



A³ LEP

Users Manual

Division of Learning

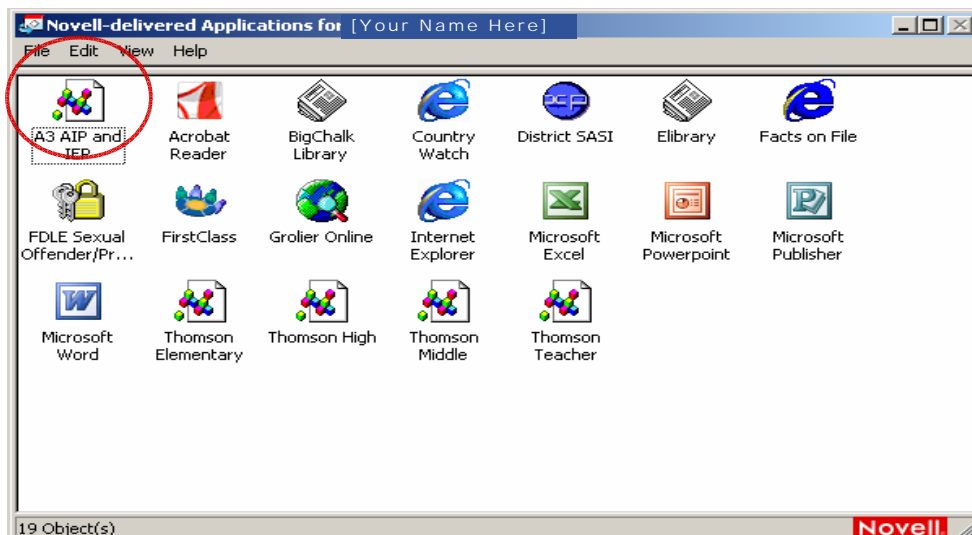
Revised July 2009

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Accessing the A³ Server and Logging In

Double-click the A³ icon in your Novell-delivered Applications window to access the A³ server. Or launch Internet Explorer and type the URL <http://10.39.253.57/a3.html> into the address window and click Go or hit Enter on the keyboard.




Type your username and password (both of which are your staff ID number) and click the green A³ Login button.

The screenshot shows the A3 Login interface. At the top, it says "Academic - Achievement - Advancement" and "A³". Below this are fields for "Username:" (containing "username") and "Password:" (containing "*****"). To the right, it displays "Date:", "Current User", "School Year:", and "System Version". A "3.3.B.A" version number and a "Need Help?" link are also visible. A green "A3 Login" button is highlighted, with a yellow arrow pointing to it. Below the login fields is a "Select School:" dropdown menu with "Filter Students ..." and "Show 'All Students'" buttons. At the bottom, there is a "Student List:" table with columns for "Full Name", "Student #", "Grade", and "Special Programs". The table is currently empty. At the very bottom, there is a footer with "A3 Help" and "A3 System Powered by Synergistic FrameWorks" next to a logo.

The default student list contains the names of only those students who have an PMP, IEP and/or LEP in the A³ system. To see a list of all students, click the Show All Students button.

A cademic - A chievement - A dvancement

Date: 08-May-2006 Current User: Becky Ecklund
 School Year: 2006 System Version: 3.3.B.A / 3.3.B.D



Need Help?

A3 Logoff

Student Filters:

Select School: Filter Students ...

Educational Services: AIP or IEP or LEP or SOS Show "All Students"

Student List: 336

Full Name	Student #	Grade	Educational Services
Albertson, John	88888888	05	IEP / AIP / LEP
Bailey, George	88888888	04	LEP
Carter, June	88888888	03	AIP
Daquisto, David	88888888	05	AIP / LEP
Ensenada, Callie	88888888	KG	LEP
Fernandez, Alexander	88888888	02	AIP
Garcia, Jerry	88888888	05	IEP / AIP
Houston, Angelica	88888888	KG	LEP
Eglesias, Julio	88888888		

Educational Services Student General Administration

AIP DOP REF IEP LEP 504

AIP Reports ... DOP Reports ... REF Reports ... IEP Reports ... LEP Reports ... 504 Reports ...

A3 Help

A3 System Powered by Synergistic FrameWorks



Create an LEP Plan

Select the student for whom you wish to create an LEP plan and click the LEP button on the Educational Services tab below.

A cademic - A chievement - A dvancement

Date: 08-May-2006 Current User: Beddy Ecklund
School Year: 2006 System Version: 3.3.B.A / 3.3.B.D

A3 Logoff **A** **3** Need Help?

Student Filters:
Select School: 111 : Neil Armstrong Elementary Filter Students ...
No Filters Applied - Show All Students Show "All Students"

Student List: 609

Full Name	Student #	Grade	Educational Services
Albertson, John	88888888	05	IEP / AIP / LEP
Bailey, George	88888888	04	LEP
Carter, June	88888888	03	AIP
Daquisto, David	88888888	01	
Fernandez, Alexander	88888888	05	
Garcia, Jerry	88888888	03	
Houston, Angelica	88888888	05	AIP / LEP
Eglesias, Julio	88888888	KG	LEP

Educational Services Student General Administration

AIP DGP REF IEP **LEP** 504
 AIP Reports ... DGP Reports ... REF Reports ... IEP Reports ... LEP Reports ... 504 Reports ...

A3 Help
A3 System Powered by Synergistic FrameWorks

LEP Maintenance

Student: Fernandez, Alexander Number: 88888888 Year: 2006
School: Neil Armstrong Elementary Grade: 05

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State

Create LEP Update LEP Delete LEP Copy LEP View LEP

LEP Summary:

ESOL Status: Plan Date:
Language: Review Date:
Basis of Entry: Entry Date:
Basis of Exit: Exit Date:

Services Goals Progress Meetings Assessments

Check Compliance Event Journal Forms ... Done

Java Applet Window

At the LEP Maintenance screen, click the Create LEP button.

On the General 1 tab:

Create LEP

Student Name: Fernandez, Alexander LEP State: Active

ESOL Status: Testing for ESOL Eligibility

General-1 | General-2 | Reclassification

ESOL Eligibility

LEP Language: [Dropdown] ← **Select LEP language**

Entry Date: [Date] [v] ← **Set date of entry into ESOL**

Basis of Entry: [Dropdown] ← **Select basis of entry**

Classification Date: [Date] [v] ← **Set classification date**

LEP Plan

LEP Plan Date: [Date] [v] ← **Set LEP plan date (System sets review date...)**

Review Date: [Date] [v]

Instructional Strategy: [Dropdown] ← **Select instructional strategy**

Reevaluation

Most Recent Reevaluation Date: [Date] [v]

Next Reevaluation Date: [Date] [v] ← **...and next re-evaluation date)**

ESOL Exit

Exit Date: [Date] [v]

Basis of Exit: [Dropdown]

OK Cancel

Java Applet Window

Click OK.

Click Update LEP and select the General 2 tab.

Create LEP

Student Name: Fernandez, Alexander LEP State: Active

ESOL Status: Testing for ESOL Eligibility

General-1 | General-2 | Reclassification

Participation in State Assessments

Will Student participate in Standardized State Assessments? Yes [v]

(If No, explain how student will be assessed)

Comment:

[Text Area]

OK Cancel

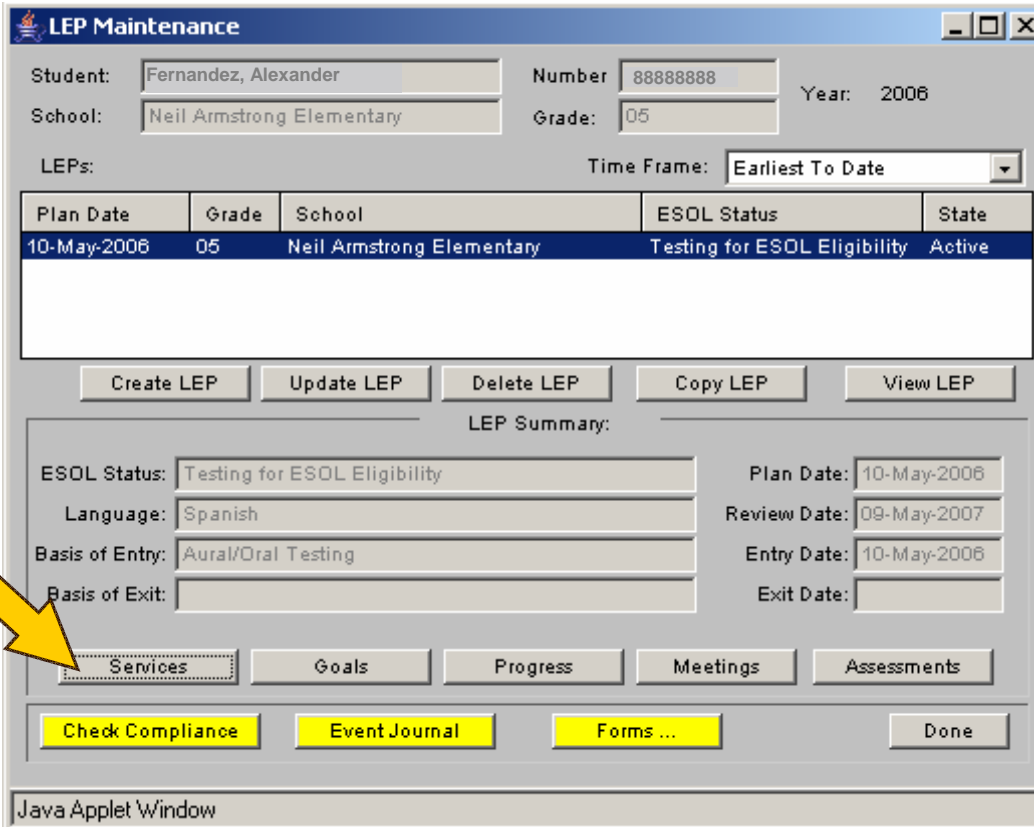
Java Applet Window

Select **Yes** in the field labeled “Will the student participate in standardized state assessments?” (All ELL students participate in standardized state assessments.)

Click OK.

Services

At the LEP Maintenance screen, click the Services button.



LEP Maintenance

Student: Fernandez, Alexander Number: 88888888 Year: 2006
 School: Neil Armstrong Elementary Grade: 05

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
10-May-2006	05	Neil Armstrong Elementary	Testing for ESOL Eligibility	Active

Create LEP Update LEP Delete LEP Copy LEP View LEP

LEP Summary:

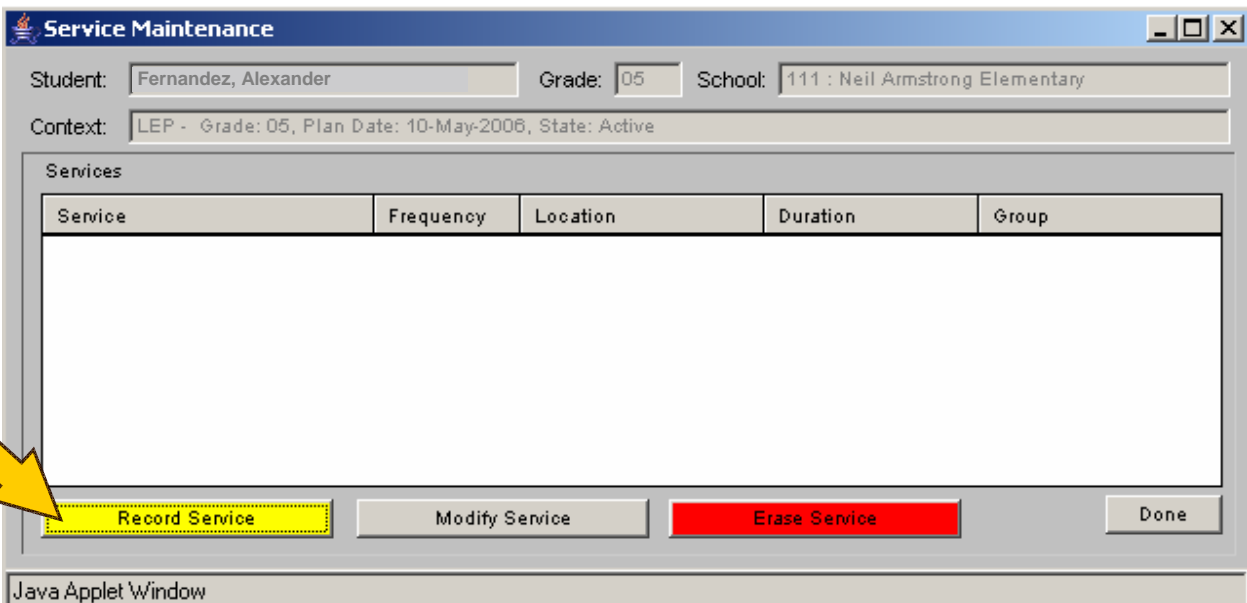
ESOL Status: Testing for ESOL Eligibility Plan Date: 10-May-2006
 Language: Spanish Review Date: 09-May-2007
 Basis of Entry: Aural/Oral Testing Entry Date: 10-May-2006
 Basis of Exit: Exit Date:

Services Goals Progress Meetings Assessments

Check Compliance Event Journal Forms ... Done

Java Applet Window

At the Service Maintenance screen, click the Record Service button.



Service Maintenance

Student: Fernandez, Alexander Grade: 05 School: 111 : Neil Armstrong Elementary

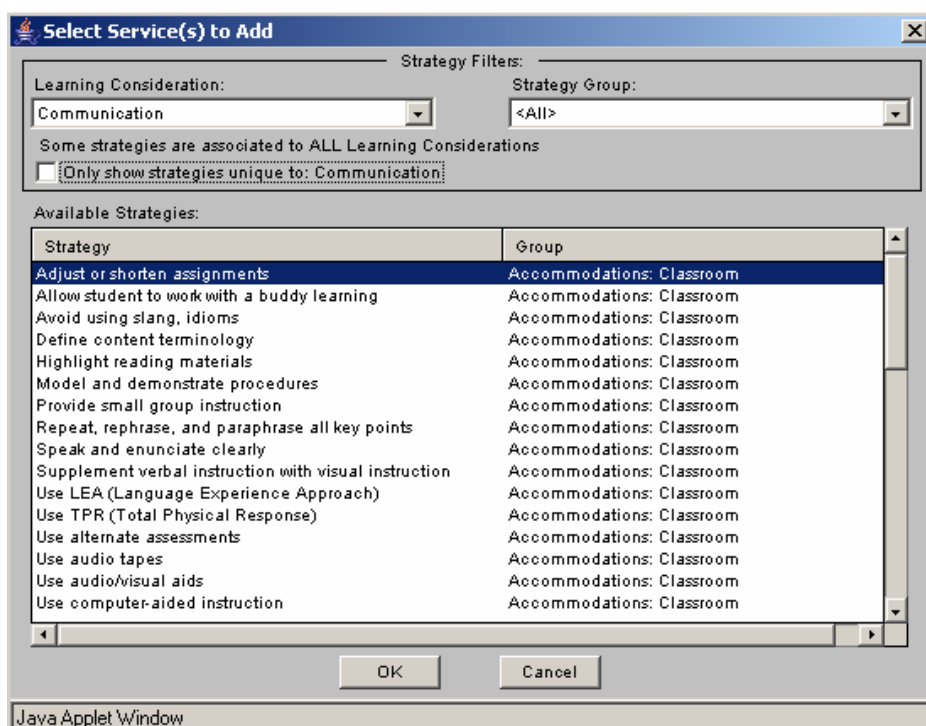
Context: LEP - Grade: 05, Plan Date: 10-May-2006, State: Active

Services

Service	Frequency	Location	Duration	Group
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Record Service Modify Service Erase Service Done

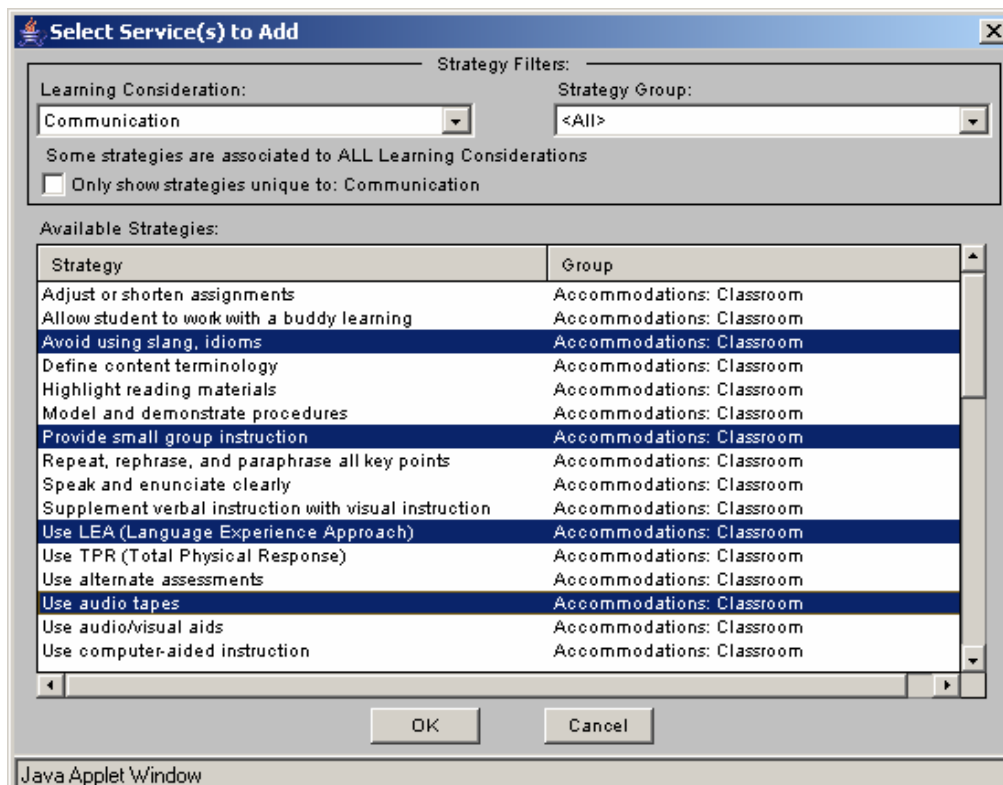
Java Applet Window



Services/strategies can be filtered by Strategy Group (Accommodations: Classroom, Organizational Strategies, Test Modifications, and Standardized Test Strategies).

Multiple services/strategies can be selected at one time by holding down the Control (Ctrl) key on the keyboard and clicking on each service.

Select desired service(s) and click OK.



Service Maintenance

Student: Fernandez, Alexander Grade: 05 School: 111 : Neil Armstrong Elementary

Context: LEP - Grade: 05, Plan Date: 10-May-2006, State: Active

Service	Frequency	Location	Duration	Group
Avoid using slang, idioms	Daily	ESOL Classroom and Reg	05/10/06 to 05/09/07	Accommodations: Classro
Provide small group instruction	Daily	ESOL Classroom and Reg	05/10/06 to 05/09/07	Accommodations: Classro
Use LEA (Language Experience Ap	Daily	ESOL Classroom and Reg	05/10/06 to 05/09/07	Accommodations: Classro
Use audio tapes	Daily	ESOL Classroom and Reg	05/10/06 to 05/09/07	Accommodations: Classro

Record Service Modify Service Erase Service Done

Java Applet Window

Defaults are set for service frequency (Daily), location (ESOL Classroom and Regular Education Classroom), and duration (LEP Plan Date to LEP Review Date). If any of those settings need to be changed, select the service and click **Modify Service**.

Update Service

Student Name: Fernandez, Alexander

Strategy: Intervention Strategy: Avoid using slang, idioms **select..**

Comment:

General Applicable Subjects

Duration: **Duration:**

Begin Date: 10-May-2006 End Date: 09-May-2007 Intervention Status: In Progress

Frequency / Location: **Frequency / Location:**

Frequency: per Weekly Minutes Per Session / Per Week: 0 9876

Location: Small Group Location Comment:

Responsible Person: **Responsible Person:**

Responsible Person Type: ESOL Teacher Comment:

Recorded by: Ecklund, Becky Area of Concern: Communication

OK Cancel

Java Applet Window

The Select button allows you to change the service/strategy.

Adding a comment is optional.

On the General tab, the service duration,

frequency and

location can be changed.

Select a responsible person (type).

Comment is optional.

Click OK.

Goals and Evaluation Plans

At the LEP Maintenance screen, click the Goals button.

LEP Maintenance

Student: Fernandez, Alexander Number: 88888888 Year: 2006
 School: Neil Armstrong Elementary Grade: 05

LEPs: Time Frame: **Earliest To Date**

Plan Date	Grade	School	ESOL Status	State
10-May-2006	05	Neil Armstrong Elementary	Testing for ESOL Eligibility	Active

LEP Summary:

ESOL Status: Testing for ESOL Eligibility Plan Date: 10-May-2006
 Language: Spanish Review Date: 09-May-2007
 Basis of Entry: Aural/Oral Testing Entry Date: 10-May-2006
 Basis of Exit: Exit Date:

Java Applet Window

At the Goal Maintenance screen, click the Record Goal button.

Goal Maintenance

Student: Fernandez, Alexander Grade: 05 School: 111 : Neil Armstrong Elementary

Context: LEP - Grade: 05, Plan Date: 10-May-2006, State: Active

Goals

Annual Goal

EvaluationPlan

Evaluation Plans

Done

Java Applet Window

On the Goal Description tab on the Create Goal screen, select a goal from the bank...

The screenshot shows the 'Create Goal' window with the 'Goal Description' tab selected. The 'Student' field contains 'Fernandez, Alexander'. The 'Goal from Bank' dropdown menu is open, showing the selected goal: 'LEP : will improve letter and sound identification'. A yellow arrow points to this dropdown menu. Below it, the 'Description / Details' field contains the text: 'Alberto will improve letter and sound identification'. At the bottom, the 'Recorded by' field contains 'Eklund, Becky' and the 'Area Of Concern' field contains 'Communication'. There are 'OK' and 'Cancel' buttons at the bottom.

... or type your own goal into the Description/Details field.

If you select a goal from the bank, you **MUST** click into the Description/Details field and type the student's name at the beginning of the goal description. Additional details may be added.

On the Services Supporting Goal tab, in the Services Not In Support of Goal field, select the services that will support the goal and click Add to move them into the Services In Support of Goal field.

The screenshot shows the 'Create Goal' window with the 'Services Supporting Goal' tab selected. The 'Student' field contains 'Fernandez, Alexander'. The 'Services Not In Support of Goal' list contains three items: 'Adjust or shorten assignments', 'Provide small group instruction', and 'Use LEA (Language Experience Approach)'. The 'Add >>' button is highlighted. The 'Services In Support of Goal' list contains one item: 'Use audio tapes'. At the bottom, the 'Recorded by' field contains 'Eklund, Becky' and the 'Area Of Concern' field contains 'Communication'. There are 'OK' and 'Cancel' buttons at the bottom.

Click OK.

At the Goal Maintenance screen, you may record another goal or modify an existing goal.

To create an evaluation plan for the goal, click the Record Plan button.

If you have selected a goal from the goal bank, there may be an evaluation plan associated with it in the bank that can be selected from the drop-down list.

If not — or if you don't want to use an evaluation plan from the bank — type a description of your evaluation plan in the Description/Details field.

Set the frequency with which progress toward the goal will be measured.

Click OK.

At the Goal Maintenance screen, click Done.

Check LEP Plan Compliance

At the LEP Maintenance screen, click the Check Compliance button.

The report shows non-compliance issues in red, cites the compliance rule, specifies the steps to be taken to resolve the issue, and shows the path to the area where the issue can be corrected.

Forms may be closed by clicking the "X" in the upper right corner of the window.

Making the LEP Active

After compliance has been met, the LEP can be made Active. At the LEP Maintenance screen, click the Event Journal.

LEP Maintenance

Student: Fernandez, Alexander Number: 88888888 Year: 2006
 School: Neil Armstrong Elementary Grade: 05

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
10-May-2006	05	Neil Armstrong Elementary	Testing for ESOL Eligibility	Active

Create LEP Update LEP Delete LEP Copy LEP View LEP

LEP Summary:

ESOL Status: Testing for ESOL Eligibility Plan Date: 10-May-2006
 Language: Spanish Review Date: 09-May-2007
 Basis of Entry: Aural/Oral Testing Entry Date: 10-May-2006
 Basis of Exit: Exit Date:

Services Goals Progress Meetings Assessments

Check Compliance Event Journal Forms... Done

Java Applet Window

The previous events in the journal may have been generated automatically when the LEP was created.

Click on the Record Event button.

LEP Event Journal

Student: Fernandez, Alexander Year:

Journal Entries:

Date	Recorded By	Journal Entry Type	ESOL Status	LEP State
11-Nov-2008	Ecklund, Becky	New LEP Created	Eligible and Enrolled	Draft

Record Event Edit Event Delete Event Done

Java Applet Window

Set a different date for the event, if necessary.

Select Journal Entry Type
“Pending Approval: Pending Approval”

Comment is optional.

Click OK.

Student Name: Fernandez, Alexander

Date of Event: 11-Nov-2008 v Date Recorded: 11-Nov-2008

Journal Entry Type: Pending Approval: Pending Approval

Comment:

Recorded By: Ecklund, Bedy

OK Cancel

Java Applet Window

Repeat the steps above, selecting the Journal Entry Type “Activate: Active.”

At the LEP Event Journal screen, click Done.

Student: Fernandez, Alexander Year:

Journal Entries:

Date	Recorded By	Journal Entry Type	ESOL Status	LEP State
11-Sep-2008	Muentes, George	New LEP Created	Eligible and Enrolled	Draft
11-Sep-2008	Muentes, George	Pending Approval	Eligible and Enrolled	Pending App
11-Sep-2008	Muentes, George	Activate	Eligible and Enrolled	Active

Record Event Update Event Delete Event Done

Java Applet Window

Meetings and Notices

To record meetings in the A³ system, at the LEP Maintenance screen, click the Meetings button.

LEP Maintenance

Student: Fernandez, Alexander Number: 88888888 Year: 2006
 School: Neil Armstrong Elementary Grade: 05

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
10-May-2006	05	Neil Armstrong Elementary	Testing for ESOL Eligibility	Active

Create LEP Update LEP Delete LEP Copy LEP View LEP

LEP Summary:

ESOL Status: Testing for ESOL Eligibility Plan Date: 10-May-2006
 Language: Spanish Review Date: 09-May-2007
 Basis of Entry: Aural/Oral Testing Entry Date: May-2006
 Basis of Exit: Exit Date:

Services Goals Progress Meetings Assessments

Check Compliance Event Journal Forms ... Done

Java Applet Window

Meeting Maintenance

Student: Fernandez, Alexander Number: 88888888 Year: 2006
 School: Neil Armstrong Elementary Grade: 05

Meetings: Time Frame: Earliest To Date

Date	Purpose	Outcome	State
------	---------	---------	-------

Create Meeting Update Meeting Delete Meeting View Meeting Assign Meeting to:
 Student Progression Decision Additional Notes Forms ... IEP REF

Record of Contact Attempts for selected Meeting:

Date:	Recorded By:	Journal Entry Type:	State:
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Record Event Update Event Delete Event Done

Java Applet Window

Click the Create Meeting button.

On the General tab, set the meeting date and time. This can be done using the calendar/time dialog (see below) or by clicking into the Start Time field and typing the date and time. (Note that the year date must be four digits.)

The meeting location defaults to the student's school of enrollment, but it can be altered.

Select the meeting purpose from the list of Available Purposes in the left window, then click Add to move it to the Applicable Purposes window.

The Purpose Comment is optional.

Create Meeting

Student Name: Fernandez, Alexander School: Neil Armstrong Elementary

General Attendees Notes Strengths/Weaknesses Recommendations

Meeting Time, Location and Status

Start Time: 23-May-2006 01:50 PM v Duration: 0 (Minutes) Meeting Status: Requested v

Location: Neil Armstrong Elementary

Meeting Purpose

Available Purposes: Manifestation, Review IEP (Transfer), Parent Conference, Other (specify)

Add>> <<Remove

Applicable Purposes: LEP Committee Meeting

Purpose Comment:

Meeting Outcome

Outcome Category: [Yellow Highlighted]

Outcome Type: [Yellow Highlighted]

Outcome Comment:

Recorded By: Ecklund, Becky

OK Cancel

Java Applet Window

Calendar Dialog

Please Select Meeting Date...

May 2006

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01 30 PM OK Cancel

Java Applet Window

Click the Attendees tab.

Click the Select Team button, then click Continue on the confirmation dialog box, to pre-populate the Invited Attendees field with a comprehensive list of possible attendees. This list can be modified by highlighting and deleting and/or adding.

Method of Sharing should be set to Face-to-Face, as this applies to the invited District staff.

The contact person and phone number default to the logged-in user and the school phone number, but either can be changed.

Click OK.

Create a Meeting Notice

At the Meeting Maintenance screen, under the Record of Contact Attempts for Selected Meeting, the first record is automatically generated by the system when a meeting is created.

To create a meeting notice, click the Record Event button.

Enter the date on which the meeting notice was or will be sent.

Select the Journal Entry Type.

Select Method of Sharing.

Comment is optional.

Click OK.

Other events pertaining to a meeting can be recorded in the meeting journal, such as Response Received, Contact Attempts, Meeting Canceled, Meeting Rescheduled.

Create Meeting Journal Entry

Student Name: Fernandez, Alexander

Date: 15-May-2006

Journal Entry Type: Invitation Sent

Method of Sharing: Note Sent U.S. Mail

Comment: Invitation sent to parents

Recorded By: Ecklund, Becky

Recorded On: 11-May-2006

OK Cancel

Java Applet Window

To print an LEP Committee Meeting Notice, at the Meeting Maintenance screen, click on the Forms button...

Meeting Maintenance

Student: Fernandez, Alexander Number: 88888888

School: Neil Armstrong Elementary Grade: 05 Year: 2006

Meetings: Time Frame: Earliest To Date

Date	Purpose	Outcome	State
23-May-2006 03:05 PM	LEP Committee Meeting		Requested

Buttons: Create Meeting, Update Meeting, Delete Meeting, View Meeting, Forms..., IEP, REF

Record of Contact Attempts for selected Meeting:

Date	Recorded By	Journal Entry Type	State
11-May-2006	Ecklund, Becky	Meeting Request	Requested
15-May-2006	Ecklund, Becky	Invitation Sent	Requested

Buttons: Record Event, Update Event, Delete Event, Done

Java Applet Window

Select Form

Please select a form to print:

LEP Committee Meeting Notice

OK Cancel

Java Applet Window

...and select LEP Committee Meeting Notice from the drop-down list of forms. Click OK.

Sample LEP Committee Meeting Notice Form



Charlotte County Public Schools
1445 Education Way
Port Charlotte, FL 33948
941.255.0808 & 941.255.7571 Fax
www.yourcharlotteschools.net

English Language Learners (ELL) L.E.P. Committee Meeting Notice

Student Name: Hernandez, Alexander Student ID#: 88888888 School: Meadow Park Elementary
Student Grade: 3rd Home Language: Spanish

The meeting has been scheduled for: **DATE:** 29-Sep-2008 **TIME:** 08:00 AM
PLACE: Meadow Park Elementary

The following LEP committee members are invited to attend:

<u>Mrs. Hernandez-Parents/Guardians</u>	<u>Mrs. Robbins-Regular Education Teacher</u>
<u>Mrs McElroy- Asst.Principal</u>	<u>Mrs. Hutchison-Counselor</u>
<u>Mr. Muentes-ESOL Teacher</u>	

Meeting Purpose(s):

- LEP Committee Meeting

Purpose Comment:

FCAT 2008-09 /ELL Plan/ Math PMP/3rd
Grade retention Law

Distribution: _____ Cumulative Folder _____ ELL Folder _____ Committee Members
Revised: 05/06 Form: 05

After the meeting, go to the Meeting Maintenance screen and click Update Meeting.

Meeting Maintenance

Student: Fernandez, Alexander Number: 88888888
 School: Neil Armstrong Elementary Grade: 05 Year: 2006
 Meetings: Time Frame: Earliest To Date

Date	Purpose	Outcome	State
23-May-2006 03:05 PM	LEP Committee Meeting		Requested

Buttons: Create Meeting, Update Meeting, Delete Meeting, View Meeting, Student Progression Decision, Additional Notes, Forms ..., Assign Meeting to: IEP, REF

Record of Contact Attempts for selected Meeting:

Date:	Recorded By:	Journal Entry Type:	State:
11-May-2006	Ecklund, Becky	Meeting Request	Requested
15-May-2006	Ecklund, Becky	Invitation Sent	Requested

Buttons: Record Event, Update Event, Delete Event, Done

Java Applet Window

On the General tab, select the Meeting Outcome Category – ESOL – and a Meeting Outcome Type.

On the Attendees tab, you may enter the Actual Attendees if you wish. (If the actual attendees are the same as the invited attendees, click the Copy button, then the Continue button on the confirmation dialog.

To enter meeting notes, click on the Notes tab.

At the Meeting Maintenance screen, click Done.

Update Meeting

Student Name: Fernandez, Alexander School: Neil Armstrong Elementary

Tabs: General, Attendees, Notes, Strengths/Weaknesses, Recommendations

Meeting Time, Location and Status

Start Time: 23-May-2006 03:05 PM v Duration: 0 (Minutes) Meeting Status: Requested

Location: Neil Armstrong Elementary

Meeting Purpose

Available Purposes: Discuss results/elig/IEP, Review IEP, Discuss change in program, Dismissal/discontinuation (Comment)

Applicable Purposes: LEP Committee Meeting

Purpose Comment:

Meeting Outcome

Outcome Category: ESOL Outcome Type: Student placed into ESOL Program

Outcome Comment:

Recorded By: Eklund, Becky

Buttons: OK, Cancel

Java Applet Window

Change ELL Status

At the LEP Maintenance screen, click the Event Journal button to change the student's ESOL status.

LEP Maintenance

Student: Fernandez, Alexander Number: 88888888 Year: 2006
 School: Neil Armstrong Elementary Grade: 05

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
10-May-2006	05	Neil Armstrong Elementary	Testing for ESOL Eligibility	Active

Create LEP Update LEP Delete LEP Copy LEP View LEP

LEP Summary:

ESOL Status: Testing for ESOL Eligibility Plan Date: 10-May-2006
 Language: Spanish Review Date: 09-May-2007
 Basis of Entry: Aural/Oral Testing Entry Date: 10-May-2006
 Basis of Exit: Exit Date:

Services Goals Progress Meetings Assessments

Check Compliance Event Journal Forms... Done

Java Applet Window

The first event in the journal was generated automatically when the LEP was created.

Click on the Record Event button.

LEP Event Journal

Student: Fernandez, Alexander Year:

Journal Entries:

Date	Recorded By	Journal Entry Type	ESOL Status	LEP State
10-May-2006	Ecklund, Becky	New LEP Created	Testing for ESOL Eligibility	Active

Record Event Update Event Delete Event Done

Java Applet Window

Set a different date for the event, if necessary.

Select Journal Entry Type.

Comment is optional.

Click OK.

At the LEP Event Journal screen, click Done.

Date	Recorded By	Journal Entry Type	ESOL Status	LEP State
10-May-2006	Ecklund, Becky	New LEP Created	Testing for ESOL Eligibility	Active
11-May-2006	Ecklund, Becky	Eligible and Enrolled	Eligible and Enrolled	Active

Print LEP Plan and Other Forms

At the LEP Maintenance screen, note the ESOL status — Eligible and Enrolled.

To print the LEP Plan and other forms, click the Forms button, select a form from the drop-down list, and click OK. Click the printer icon in the toolbar or go to the File menu and select print.

LEP Maintenance

Student: Number: Year: 2006
 School: Grade:

LEPs: _____ Time Frame:

Plan Date	Grade	School	ESOL Status	State
10-May-2006	05	Neil Armstrong Elementary	Eligible and Enrolled	Active

LEP Summary:

ESOL Status: Plan Date:
 Language: Review Date:
 Basis of Entry: Entry Date:
 Basis of Exit:

Java Applet Window



Limited English Proficiency Plan

Charlotte County Public Schools
1445 Education Way
Port Charlotte, FL 33948
941.255.0808 & 941.255.7571 Fax
www.yourcharlotteschools.net

Student Name: Fernandez, Alexander
ELL Status: Eligible and Enrolled
Language: Spanish

Student #: 88888888
Grade Level: 3rd
Home Language: Spanish

School Year: 2008-2009
School Name: Meadow Park Elementary
LEP State: Active

Home Language Survey Date: 14-Dec-2007

ELL Eligibility LEP Language: <u>Spanish</u> Entry Date: <u>17-Dec-2007</u> Basis of Entry: <u>Aural/Oral Testing</u> Classification Date: <u>14-Dec-2007</u>	LEP Plan LEP Plan Date: <u>19-Aug-2008</u> LEP State: <u>Active</u> Review Date: <u>18-Aug-2009</u> Instructional Strategy: <u>ESOL Instruction (Language Arts, Math, Science, Social Studies and Computer Lit)</u>	Reevaluation Next Testing Date: <u>16-Apr-2009</u> Reevaluation Date: <u>17-Dec-2010</u>
ELL Exit Exit Date: Basis of Exit:	Reclassification Reclassification Date: Extension of Instruction: Reclassification Exit Date:	

ELL ENTRY/EXIT TEST DATA

School Year	Test Date	Test	Description	Scale / Standard Score	National Percentile	Normal Curve Equivalent Score	Developmental Scale / Growth Scale Value Score	Local Stanine	Raw Score	Total Test Items	Percent Correct	Grade Equivalent
2007-2008	14-Dec-2007	IPT1	ESOL : Idea Oral Language Proficiency Test: Listening						1			
2007-2008	16-Apr-2008	IPT1	ESOL : Idea Oral Language Proficiency Test: Listening						1			
2007-2008	14-Dec-2007	IPT2	ESOL : Idea Oral Language Proficiency Test: Speaking						1			
2007-2008	16-Apr-2008	IPT2	ESOL : Idea Oral Language Proficiency Test: Speaking						1			

ACHIEVEMENT TEST DATA

School Year	Test Date	Test	Description	Scale / Standard Score	National Percentile	Normal Curve Equivalent Score	Developmental Scale / Growth Scale Value Score	Local Stanine	Raw Score	Total Test Items	Percent Correct	Grade Equivalent
2008-2009	18-Sep-2008	XKA1	Kaplan : Kaplan Reading (1) - Comparisons and Cause/Effect						1	14	6.7	
2008-2009	18-Sep-2008	XKA2	Kaplan : Kaplan Reading (2) - Main Idea, Plot, and Purpose						4	18	22.2	
2008-2009	18-Sep-2008	XKA3	Kaplan : Kaplan Reading (3) - Reference and Research						0	0	0	
2008-2009	18-Sep-2008	XKA4	Kaplan : Kaplan Reading (4) - Words and Phrases in Context						1	11	9.1	
2008-2009	18-Sep-2008	XKA5	Kaplan : Kaplan Math (5) - Algebraic Thinking						5	10	50	
2008-2009	18-Sep-2008	XKA6	Kaplan : Kaplan Math (6) - Data Analysis and Probability						1	10	10	
2008-2009	18-Sep-2008	XKA7	Kaplan : Kaplan Math (7) - Geometry and Spatial Sense						2	10	20	
2008-2009	18-Sep-2008	XKA8	Kaplan : Kaplan Math (8) - Measurement						4	10	40	
2008-2009	18-Sep-2008	XKA9	Kaplan : Kaplan Math (9) - Number Sense-Concepts-Operations						3	10	30	

SERVICES:					
Dates:	Service:	Frequency & Location	Status:	Responsible Person:	Recorded By:
19-Aug-2008 - 18-Aug-2009	<u>Use untimed tests</u>	1X Week 120 mins. per session ESOL Classroom	In Progress	ESOL Teacher	George Muentes on 11-Sep-2008 Positions Held: ESOL Teacher, Instructor

CLASSROOM ACCOMMODATIONS:	
Dates:	Accommodation:
19-Aug-2008 - 18-Aug-2009	<u>Adjust or shorten assignments</u> Comments: Alex will have much shorter assignments in other subject areas that require English.
19-Aug-2008 - 18-Aug-2009	<u>Provide small group instruction</u> Comments: Alex will take part in small group instruction in English, writing and reading everyday.
19-Aug-2008 - 18-Aug-2009	<u>Use computer-aided instruction</u> Comments: Alex will work on the computer program Rosetta Stone twice a week to improve his English. He will also work on other programs to improve his letter recognition and sounds.
19-Aug-2008 - 18-Aug-2009	<u>Use TPR (Total Physical Response)</u>
19-Aug-2008 - 18-Aug-2009	<u>Use audio tapes</u>

STATE/DISTRICT ASSESSMENT ACCOMMODATIONS:	
Will <u>Alex</u> be participating in standardized State Assessments? <u>Yes</u>	
Dates:	Accommodation:
19-Aug-2008 - 18-Aug-2009	<u>Use of English/Heritage Language Dictionary</u>

GOALS:	EVALUATION PLANS:	SERVICES SUPPORTING GOAL:
Alex will improve reading skills.	- DIBELS	- Adjust or shorten assignments - Provide small group instruction
Alex will learn to speak English.	- Annual testing: CELLA, IPT	- Adjust or shorten assignments - Provide small group instruction
Alex will improve letter and sound identification.	- Annual testing: FCAT, CELLA, IPT	- Provide small group instruction
Alex will use visual aids (Venn Diagram, Semantic Maps, Cause and Effect Map, Story Report, Character Tales and Sequencing Chains) to improve comprehension.	- Teacher-made assessments	- Provide small group instruction - Adjust or shorten assignments - Use computer-aided instruction

STUDENT COURSES:				
Number:	Title:	Instructor:	Term:	Period:
5100090	THIRD GRADE	Carole Johnston-Robbins	Full Year	Before School
5022000	ST HALL E	Brenda Latta	Full Year	Second
5021000	SOCIAL STUDIES E	Carole Johnston-Robbins	Full Year	Fourth
5020000	SCIENCE E	Carole Johnston-Robbins	Full Year	Third
5015010	PHYS ED E	Jamie Cernaro	Full Year	Second
5015010	PHYS ED E	Carole Johnston-Robbins	Full Year	First
5013000	MUSIC GEN E	Sonja Rozier	Full Year	Second
5012000	MATH E	Carole Johnston-Robbins	Full Year	Fifth
5012000	MATH E	Carole Johnston-Robbins	Full Year	Sixth
5010090	WRITING E	George Muentes	Full Year	Twelfth
5010020	FUN BAS SKL READ E	Carole Johnston-Robbins	Full Year	Eleventh
5010010	ESOL E	George Muentes	Full Year	Eighth
5010010	ESOL E	George Muentes	Full Year	Tenth
5010010	ESOL E	George Muentes	Full Year	Ninth
5002000	SCIENCE LAB	Doreen Alvarez	Full Year	Second
5001000	ART E	Thoma Alvarez	Full Year	Second
0000001	LUNCH	Carole Johnston-Robbins	Full Year	Seventh

Distribution: _____ Student Cumulative file _____ ELL File _____ ELL Department _____ Parent / Guardian
Form: 07

Annual LEP Review

Copy the Active (or Lapsed) LEP to create a draft copy.

LEP Maintenance

Student: Garcia, Sasha Nairim Number: 88020871 Year: 2010
 School: Meadow Park Elementary Grade: 04

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
22-Aug-2007	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	04	Meadow Park Elementary	Eligible and Enrolled	Active

Buttons: Create LEP, Update LEP, Delete LEP, Copy LEP, View LEP

LEP Summary:

ESOL Status: Eligible and Enrolled Plan Date: 22-Aug-2008
 Language: Spanish Review Date: 21-Aug-2009
 Basis of Entry: Aural/Oral Testing Entry Date: 11-Aug-2005
 Basis of Exit: Exit Date:

Buttons: Services, Goals, Progress, Meetings, Assessments

Buttons: Check Compliance, Event Journal, Forms ... Done

Java Applet Window

With the Active (or Lapsed) LEP selected, go into the Event Journal and record an event. Select the Journal Entry Type "Inactive."

LEP Maintenance

Student: Garcia, Sasha Nairim Number: 88020871 Year: 2010
 School: Meadow Park Elementary Grade: 04

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
22-Aug-2007	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	04	Meadow Park Elementary	Eligible and Enrolled	Active
22-Aug-2008	04	Meadow Park Elementary	Eligible and Enrolled	Draft

Buttons: Create LEP, Update LEP, Delete LEP, Copy LEP, View LEP

LEP Summary:

ESOL Status: Eligible and Enrolled Plan Date: 22-Aug-2008
 Language: Spanish Review Date: 21-Aug-2009
 Basis of Entry: Aural/Oral Testing Entry Date: 11-Aug-2005
 Basis of Exit: Exit Date:

Buttons: Services, Goals, Progress, Meetings, Assessments

Buttons: Check Compliance, Event Journal, Forms ... Done

Java Applet Window

LEP Event Journal

Student: Garcia, Sasha Nairim Year:

Journal Entries:

Date	Recorded By	Journal Entry Type	ESOL Status	LEP State
23-Sep-2008	Muentes, George	New LEP Created	Eligible and Enrolled	Draft
23-Sep-2008	Muentes, George	Pending Approval	Eligible and Enrolled	Pending App
23-Sep-2008	Muentes, George	Activate	Eligible and Enrolled	Active
29-May-2009	Loader, System	Other	Eligible and Enrolled	Active
19-Jun-2009	Loader, System	Other	Eligible and Enrolled	Active

Buttons: Record Event, Update Event, Delete Event, Done

Java Applet Window

Create LEP Journal Entry

Student Name: Garcia, Sasha Nairim

Date of Event: 01-Jul-2009 Date Recorded: 01-Jul-2009

Journal Entry Type:

Exited and Monitoring: Inactivate : Inactive

Recorded By: Eklund, Bedy

Buttons: OK, Cancel

Java Applet Window

With the Draft LEP selected, do the following:

1. In Update LEP, on the General-1 tab, enter the new LEP Plan Date and the new Next Testing Date (if applicable).

LEP Maintenance

Student: Garcia, Sasha Nairim Number: 88020871 Year: 2010
School: Meadow Park Elementary Grade: 04

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
22-Aug-2007	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	04	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	04	Meadow Park Elementary	Eligible and Enrolled	Draft

Buttons: Create LEP, Update LEP, Delete LEP, Copy LEP, View LEP

LEP Summary:

ESOL Status: Eligible and Enrolled Plan Date: 22-Aug-2008
Language: Spanish Review Date: 21-Aug-2009
Basis of Entry: Aural/Oral Testing Entry Date: 11-Aug-2005
Basis of Exit: Exit Date:

Buttons: Services, Goals, Progress, Meetings, Assessments

Buttons: Check Compliance, Event Journal, Forms ..., Done

Java Applet Window

Update LEP

Student Name: Garcia, Sasha Nairim LEP State: Draft
ESOL Status: Eligible and Enrolled

General-1 | General-2 | Reclassification / Monitoring

ESOL Eligibility

LEP Language: Spanish
Entry Date: 11-Aug-2005
Basis of Entry: Aural/Oral Testing
Classification Date: 11-Aug-2005

LEP Plan

LEP Plan Date: 22-Aug-2008
Review Date: 21-Aug-2009
Instructional Strategy: ESOL Instruction (Language Arts, Math, Sci)

Reevaluation

Next Testing Date: 13-Apr-2010
Reevaluation Date: 11-Aug-2008

ESOL Exit

Exit Date: Basis of Exit:

Buttons: OK, Cancel

Java Applet Window

2. Update goals, services and evaluation plans as needed.

LEP Maintenance

Student: Garcia, Sasha Nairim Number: 88020871 Year: 2010
School: Meadow Park Elementary Grade: 04

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
22-Aug-2007	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	04	Meadow Park Elementary	Eligible and Enrolled	Inactive
14-Aug-2009	04	Meadow Park Elementary	Eligible and Enrolled	Draft

Buttons: Create LEP, Update LEP, Delete LEP, Copy LEP, View LEP

LEP Summary:

ESOL Status: Eligible and Enrolled Plan Date: 14-Aug-2009
Language: Spanish Review Date: 13-Aug-2010
Basis of Entry: Aural/Oral Testing Entry Date: 11-Aug-2005
Basis of Exit: Exit Date:

Buttons: Services, Goals, Progress, Meetings, Assessments

Buttons: Check Compliance, Event Journal, Forms ..., Done

Java Applet Window

Goal Maintenance

Student: Garcia, Sasha Nairim Grade: 04 School: 141 Meadow Park Elementary
Context: LEP - Grade: 04, Plan Date: 14-Aug-2009, State: Draft

Goals

Annual Goal
Sasha will demonstrate use of "fix-up" strategies such as slowing down, rereading, and using context clues to improve reading skills.
Sasha will use context clues to figure out meanings of words.
Sasha will use dictionaries to determine word meaning and to deep understand the structure of a story.

Evaluation Plan
Annual testing (CELLA, IPT)
Improve comprehension

Buttons: Record Goal, Modify Goal, Erase Goal, Record Plan, Modify Plan, Delete Plan, Done

Java Applet Window

Service Maintenance

Student: Garcia, Sasha Nairim Grade: 04 School: 141 Meadow Park Elementary
Context: LEP - Grade: 04, Plan Date: 14-Aug-2009, State: Draft

Services

Service	Frequency	Location	Duration	Group
Use computer-aided instruction	3X per Week	ESOL Classroom	08/14/09 to 08/13/10	Accommodations: Cla
Provide small group instruction	1X per Daily	ESOL Classroom	08/14/09 to 08/13/10	Accommodations: Cla
Model and demonstrate procedure:	1X per Daily	ESOL Classroom	08/14/09 to 08/13/10	Accommodations: Cla
Allow student to work with a buddy	3X per Week	ESOL Classroom	08/14/09 to 08/13/10	Accommodations: Cla
Model and demonstrate procedure:	2X per Week	ESOL Classroom	08/14/09 to 08/13/10	Accommodations: Cla
Highlight reading materials	2X per Week	ESOL Classroom and Re	08/14/09 to 08/13/10	Accommodations: Cla
Use audio tapes	2X per Week	ESOL Classroom and Re	08/14/09 to 08/13/10	Accommodations: Cla
Use oral testing	1X per Week	ESOL Classroom and Re	08/14/09 to 08/13/10	Test Modifications

Buttons: Record Service, Modify Service, Erase Service, Done

Java Applet Window

3. Go into the Event Journal and record an event to make the draft LEP Pending Approval, then record another event to make it Active.

LEP Maintenance

Student: Garcia, Sasha Nairim Number: 88020871 Year: 2010
School: Meadow Park Elementary Grade: 04

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
22-Aug-2007	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	03	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	04	Meadow Park Elementary	Eligible and Enrolled	Inactive
22-Aug-2008	04	Meadow Park Elementary	Eligible and Enrolled	Pending A

Create LEP Update LEP Delete LEP Copy LEP View LEP

LEP Summary:

ESOL Status: Eligible and Enrolled Plan Date: 22-Aug-2008
Language: Spanish Review Date: 21-Aug-2009
Basis of Entry: Aural/Oral Testing Entry Date: 11-Aug-2005
Basis of Exit: Exit Date:

Services Goals Progress Meetings Assessments

Check Compliance **Event Journal** Forms ... Done

LEP Event Journal

Student: Garcia, Sasha Nairim Year:

Journal Entries:

Date	Recorded By	Journal Entry Type	ESOL Status	LEP State
01-Jul-2009	Ecklund, Becky	New LEP Created	Eligible and Enrolled	Draft
01-Jul-2009	Ecklund, Becky	Pending Approval	Eligible and Enrolled	Pending App

Record Event Update Event Delete Event Done

Create LEP Journal Entry

Student Name: Garcia, Sasha Nairim

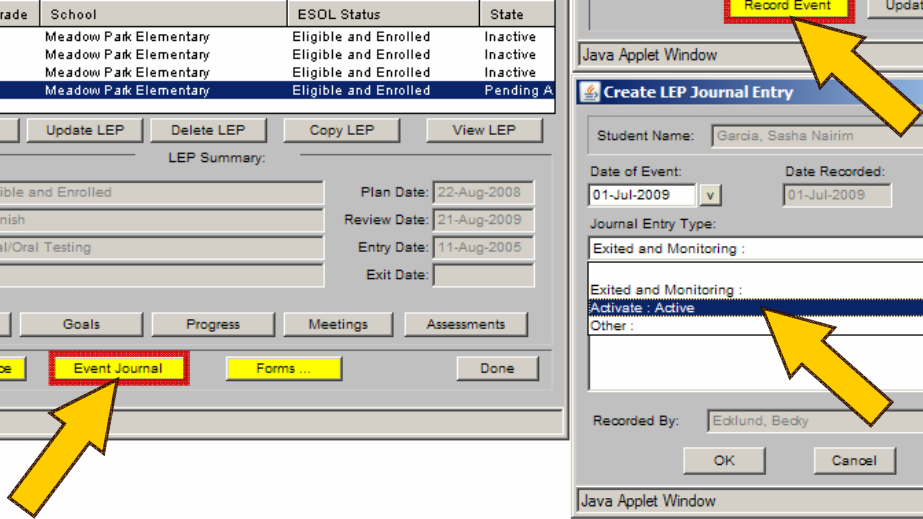
Date of Event: 01-Jul-2009 Date Recorded: 01-Jul-2009

Journal Entry Type: Exited and Monitoring :

Exited and Monitoring :
Activate : Active
Other :

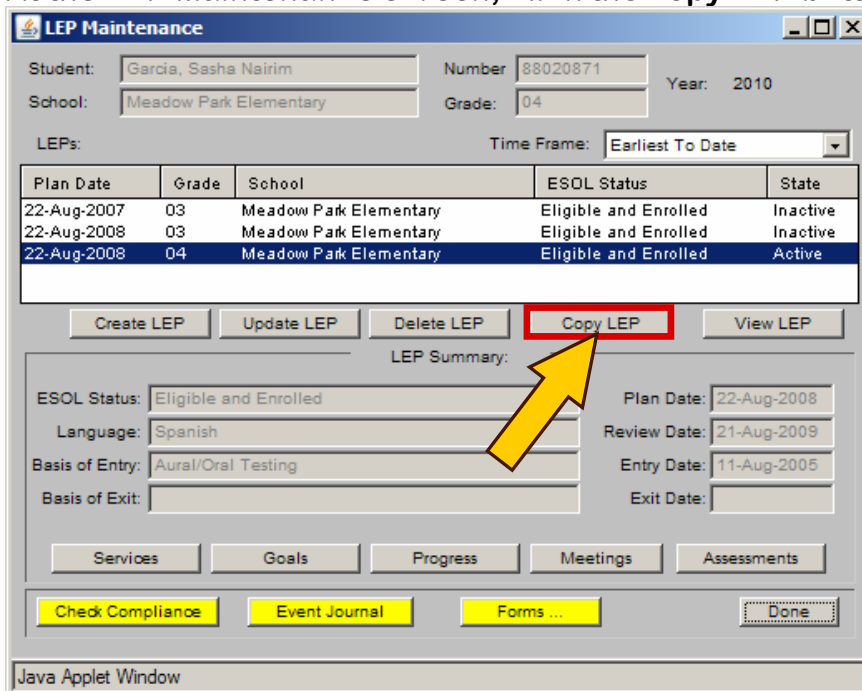
Recorded By: Ecklund, Becky

OK Cancel

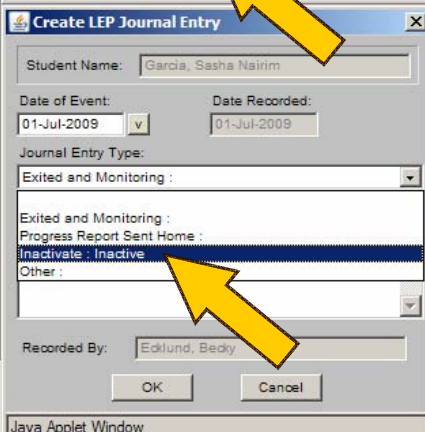
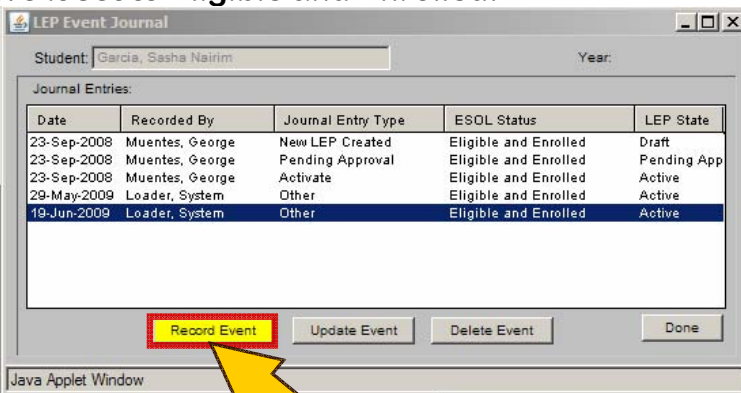
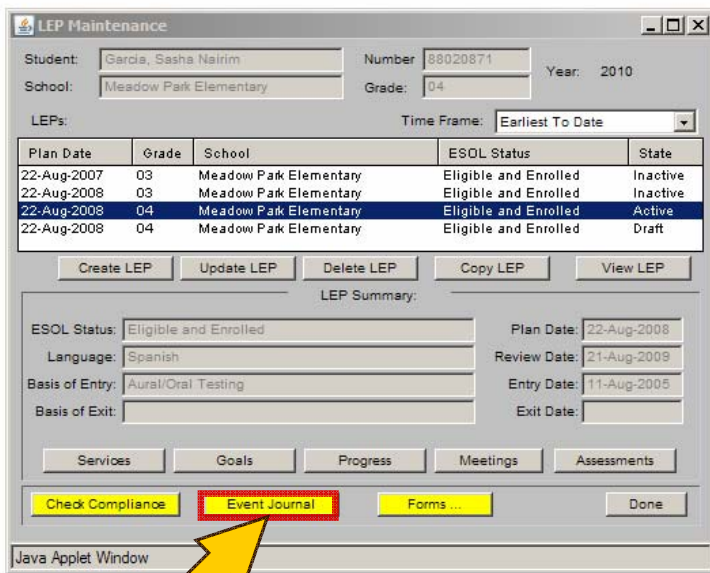


When ELL Status Changes to Exited & Monitoring

1. Make a draft copy of the active LEP.
 - a. At the LEP Maintenance screen, click the copy LEP button.



With the Active LEP selected, go into the Event Journal and make it Inactive. **DO NOT** change the status to Exited & Monitoring — leave it set to Eligible and Enrolled.



2. Now select the Draft LEP and go into Update LEP. On the General-1 tab:

Update LEP

Student Name: Garcia, Sasha Nairim LEP State: Draft

ESOL Status: Eligible and Enrolled

General-1 General-2 **Reclassification / Monitoring**

ESOL Eligibility

LEP Language: Spanish

Entry Date: 11-Aug-2005

Basis of Entry: Aural/Oral Testing

Classification Date: 11-Aug-2005

LEP Plan

LEP Plan Date: []

Review Date: []

Instructional Strategy: []

Reevaluation

Next Testing Date: []

Reevaluation Date: []

ESOL Exit

Exit Date: 24-Aug-2009

Basis of Exit: Reading/Writing Testing

OK Cancel

Java Applet Window

- Delete LEP Plan Date and Review Date.
- Set Instructional Strategy field to blank.
- Delete Next Testing Date and Reevaluation Date.
- Enter Exit Date and Basis of Exit.

3. On the Reclassification/Monitoring tab, enter the First Semiannual Review and Second Semiannual Review dates. (The system fills in the End of First Year and End of Second Year dates based on the Exit Date.)

Update LEP

Student Name: Garcia, Sasha Nairim LEP State: Draft

ESOL Status: Eligible and Enrolled

General-1 General-2 **Reclassification / Monitoring**

Reclassification

Reclassification Date: []

Extension of Instruction: No

Reclassification Exit Date: []

Post Monitoring

1) First Semiannual Review: 18-Dec-2009

2) Second Semiannual Review: 11-Mar-2010

3) End of First Year: 24-Aug-2010

4) End of Second Year: 24-Aug-2011

OK Cancel

Java Applet Window

4. Click OK to save changes.
5. Delete all services and goals.

The image shows two Java Applet Windows. The top window is titled "Service Maintenance" and the bottom window is titled "Goal Maintenance". Both windows share the same header information: Student: Garcia, Sasha Nairim; Grade: 04; School: 141 : Meadow Park Elementary; Context: LEP - Grade: 04, Plan Date: 22-Aug-2008, State: Draft.

Service Maintenance Window:

Service	Frequency	Location	Duration	Group
---------	-----------	----------	----------	-------

Buttons: Record Service (yellow), Modify Service (grey), Erase Service (red), Done (grey).

Goal Maintenance Window:

Goals

Annual Goal

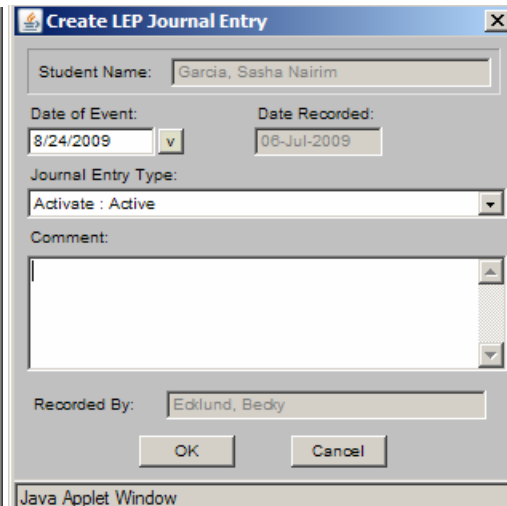
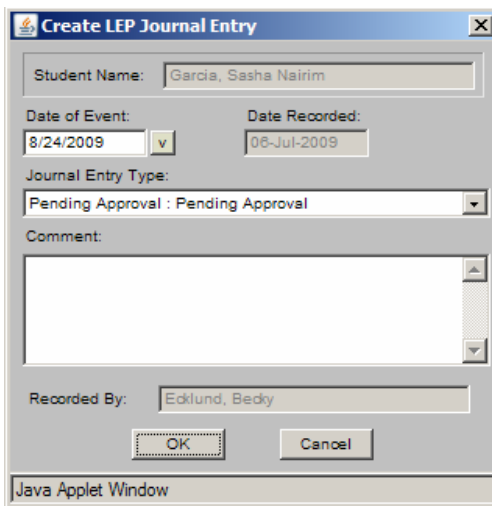
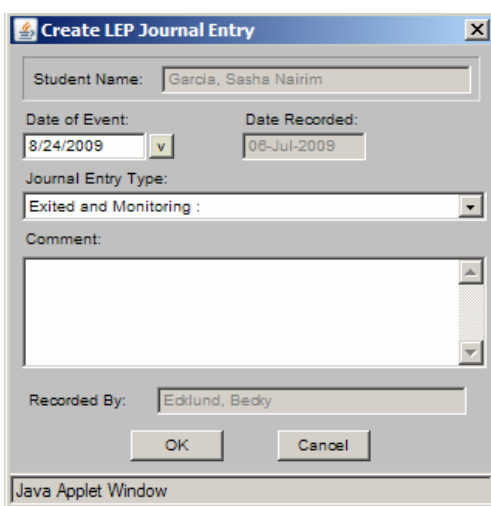
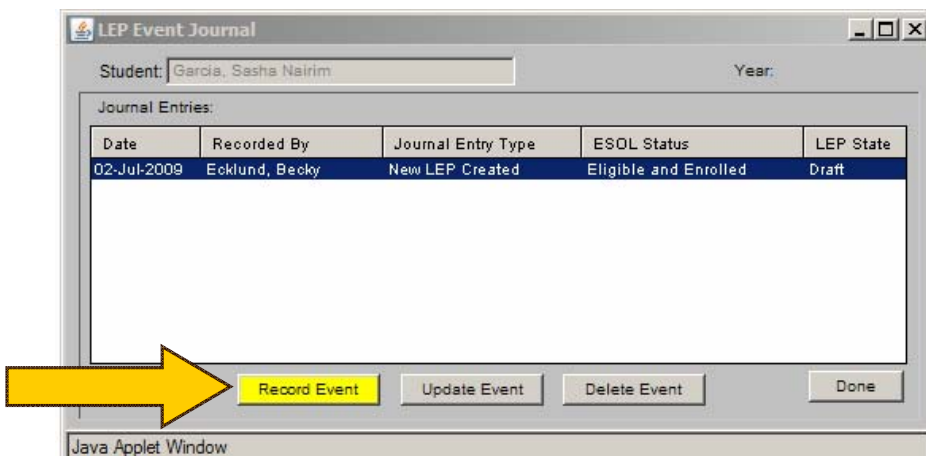
EvaluationPlan

Buttons: Record Plan (yellow), Modify Plan (grey), Delete Plan (red), Evaluation Plans (dropdown), Done (grey).

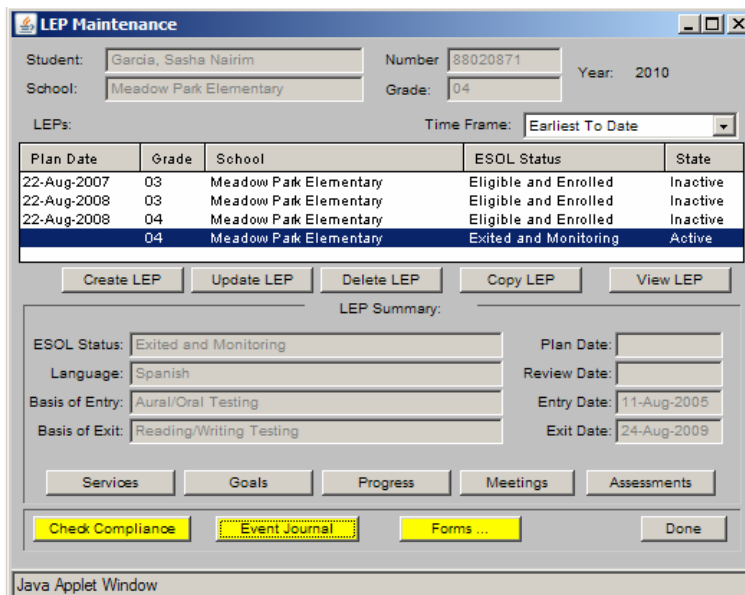
Arrows point from the "Erase Service" button in the top window to the "Erase Goal" button in the bottom window.

6. Enter a progress report if you wish.

7. In the Event Journal, record a new event and change the ELL status to Exited and Monitoring. Record another event and make the LEP Pending Approval. Record a third event and make it Active.



8. ELL Status should remain Active until the student has completed post-monitoring. At that time, it should be set to Inactive.



Reclassification

Copy the active LEP (status is Exited and Monitoring) to create a draft to work on.

LEP Maintenance

Student: Mazariegos-ortiz, Esmi Ormelina Number: 88023246 Year: 2010
 School: Port Charlotte Middle Grade: 08

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
14-Mar-2006	06	Port Charlotte Middle	Eligible and Enrolled	Inactive
25-Mar-2008	06	Port Charlotte Middle	Exited and Monitoring	Inactive
	08	Port Charlotte Middle	Exited and Monitoring	Active
	08	Port Charlotte Middle	Exited and Monitoring	Draft

Create LEP Update LEP Delete LEP **Copy LEP** View LEP

LEP Summary:

ESOL Status: Exited and Monitoring Plan Date:
 Language: Spanish Review Date:
 Basis of Entry: Aural/Oral Testing Entry Date: 14-Mar-2006
 Basis of Exit: Reading/Writing Testing Exit Date: 25-Mar-2008

Services Goals Progress Meetings Assessments

Check Compliance Event Journal Forms ... Done

Java Applet Window

Select the Active LEP, go into its Event Journal and make it Inactive.

LEP Maintenance

Student: Mazariegos-ortiz, Esmi Ormelina Number: 88023246 Year: 2010
 School: Port Charlotte Middle Grade: 08

LEPs: Time Frame: Earliest To Date

Plan Date	Grade	School	ESOL Status	State
14-Mar-2006	06	Port Charlotte Middle	Eligible and Enrolled	Inactive
25-Mar-2008	06	Port Charlotte Middle	Exited and Monitoring	Inactive
	08	Port Charlotte Middle	Exited and Monitoring	Active
	08	Port Charlotte Middle	Exited and Monitoring	Draft

Create LEP Update LEP Delete LEP Copy LEP View LEP

LEP Summary:

ESOL Status: Exited and Monitoring Plan Date:
 Language: Spanish Review Date:
 Basis of Entry: Aural/Oral Testing Entry Date: 14-Mar-2006
 Basis of Exit: Reading/Writing Testing Exit Date: 25-Mar-2008

Services Goals Progress Meetings Assessments

Check Compliance **Event Journal** Forms ... Done

Java Applet Window

LEP Event Journal

Student: Mazariegos-ortiz, Esmi Ormelina Year: 2010

Journal Entries:

Date	Recorded By	Journal Entry Type	ESOL Status	LEP State
25-Mar-2008	Ecklund, Becky	New LEP Created	Exited and Monitoring	Draft
25-Mar-2008	Ecklund, Becky	Pending Approval	Exited and Monitoring	Pending App
25-Mar-2008	Ecklund, Becky	Activate	Exited and Monitoring	Active
21-May-2008	Loader, System	Other	Exited and Monitoring	Active
11-Jul-2008	Loader, System	Other	Exited and Monitoring	Active
18-Nov-2008	Loader, System	Other	Exited and Monitoring	Active
19-Jun-2009	Loader, System	Other	Exited and Monitoring	Active

Record Event Update Event Delete Event Done

Create LEP Journal Entry

Student Name: Mazariegos-ortiz, Esmi Ormelina

Date of Event: 06-Jul-2009 Date Recorded: 06-Jul-2009

Journal Entry Type: Inactivate : Inactive

Comment:

Recorded By: Ecklund, Becky

OK Cancel

Java Applet Window

Update the new draft LEP as follows:

1. In Update LEP → General-1 tab:

The screenshot shows the 'Update LEP' Java Applet Window with the 'General-1' tab selected. The student name is 'Mazariegos-ortiz, Esmi Ormelina' and the LEP State is 'Draft'. The ESOL Status is 'Exited and Monitoring'. The 'ESOL Eligibility' section includes fields for LEP Language (Spanish), Entry Date (14-Mar-2006), Basis of Entry (Aural/Oral Testing), and Classification Date (14-Mar-2006). The 'LEP Plan' section includes LEP Plan Date (24-Aug-2009), Review Date (23-Aug-2010), and Instructional Strategy (ESOL Instruction (Language Arts, Math, Sci)). The 'Reevaluation' section includes Next Testing Date (18-Dec-2009) and Reevaluation Date (03-May-2010). The 'ESOL Exit' section includes Exit Date and Basis of Exit. The window has 'OK' and 'Cancel' buttons at the bottom.

- Enter new Plan Date
- Select Instructional Strategy
- Enter new Next Testing Date
- Enter new Reevaluation Date
- Delete Exit Date
- Set Basis of Exit to blank

2. In Update LEP → Reclassification / Monitoring tab:

The screenshot shows the 'Update LEP' Java Applet Window with the 'Reclassification / Monitoring' tab selected. The student name and LEP State are the same as in the previous screenshot. The 'Reclassification' section includes fields for Reclassification Date (24-Aug-2009), Extension of Instruction (Yes), and Reclassification Exit Date. The 'Post Monitoring' section includes four fields for review dates: 1) First Semiannual Review, 2) Second Semiannual Review, 3) End of First Year, and 4) End of Second Year. The window has 'OK' and 'Cancel' buttons at the bottom.

- Set Reclassification Date
- Select option for Extension of Instruction

- Delete all post-monitoring dates

3. In the Event Journal:

Student: Year:

Journal Entries:

Date	Recorded By	Journal Entry Type	ESOL Status	LEP State
06-Jul-2009	Ecklund, Becky	New LEP Created	Exited and Monitoring	Draft
24-Aug-2009	Ecklund, Becky	Reclassified	Eligible and Enrolled	Draft

Buttons: Record Event (highlighted), Update Event, Delete Event, Done

Java Applet Window

- Record a new event with Journal Entry Type "Reclassified." (LEP state remains in Draft; ESOL Status reverts to "Eligible and Enrolled.")

4. From the LEP Maintenance screen:

Student: Number: Year: 2010

School: Grade:

LEPs: Time Frame:

Plan Date	Grade	School	ESOL Status	State
14-Mar-2006	06	Port Charlotte Middle	Eligible and Enrolled	Inactive
25-Mar-2008	06	Port Charlotte Middle	Exited and Monitoring	Inactive
	08	Port Charlotte Middle	Exited and Monitoring	Inactive
24-Aug-2009	08	Port Charlotte Middle	Eligible and Enrolled	Draft

Buttons: Create LEP, Update LEP, Delete LEP, Copy LEP, View LEP

LEP Summary:

ESOL Status: Plan Date:

Language: Review Date:

Basis of Entry: Entry Date:

Basis of Exit:

Buttons: Services (highlighted), Goals (highlighted), Progress (highlighted), Meetings, Assessments (highlighted)

Buttons: Check Compliance (highlighted), Event Journal (highlighted), Forms ..., Done

Java Applet Window

- Add Services, Goals, Evaluation Plans and Assessments.
- In "Progress," record reason for reclassification.
- Check compliance. Resolve any outstanding issues.

5. In the Event Journal:

LEP Event Journal

Student: Year:

Journal Entries:

Date	Recorded By	Journal Entry Type	ESOL Status	LEP State
06-Jul-2009	Ecklund, Becky	New LEP Created	Exited and Monitoring	Draft
24-Aug-2009	Ecklund, Becky	Reclassified	Eligible and Enrolled	Draft

Record Event Update Event Delete Event Done

Java Applet Window

Create LEP Journal Entry

Student Name:

Date of Event: Date Recorded:

Journal Entry Type:

Comment:

Recorded By:

OK Cancel

Java Applet Window

Record event to make LEP Pending Approval.

Create LEP Journal Entry

Student Name:

Date of Event: Date Recorded:

Journal Entry Type:

Comment:

Recorded By:

OK Cancel

Java Applet Window

Record another event to make LEP Active.