



Chicago Public Schools

ELL School Based Report Instructions



Overview: The legacy SI system was highly automated with respect to the ELL program and provided bi-lingual staff with a variety of ELL based reports. The underlying data dependencies for most reports have only very recently been resolved, so the IMPACT team is working to replicate the inventory of school based ELL reporting as quickly as possible. At this juncture, there are two ELL school based reports available to staff:

- **CPS Students with Invalid Home Language**
This report identifies students with a SIM Home Language value other than English that have incorrect or mismatching HLS indicators of 'No'. The SIM automated process for the placement of students in the ELL program is based upon the answers to the HLS questions in tandem with a student's previous program history (if any); therefore it is of vital importance to ensure that clerks update a students HLS answers during enrollment. This report is a means for bi-lingual lead teachers to work with clerks to identify student records that may have incorrect HLS answers

- **CPS Students to Take W-APT**
The report identifies students that have been automatically placed in the ELL program who have not yet received the W-APT screener examination. The purpose of the report is to ensure that new ELL students are tested in a timely fashion, allowing bi-lingual lead teachers to subsequently assess a student's level of English proficiency.

IMPACT will continue to work with the Office of Language and Cultural Education to prioritize the report inventory and to solidify requirements. A good amount of short term effort will be focused on ensuring that CPS adheres to district-wide regulatory compliance reporting. As well, additional school based reports will be made available under the ELL report heading in the coming weeks and over the course of the summer.

Work Steps

The following steps provide instruction or accessing school based ELL reports.

1. Login to system
2. From the left hand menu pane, click the Reports link. This will yield the school reporting menu.
3. Next, scroll down to the report section labeled ELL.
4. Click on the name of the report to pull up the **Report Options** window.





A sample of the Report Options window for the "Students to Take W-APT" is displayed to the right.

- Note that each report window includes a brief description of the report.
- Next, under Preferences, select the manner in which you would like the information to be displayed on the report. Available selections include:
 - Grade Level
 - Home Language
 - Homeroom

7. Once a Preference has been selected, click **Run Report**.

8. The screen will then state that the system is generating report data. It may take a few moments, but the report will generate as a PDF file in a separate browser window.

9. To Save the report, click the File menu and select the Save As option to store the PDF file to a local or network drive.

