

**Virginia Department of Education
Limited English Proficient Student Survey: Part II
2000-2001**

Instructions

I. Downloading

The LEP Survey: Part II 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 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 Survey 2000-2001: Part II" from the "Collections" listing.
3. Click on "Enable Macros."

II. Contact Information

1. Under "Division Number and Name," click on the down arrow. Scroll down to the correct division name and release the mouse button.
2. 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.
3. 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.
4. Click "OK."
5. Continue filling in information as requested.

III. Page 1

1. Click on "Page 1" on the Contact Information page.
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 retained in their grade at the end of the 2000-2001 school year.
- 4. Fill in the number of teachers who received in-service or pre-service training in 2000-2001 specific to ESL or bilingual education.
- 5. Complete the next section only if you test native language reading comprehension.
- 6. When this section is completed, click on "Return" to return to the contact sheet.

IV. Page 2

- 1. Click on "Page 2" at the right of the contact information.
- 2. Place cursor in the reclassification box and click once. Instructions for this section will appear in a pop-up window.
- 3. Fill in the number of students reclassified in each grade level by clicking on the appropriate box and typing in the number.
- 4. To indicate method used at each grade level, select the appropriate box and either double-click or enter a "Y". If you wish to deselect, place the cursor in the appropriate box and either double-click or press the 'Delete' key.
- 5. Proceed as above to complete the section entitled "Test(s) used for Reclassification."

V. Forwarding the spreadsheet

- 1. Your file has been saved as LEP, followed by your three-digit division number, then 0001. For example, Accomack would be "LEP_001_0001."
- 2. Submit the file as an attachment by e-mail to LEP@mail.vak12ed.edu by August 10, 2001.