

**Virginia Department of Education**  
**Limited English Proficient Student Survey: Part II**  
**2001-2002**

**I. Downloading**

The Survey of Limited English Proficient Students: Part II must be completed using Excel 97 or a later version. The survey can be accessed either from the Department of Education's Web site at [www.pen.k12.va.us](http://www.pen.k12.va.us) or via the direct link at [www.pen.k12.va.us/Publications/LEP/datacoll/coll.htm](http://www.pen.k12.va.us/Publications/LEP/datacoll/coll.htm). Instructions for downloading the survey are listed below.

1. Select "Reports" from the menu listed at the top of the home page.
2. Go to the "Collections" column on the right-hand side of the page.
3. Scroll to the bottom of the column and select "LEP Survey 2001-2002: Part II."
4. Click on the box labeled, "Enable Macros."
5. The LEP survey form will appear on your screen.
6. **For Explorer browser users only:** save the survey on your hard drive as "LEP\_your school division number\_0002", close your browser, and enter the data from the saved location.

**II. Contact Information/Page 1**

1. Move your cursor to the box on page 1 labeled, "Division Name and Number," and click on the down arrow. Scroll down the list until the correct division name appears 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. If "yes," the data for your school division will appear.
3. **For Netscape browser users only:** after you have selected your division, a note will appear telling you that the file has being saved to a designated location. Make a note of this location so that you can access it after you have finished entering the data.  
**For Explorer browser users only:** make sure you have saved the file to a designated location as specified in #6 above. If the file is not saved properly, you will not be able to access page 2.
4. If all the data for your school division are correct, click "ok." If some of the data are not correct, make the necessary corrections, and then click, "ok."
5. Fill in the number of LEP students retained at the end of the 2001-2002 school year.
6. Fill in the number of teachers who received in-service or pre-service training in 2001-2002 specific to ESL or bilingual education.

### **III. Page 2**

7. Fill in the number of students exited from the ESL instructional program at each grade level by clicking on the appropriate box and typing in the correct number.
8. Fill in the number of students being monitored for the first year after exiting the ESL instructional program by clicking on the appropriate box and typing in the correct number.
9. Fill in the number of students being monitored for the second year after exiting the ESL instructional program by clicking on the appropriate box and typing in the correct number.
10. To indicate method or methods used to determine exit status at each grade level, select the appropriate box and either “double-click” and a “Y” will appear or enter a “Y”.
11. Proceed as above to complete the section labeled, “Test(s) Used to Determine Exit Status.”

### **IV. Forwarding the spreadsheet**

1. Your data have been saved to a location on your hard drive that you have written down. The file has been labeled, “LEP\_school division number\_0002.” For example, Accomack would be labeled “LEP\_001\_0002.”
2. Submit the file as an electronic attachment by e-mail to [LEP@mail.vak12ed.edu](mailto:LEP@mail.vak12ed.edu) by July 15, 2002.
3. You will receive acknowledgement of receipt of your completed survey via e-mail.