

Virginia Department of Education
Title III: Language Instruction for Limited English Proficient and Immigrant Students
Data Survey
2002-2003

1. Downloading the Survey

The Title III: Language Instruction for Limited English Proficient and Immigrant Students Data Survey can be accessed at:

<http://www.pen.k12.va.us/VDOE/Publications/LEP/datacoll/coll.htm>.

Instructions for downloading the survey are listed below.

For Netscape users:

- a. Click on the link labeled, "Excel Worksheet." A gray box will appear.
- b. Choose the save it to disk option. A save as box will appear.
- c. Choose the location on your computer where you would like to save the Excel file. The file must be saved as LEP2_0203.xls.
- d. Close the browser.
- e. Open the file from the saved location.
- f. Click on enable macros.
- g. Enter the data in the saved file.

For Internet Explorer users:

- a. Place your mouse over the words, "Excel Worksheet" and RIGHT CLICK your mouse. A window will open with several options.
- b. Choose the option, "Save Target As." A save box will appear.
- c. Choose the location on your computer where you would like to save the Excel file. The file must be saved as LEP2_0203.xls.
- d. Click on the save tab to save the file to your computer.
- e. Close the browser.
- f. Open the file from the saved location.
- g. Click on enable macros.
- h. Enter the data in the saved file.

2. Completing the Survey

The survey data must be entered for all K-12 LEP students that were assessed with the English language proficiency assessment required through the *No Child Left Behind Act of 2001*. Instructions for entering the data are listed below.

- a. Click on the arrow appearing in the right-hand column labeled, "Select School Division."

- b. Choose the correct school division. At this point the program will create a Directory on your hard drive labeled, (C:\DOE_data\LEP). The file will automatically be saved under a new name (LEP_your school division number_0203.xls) to that directory. Do NOT rename this file.
- c. Scroll down the page to the first chart.
- d. Enter the number of kindergarten through second grade LEP students at each proficiency level, level 1 through 4, according to the level descriptions in the English Language Proficiency Standards of Learning. Enter the number of students in each box that corresponds to the English language proficiency assessment(s) used to determine the level. If a student has demonstrated proficiency in all of the English Language Proficiency Standards of Learning, list that student in the exit box. If more than one English language proficiency assessment was used to determine the level, enter the number of students in every corresponding box. The entry should reflect the LEP students' proficiency at the time the assessment was administered. (The English Language Proficiency Standards of Learning may be accessed at: <http://www.pen.k12.va.us/VDOE/Superintendent/Sols/EnglishSOL02.html>.)
- e. Enter the unduplicated count of LEP students in the final box in each row. This number should represent the total number of LEP students at that proficiency level. For school divisions that are using one English language proficiency assessment instrument, this number will be a duplicate of the number entered on that row. For school divisions using multiple instruments, this number should reflect the total number of LEP students at each proficiency level.
- f. Repeat steps d and e for grade clusters 3-5, 6-8, and 9-12.
- g. Save the file.

3. Forwarding the Spreadsheet

Once the data have been entered, forward the spreadsheet to the Department of Education according to the instructions below.

- a. Locate the file labeled, (C:\Doe_data\LEP\LEP_your school division number_0203.xls). Submit the file as an electronic attachment by e-mail to: LEP@mail.vak12ed.edu by June 30, 2003. If you see a file labeled, (LEP0203.xls), do **NOT** send this file.
- b. Await acknowledgement of receipt of your completed survey via e-mail.