Program</u> 1 = Bilingual Services 7 = ELD and SDAIE Services (K-6) 9 = Reasonable Fluency / Mainstream Program (ELD Level 5) 11 = Parent Request for Mainstream Placement (ELD Levels 1-4) 10 = Not Receiving Services

SECTION I: STAFF DATA (continued)

Item # & Title	Description
8 – Master Plan Program Assignment Code (continued)	<u>Form 27 Code & Program</u> 17 = Resource Specialist Program (RSP) teacher 19 = Literacy Coach or Math Coach 20 = Resource teacher 30 = Shared-assignment teacher 23 = EL Program Coordinator 24 = Title I or Other Coordinator 25 = Principal or Assistant Principal
9A – Current Authorization to Teach ELs (See Note A below.)	1 = Bilingual Credential or BCC/BCLAD Certificate 2 = LDS/CLAD Certificate 3 = Certificate of Completion of Staff Development (SDAIE & ELD) 4 = None of the above
9B – Language Code (See Note A below.)	<u>Language Code of BCC/BCLAD</u> 15 = Armenian 45 = Japanese 59 = Punjabi 19 = Cambodian 49 = Korean 60 = Spanish 22 = Cantonese 25 = Mandarin 83 = Vietnamese 68 = Hmong 62 = Pilipino
10A – District Language Proficiency (See Note B below.)	<u>Code & Level of District Language Proficiency</u> 1 = A Level 2 = B Level 3 = C Level 4 = No established district proficiency level
10B – Language Code (See Note B below)	<u>Language Code of District Language Proficiency</u> 15 = Armenian 49 = Korean 69 = Samoan 22 = Cantonese 25 = Mandarin 70 = Serbo-Croatian 61 = Farsi 62 = Pilipino 60 = Spanish 45 = Japanese 55 = Russian 83 = Vietnamese
13 – Language of Instruction (for classroom teachers, RSP, resource teachers, coaches only)	<u>Code & Type of Language Instruction Responsibility</u> 1 = Teacher provides ELD & SDAIE instruction to ELs 2 = Teacher holds a BCC/BCLAD or other EL authorization with district A-level fluency and provides ELD, SDAIE and primary language support to ELs in Structured English Immersion Program or to SDP ELs receiving ELD/SDAIE services 3 = Teacher holds a BCC/BCLAD or other EL authorization with district A-level fluency and provides ELD, SDAIE and primary language instruction to ELs in Basic Bilingual/Dual Language Program or to SDP ELs receiving Bilingual Services.
15 – Mixing (Required for classrooms with 100% ELs)	ELs in class receive instruction in an integrated setting at least 20% of the instructional day. Y = Yes, N = No

Note A. Information in Items 9A & 9B are based on District's personnel records and cannot be changed in SIS. If the information is incorrect, call Certificated Credentials and Contract Services Unit (213-241-6520).

Note B. Information in Items 10A & 10B are based on District's personnel records and cannot be changed in SIS. If information is incorrect, call the District's Language Fluency Unit (213-241-5300, ext. 29146).

SECTION II: PUPIL DATA

Item # & Title	Description
16 – Total Number of ELs	Number of identified ELs enrolled in class as of Survey Count Day
17 – Total Number of Parental Waivers Submitted	Number of parental waivers submitted for the current school year
18 – Total Number of Parental Waivers Granted	Number of parental waivers granted to place ELs in Basic Bilingual/Dual Language Program for the current school year
19 – Total Class Enrollment	Number of pupils enrolled in the class as of Survey Count Day
20 – Grade	Grade level of the identified ELs in the class
21 – Language Code	Language code for each primary language group by grade (See Languages and Codes List on page 12)
22 – Language Name	Name of primary language
23 – Waivered-to-Basic (Form 20) or Bilingual Services (Form 21)	Number of identified ELs - Enrolled in a Waivered-to-Basic Program (Form 20) - Receiving ELD, SDAIE, and primary language instruction as indicated on the IEP (Form 21)
24 – Structured English Immersion (Form 20) or ELD/SDAIE Services (Form 21)	Number of identified ELs - Enrolled in a Structured English Immersion Program (Form 20) - Receive ELD & SDAIE services as indicated on the IEP (Form 21)
26 – Program/Services Unknown	Number of ELs without a Master Plan program or service placement
29 – Reasonable Fluency	Number of ELs at ELD 5 with reasonable fluency and preparing to reclassify.
30 – Parent Request Mainstream	Number of identified ELs placed in English Mainstream program by parent request/IEP
31 – Dual Language	Number of identified ELs enrolled in a Dual Language Program
32 – Primary Lang Assess.	Number of ELs with primary language assessment results on file
33 – 37 ELD / COM Levels	Number of ELs at each ELD level or COM level

SECTION III: PRIMARY LANGUAGE SUPPORT PERSONNEL DATA

Item # & Title	Description
40 – Name	Last name, first name of primary language support personnel
41 – Identification Number	Identification Number of primary language support personnel
42 – Daily Hours	Number of hours assigned to the class daily
43 – Language Code	Code of primary language used to provide support to ELs (See Languages and Codes List on page 12)
44 – Language Name	Name of primary language used to provide support to ELs

VERIFICATION OF FORM 24 & FORM 25

Form 24 – Principal’s Verification Report

Form 24 Principal’s Verification Report lists the total number of identified ELs in each classroom and tabulates the total ELs of the school. There should be one Form 24 for each school location code. Magnet centers are reported on a separate Form 24. The total number of ELs reported on this form will be used for the 2009-10 budget allocation.

After the Survey Count Day, use Special Report Menu SCREEN 20, Option 3, Selection 3 to print Form 24 (i.e., there is no test run for Form 24). The total number of classrooms listed should match the total numbers of final Form 20 and Form 21 to be submitted. The principal verifies the total EL count and certifies accuracy with a signature on the Principal’s Signature line at the end of the form.

Form 25 – Principal’s Summary

The Principal’s Summary includes four sections:

- Section I: The total number of initially-identified fluent-English-proficient (IFEP) students enrolled in the school on Survey Day.
- Section II: The total number of reclassified fluent-English-proficient (RFEP) students enrolled in the school on Survey Day
- Section III: The total number of students who reclassified as RFEP students from March 1, 2008 to February 27, 2009. The students are counted by the grade level in which they were reclassified within the specified period. This count also includes pupils in the retired file who are no longer enrolled in your school, but were reclassified while enrolled there.
- Section IV: The total number of paraprofessionals who have been assessed as bilingual/biliterate and provide primary language support to the ELs at the school. The count is by the primary language used. A person is counted only once under one primary language even if the person is bilingual/biliterate in more than one primary language.

Print Form 25 using Special Report Menu SCREEN 20, Option 3, Selection 4. Before 5:00 pm on Survey Count Day, test run will be printed. After Survey Count Day, print the final Form 25 for principal’s certification. The principal verifies the total count in each category and certifies accuracy with a signature on the Principal’s Signature line at the end of the form.

STUDENT NATIONAL ORIGIN REPORT

Under the Title III of the No Child Left Behind Act, all districts are required to submit an annual count of eligible immigrant students. CDE collects this annual count of students through the Student National Origin Report (SNOR).

The SNOR counts eligible immigrant students in grades K-12, including special education students. The number of identified eligible immigrant students is used by the District to apply for funding to provide EIEP classes. Funding for the program depends on a significant increase of eligible students. Therefore, it is important for schools to identify all eligible students.

The SNOR is generated on the school's SIS computer. Schools must enter all required information in SIS to ensure accurate identification and complete count of eligible students.

DEFINITION OF ELIGIBLE IMMIGRANT STUDENTS

Title III defines "immigrant children" for this program as K-12 students who were not born in the United States or any of its territories and who have attended schools in any one or more states within the United States or its territories for less than three full academic years. For the 2009 Spring count, a student is counted as eligible if both of the following are true:

- The K-12 student was not born in the United States or any of its territories.
- The student was enrolled (in grade Kindergarten or higher) for the first time in any U.S. school on or after March 1, 2006.

PROCEDURES

Prior to Survey Day

- A. Use Screen 30, Option 2 (SNOR-CLEANUP) to identify students with missing information. Enter required information in the following SIS fields:
 - Screen 2: Field 19 (Birth Country), Field 186 (US 1st School Date)
 - Screen 5: Field 151 (English Proficiency Date)
- B. Print the report using Screen 20, Option 14, to check if all eligible students are listed. If not, check to ensure that all required data fields are entered for students who may be eligible.

On Survey Day – Friday, February 27, 2009

- A. Information can be entered in SIS until 5:00 p.m. After 5:00 p.m., the SNOR information will be captured electronically.
- B. To print the final report listing the names of eligible students and the SNOR Summary with the count to be submitted to the state select Screen 20, Option 14. The principal certifies the report by signing the Summary (one per location).

On Survey Due Day – Tuesday, March 3, 2009

- A. Photocopy the SNOR Summary for your school files. Return the original, signed Summary with other survey forms. All schools must return the Summary even if there are no eligible students.
- B. Retain the SNOR student lists along with the SNOR Summary in school files. This will be useful when you must:
 - Identify eligible students to notify parents of EIEP classes, or
 - Verify the District count of eligible immigrant students submitted to the State for audit purposes.

LANGUAGES AND CODES LIST

<u>CODE</u>	<u>LANGUAGE</u>	<u>CODE</u>	<u>LANGUAGE</u>
23	Afghan	51	Lao
86	Afrikaans	52	Latvian
02	Albanian	53	Lithuanian
92	Amharic	54	Malay
11	Arabic	20	Marshallese
15	Armenian	12	Melanesian
93	Assyrian	96	Mien (Yao)
14	Bengali	91	Mixteco
36	Bosnian	56	Mongolian
17	Bulgarian		<u>Native American Languages</u>
18	Burmese	03	Apache
19	Cambodian (Khmer)	04	Cherokee
16	Chaldean	05	Choctaw
	<u>Chinese Languages</u>	06	Cree
22	Cantonese	09	Crow
97	Chiu Chow (Chaozhou)	07	Hopi
25	Mandarin (Putonghua)	08	Navajo
76	Taiwanese	10	Other American Indian
21	Toishanese	57	Nepali
26	Other Chinese	58	Norwegian
27	Creole	95	Pashto
24	Croatian	65	Polish
28	Czech		<u>Philippine Languages</u>
29	Danish	89	Ilocano
30	Dutch	62	Pilipino (Tagalog, Filipino)
32	Estonian	94	Visayan (Cebuano)
61	Farsi (Persian)	64	Other Philippine
88	Fijian	66	Portuguese
31	Finnish	59	Punjabi
33	Flemish	67	Rumanian
35	French	87	Romany
37	German	55	Russian
38	Greek	69	Samoan
48	Guamanian (Chamorro)	90	Serbian
63	Gujarati	70	Serbo-Croatian
40	Hawaiian	71	Sinhalese
41	Hebrew	72	Slovak
42	Hindi	01	Somali
68	Hmong	60	Spanish
44	Hungarian	75	Swahili
34	Ibo	73	Swedish
46	Indonesian	77	Thai
43	Italian	74	Tigrinya
45	Japanese	79	Tongan
47	Javanese	80	Turkish
39	Kanjobal	81	Ukranian
78	Khmu	82	Urdu
49	Korean	83	Vietnamese
50	Kurdish (Kurdi, Kurmanji)	84	Yiddish
13	Lahu	85	Yoruba
		99	Other, Not Listed

RETURN OF MASTER PLAN PROGRAM SURVEY FORMS

Use the Survey Coordinator's Checklist to check and organize all required survey forms which are due to the designated Testing Center by 3:00 p.m. on Tuesday, March 3, 2009.

2008-09 Master Plan Program Survey Coordinator's Checklist

School _____ Location Code _____

Survey Coordinator (print) _____ Phone (_____) _____

Return survey forms packaged in the following order, from top to bottom:

- Survey Coordinator's Checklist (signed by the survey coordinator and principal)
- Student National Origin Report Summary (signed by the principal)
- Form 24 (signed by the principal)
- Form 25 (signed by the principal)
- Form 27, alphabetized by last name
- Form 21, alphabetized by last name
- Form 20, alphabetized by last name

Certification: Our signatures certify that all survey forms have been reviewed and that all information provided has been verified as accurate.

Signature of Survey Coordinator

Signature of Principal

Testing Center Locations

Local Dist. 1 – Valley Testing Center
6505 Zelzah Ave., Bungalow AA1063
Reseda, CA 91335
Phone: 818-654-1633 Fax: 818-654-1638

Local Dist. 2 – Monlux Testing Center
6055 Bellaire Ave., Rms. 5/6
North Hollywood, CA 91606
Phone: 818-762-3814 Fax: 818-762-7955

Local Dist. 3 – West Testing Center
1630 Walgrove Ave., Rm. 21
Los Angeles, CA 90066
Phone: 310-390-8475 Fax: 310-313-0379

Local Dist. 4 – San Julian Testing Center
1315 San Julian Street (enter from 15th St.)
Los Angeles, CA 90015
Phone: 213-745-5900 Fax: 213-745-5999

Local Dist. 5 – Central Testing Center
2151 N. Soto Street
(enter from Dist. 5 Complex)
Los Angeles, CA 90032
Phone: 323-224-2408 Fax: 323-224-3362

Local Dist. 6 & 7 – Avalon Gardens Testing Center
13940 South San Pedro Street
Los Angeles, CA 90061
Phone: 310-366-7358 Fax: 310-366-6978

Local Dist. 8 – South Testing Center
232nd Place School
23240 Archibald Ave.
Carson, CA 90745
Phone: 310-834-5280 Fax: 310-834-5696