

Student Data and Reporting

All eligible multilingual English learners must be tracked in the district's student information system and reported to the state via the [Comprehensive Education Data and Research System](#) (CEDARS).

Tracking & Reporting Student Information

All students identified as English Learners must be reported in English Learners File (J), including:

- Students receiving services in State Transitional Bilingual Instruction Program
- Native American students receiving English Language Development services under Title III
- Students who took the State English Language Proficiency placement test but did not qualify for services in State Transitional Bilingual Instruction Program
- Native American students who took the State English Language Proficiency placement test but did not qualify for English Language Development services under Title III

A student may not be receiving services but may have tested for one of the two programs and that information should be reported in this file.

When students first enroll in a school district, the district is required to use a Home Language Survey to capture information about the student's first language and language spoken most often at home. These two elements should be captured in CEDARS District Student File (B):

- B17 – *Student Primary Language Code*
- B18 – *Student Language Spoken at Home*

B17 corresponds to question 2 (What language did your child first learn to speak), and B18 corresponds to question 3 (What language does YOUR CHILD use the most at home). More information is available on these two elements in the [CEDARS Data Manual](#) on page 48.

Other important basic student information is captured in the English Learners File (J) including:

- J01 – *School Year*
- J02 – *Serving County District Code*
- J03 – *District Student ID*
- J04 – *State Student ID*
- J05 – *Location ID*

District Student Information Systems should be aligned to capture this information and report it directly to CEDARS.

Tracking Student ELP Screening & Placement

Based on the Home Language Survey, districts will screen and place students in the appropriate program to provide ELD services, following the procedures outlined in the Identification, Screening, and Placement guidance (Chapter 2).



Information regarding student's screening and placement must be reported in English Learners File (J). This includes reporting the instructional program model which may need to be updated when students move between districts, schools, and/or programs. Information reported in the elements listed below should only be for the most recent screener/placement test. They should not be used to report any annual assessment information.

- J06 – *Instructional Model Code*
- J07 – *Program Status Start Date*
- J08 – *Program Exit Date*
- J09 – *Exit Reason Code*
- J13 – *Initial Placement Test Date*
- J17 – *Program Designation*
- J18 – *Placement Test Code*
- J19 – *Grade Level at Placement*
- J20 – *Placement Test Score* (formerly Placement Test Scale Score)
- J21 – *Placement Status* (formerly Placement Test Level, see [Appendix N](#) for codes)
- J22 – *Placement Test Date* (If student has taken more than one placement test, this is the most recent placement test date. If not, it will match element J13.)
- J23 – *Overall Placement Test Score*

For more information on these elements, see the [CEDARS Reporting Guidance](#), pages 111-115, and the [CEDARS Data Manual](#), pages 116-124.

P-223 Reporting

Districts must report student counts monthly on the P-223 Form including the number of qualified multilingual English learners participating in the TBIP. TBIP enhanced funding is generated for students who have been identified as eligible for TBIP services, are enrolled in a state-approved TBIP program, and received TBIP services on or before the count day but sometime in the prior month. On each monthly count day, report the enrolled TBIP student headcount in the field provided on Form P-223.

Districts receive TBIP funding based on their budgeted enrollment from September to December. Starting in January, districts receive TBIP funds based on the actual enrollment entered into the P-223 from October through June and funding is reconciled based on those updated numbers. For more information, see the [Enrollment Reporting Handbook](#).

LEP Application

Districts can access information in CEDARS for students transferring within the state using the Limited English Proficiency application in the Education Data System (EDS). This application also includes a Possible Eligible, Not Reported (PENR) list of students whose information may be incomplete and are therefore not being reported or receiving funding. It is important to check this report regularly to keep student records complete and ensure that all eligible multilingual English learners are receiving services.