

The Virginia General Assembly directed the Board and Department of Education to collect and analyze data, and make recommendations to resolve issues relating to LEP students earning high school diplomas. To comply with the legislation, the Virginia Department of Education (VDOE) is requesting that you provide information on services your division provides to LEP students, and information about individual student records. We will add this new information to the data we collect and maintain to complete the study and develop policy recommendations. VDOE has developed a two-part survey to collect data, which can be accessed at [xx insert link here xx](#) using the Single Sign-on for Web Systems (SSWS). Below we provide instructions for completing the survey.

### **Part I: School division LEP assistance programs, services, and graduation barriers**

LEP assistance programs and services. The survey asks for information about assistance programs offered to LEP students (see list below). For each assistance service listed, please check the box that corresponds to “yes” if your school division offers the service, or “no” to indicate that your school division does NOT offer these services to high school LEP students. For those programs that your division offers, please enter the number of LEP high-school students that used the service in the 2005-2006 school year, through June 30, 2006. For each service, the survey allows you to enter comments that can further inform our analysis. Some examples are: whether the program is only offered to students in certain schools; if there is a waiting list to enter the program; other reasons students who want the service are currently not being served; if the program is experimental or a pilot program.

- The option to allow LEP students to attend until the age of 22
- Targeted remediation classes to students who fail the English 11 SOL assessment
- Summer school English for Speakers of other languages classes
- After-school tutoring
- Weekend tutoring
- Alternative programs
- Alternative schedules
- Family literacy programs
- Other (specify any other programs offered in your division in the text).

Barriers to earning a diploma. What barriers to earning a high school diploma do the LEP students in your division face? This question is provided in an open ended format. We encourage you to be honest, and to limit your responses to common or typical barriers you know about from conversations with students and their teachers, families, guidance counselors, or others with detailed knowledge of LEP students' education.

## Part II: Supplemental student information

This section of the survey requests that you provide information on individual LEP students enrolled in your division's high school during the 2005-2006 school year. To complete the survey, you will need to download a tab delimited file from the Single Sign-on for Web Systems (SSWS), enter data into the file, and upload the file using the SSWS. The downloadable file contains the unique student identifiers of the LEP students in your division that were identified for data collection through a random selection process. To complete the survey, you will need the following information for each student identified in the downloaded file:

- A. Prior to entering Virginia public schools, was the student:
  - 1 = Enrolled in school in another US State or territory
  - 2 = Enrolled in school in another country
  - 3 = Not enrolled in school
  - 4 = Data not available
  
- B. Prior to entry in Virginia public schools, was the students school attendance:
  - 1 = Uninterrupted (year-to-year enrollment continuity within the education system not marked by irregular attendance)
  - 2 = Interrupted (irregular enrollment or irregular attendance in the education system)
  - 3 = Data not available
  
- C. Student's class rank or standing, listed as:
  - 1 = Top 25 %
  - 2 = 25-50 %
  - 3 = 50-75 %
  - 4 = Bottom 25 %
  - 5 = School doesn't calculate rank
  - 6 = Rank not calculated for this student
  - 7 = Data not available
  
- D. If you have any additional information on this student's post-high school educational and employment activities please enter that information here.
  - 1= accepted and attending 4-year college
  - 2= accepted and attending 2-year college
  - 3= other education plans (specify in "other comments" field)
  - 4= joined the military
  - 5= is employed full-time
  - 6= is employed part-time
  - 7= has multiple jobs (specify in "other comments")
  - 8= entered a GED program
  - 9 = unemployed
  - 10 = other known plans (specify in "other comments" column)
  - 11= no information available