

**Virginia Department of Education
Limited English Proficient/Refugee Student Survey**

2000-2001

Instructions

I. Downloading

The LEP/Refugee Survey must be completed using Excel 97 or a later version.

The complete address is:

www.pen.k12.va.us/Publications/LEP/datacoll/coll.htm should you wish to access the survey directly.

To download the LEP/Refugee Survey from the Department of Education's Web site at www.pen.k12.va.us do the following:

1. Select "Reports" at the top of the home page or "Data and Publications" at the bottom of the page.
2. Select "LEP/Refugee Survey 2000-2001" from the "Collections" listing.
3. Click on "Enable Macros."

II. Contact Information

1. Click on "Contact" at the bottom of the spreadsheet.
2. Under "Division Number and Name", click on the down arrow. Scroll down to the correct division name and release the mouse button.
3. A window will pop up asking if you have chosen the correct division. Click on "yes" or "no." If "no," then make the correct selection.
4. A note will appear to tell you that the file is being saved at a designated location so that you may access it later to forward it to the Department of Education. Make a note of this location.
5. Click "OK."
6. Continue filling in information as requested.

III. Refugee Count

1. Click on "Refugee Count" at the bottom of the spreadsheet.
2. Complete this page only if you have refugee students.
3. Definitions:

It is important to note that limited English proficient (LEP) students do not automatically qualify for refugee status. The immigration papers provided by parents at the time of registration will indicate that they are refugees. Specifically, the U.S. Immigration and Naturalization Service has issued to refugees an I-94 card that is stamped "Refugee" and which contains an alien number. The criteria used to identify refugee students for the purposes of this survey are the same as those used by the U.S. Department of State to identify refugees. A refugee student shall be defined as:

...an individual who is outside his/her country and is unable or unwilling to return to that country because of a well-founded fear that she/he will be persecuted because of race, religion, nationality, political opinion, or membership in a particular social group. This

definition excludes persons displaced by natural disasters or persons who, although displaced, have not crossed an international border. Also excluded are persons commonly known as “economic migrants”, whose primary reason for flight has been a desire for personal betterment rather than persecution *per se*.

4. Fill in the number of refugee students enrolled in your school district.
5. If you have a refugee student from a country not listed, fill in the name of the country and the number of students under “other”.

IV. LEP Count

1. Click on “LEP Count.”
2. Definitions:

A limited English proficient student shall be defined as an individual who

- A) 1) was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or
- 2) is a Native American or Alaska Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such individual’s level of English language proficiency; or
- 3) is migratory and whose language is other than English and comes from an environment where language other than English is dominant; and

B) has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

3. Fill in the number of LEP students enrolled at each grade level.
4. Fill in the number of bilingual or ESL certified teachers assigned to teach LEP students as requested at the top of the sheet. For clarification, click on the red triangle.
5. Please note the change from last year’s survey. List all the languages spoken by LEP students at each grade level.

V. Narrative

1. Click on “Narrative” at bottom of spreadsheet.
2. Click on each method used in your locality to identify LEP students.
3. Key in the names of tests or other methods used to identify LEP students and specify cut-off scores.

VI. Forwarding the spreadsheet

1. Save your file as: LEP, followed by your three-digit division number, then 00. For example, Accomack would be “LEP00100.”
2. Submit the data as an attachment by e-mail to tfranson@pen.k12.va.us by October 27, 2000.