

PowerSchool

ESL

(Revised 02/04/15)

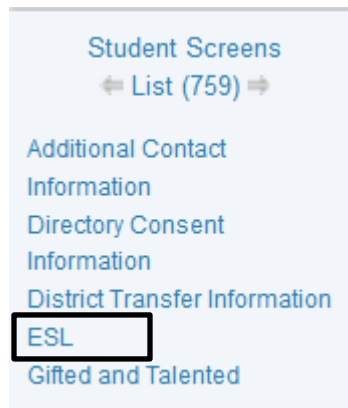
A custom screen was created in PowerSchool to display ESL information for students.

Finding a student's ESL Screen:

1. On the Start Page, search for the desired student.
2. Click **Custom Screens** under the Information heading on the left toolbar.



3. Click **ESL** on the left toolbar.



4. The **ESL** screen will appear.

| ESL | |
|--|---|
| BHS | |
| STI | 1015541993 |
| Birth Date | 06/26/1996 |
| Ethnicity (0 - No Hispanic; 1 - Yes Hispanic) | 0 |
| Race | W |
| VA School Entry Date | <input type="text" value="08/19/2009"/> |
| US School Entry Date | <input type="text" value="08/19/2009"/> |
| US Entry Date | 6/14/2009 |
| Re Entry Date | <input type="text"/> |
| Assessment Year | <input type="text" value="2009"/> |
| Tier | A |
| Composite Score | 10 |
| Literacy Score | 10 |
| Receiving ESL Services (1 - Yes; 2 - No; 3 - Exited) | 3 |
| Exit Year | <input type="text" value="Year 2"/> |
| Birth Country Code | 0020 |
| Primary (Home) Language Code | 50 |
| Initial Entry Date - ESOL Program | <input type="text"/> |
| Entry Date - Division ESOL Program | <input type="text"/> |
| Immigrant Status (Blank - No; 1 - Yes) | 1 |

- **STI** – The student’s state testing number. This is a static field (pulled from another screen in PowerSchool). It is found on the State/Providence VA page – General Tab. This field is automatically populated by PowerSchool after a student is enrolled.
- **Birth Date** – This is a static field that can be found on the Demographics page. This field is populated by the school’s administrative assistant at the time of enrollment.
- **Ethnicity** – This is a static field that can be found on the Demographics page. This field is populated by the school’s administrative assistant at the time of enrollment.
- **Race** - This is a static field that can be found on the Demographics page. This field is populated by the school’s administrative assistant at the time of enrollment.

- VA School Entry Date – The date that an ESL student enters a Virginia school for the first time. This is not a static field and the information must be entered on this custom page. This field is populated by the school’s administrative assistant at the time of enrollment.
- US School Entry Date - The date that an ESL student enters a United States school for the first time. This is not a static field and the information must be entered on this custom page. This field is populated by the school’s administrative assistant at the time of enrollment.
- US Entry Date – The date that an ESL student enters the United States for the first time. This is a static field that can be found on the Other Information page. This field is populated by the school’s administrative assistant at the time of enrollment.
- Re Entry Date – The date that an ESL student re-enters the ESL program after withdrawing. This is not a static field and the information must be entered on this custom page. This field is populated by personnel from the ELS department.
- Assessment Year – The year that an ESL student was assessed for the ESL program. This is not a static field and the information must be entered on this custom page. This field is populated by personnel from the ELS department.
- Tier – The ESL student’s test tier. This is a static field that can be found on the State/Providence VA page – SDU_Data Entry Tab. This field is populated by personnel from the ELS department.
- Composite Score – This is a static field that can be found on the State/Providence VA page – SDU_Data Entry Tab. This field is populated by personnel from the ELS department.
- Literacy Score - This is a static field that can be found on the State/Providence VA page – SDU_Data Entry Tab. This field is populated by personnel from the ELS department.
- Receiving ESL Services - This is a static field that can be found on the State/Providence VA page – General Tab. This field is populated by personnel from the ELS department.
- Exit Year – The number of years (1 or 2) after the student has exited the ESL program. This is not a static field and the information must be entered on this custom page. This field is populated by personnel from the ELS department by using the pull down menu provided.

- Birth Country Code – This is a static field that can be found on the State/Providence VA page – General Tab. This field is populated by the school’s administrative assistant at the time of enrollment.
- Primary (Home) Language Code – This is a static field that can be found on the State/Providence VA page – General Tab (also found on the Other Information page). This field is populated by the school’s administrative assistant at the time of enrollment.
- Initial Entry Date-ESOL Program – This is not a static field and the information must be entered on this custom page. This field is populated by personnel from the ELS department.
- Entry Date-Division ESOL Program – This is not a static field and the information must be entered on this custom page. This field is populated by personnel from the ELS department.
- Immigrant Status – This is a static field that can be found on the State/Providence VA page – General Tab. This field is populated by the school’s administrative assistant at the time of enrollment *and MUST be updated each year.*

Information entered by school's Administrative Assistant at time of enrollment:

1. Birthdate (Demographic page)
2. Ethnicity – Hispanic: Yes or No (Demographics page)
3. Race (Demographics page)
4. VA School Entry Date (ESL Custom page)
5. US School Entry Date (ESL Custom page)
6. US Entry Date (Other Information page)
7. Birth Country Code (State/Providence VA page – General Tab)
8. Primary (Home) Language Code (State/Providence VA page – General Tab)
9. Immigrant Status – Yes or No (State/Providence VA page – General Tab)
 - a. Aged 3 to 21
 - b. Was not born in the United States
 - c. Has not attended a US school for more than 3 full academic years
 - d. Include foreign exchange students if the above 3 conditions are met
 - e. **Must be updated each year**

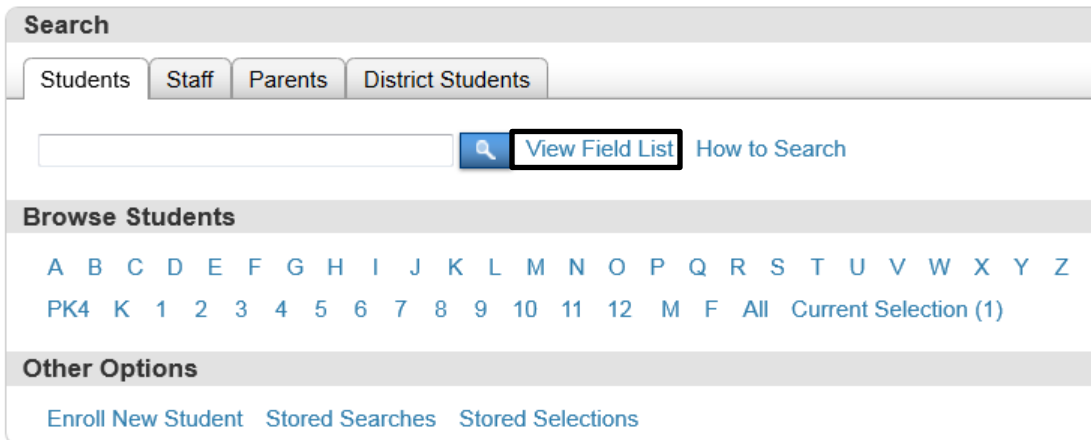
Information entered by personnel from the ESL department:

1. Re Entry Date (ESL Custom page)
2. Assessment Year (ESL Custom page)
3. Tier (State/Providence VA page – SDU_Data Entry Tab)
4. Composite Score (State/Providence VA page – SDU_Data Entry Tab)
5. Literacy Score (State/Providence VA page – SDU_Data Entry Tab)
6. Receiving ESL Services (State/Providence VA page – General Tab)
7. Exit Year (ESL Custom page)
8. Initial Entry Date-ESOL Program (ESL Custom page)
9. Entry Date-Division ESOL Program (ESL Custom page)

Search for ESL Students:


1. On the Start Page, click **View Field List**.

Start Page



Search

Students Staff Parents District Students

 **View Field List** [How to Search](#)

Browse Students

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Current Selection (1)

Other Options

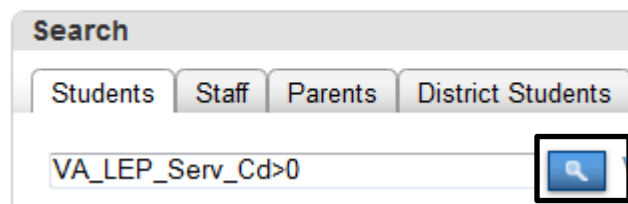
[Enroll New Student](#) [Stored Searches](#) [Stored Selections](#)

2. Choose **VA_LEP_Serv_Cd**.

| PowerSchool Field List: | | |
|-------------------------|-----------------------------|----------------------------|
| 75. Emerg_3_Ptype | 210. MCPS_Add_Email | 345. VA_HomeLang |
| 76. Emerg_3_Rel | 211. MCPS_Add_Phone_1 | 346. VA_Immigrant |
| 77. Emerg_Contact_1 | 212. MCPS_Add_Phone_2 | 347. VA_LEP_Serv_Cd |
| 78. Emerg_Contact_2 | 213. Medical_Considerations | 348. VA_loc_prov_id |
| 79. Emerg_Contact_3 | 214. MembershipShare | 349. VA_MOP_numclasses |
| 80. Emerg_Phone_1 | 215. Mentor_Club | 350. VA_MOP_ResidentDivi |
| 81. Emerg_Phone_2 | 216. Middle_Name | 351. VA_MopFlag |


3. Add **>0** after the search field VA_LEP_Serv_Cd and click on the search button.

Start Page



Search

Students Staff Parents District Students

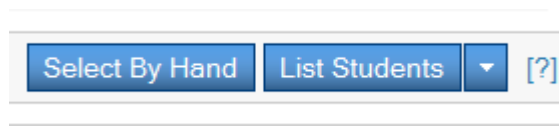
VA_LEP_Serv_Cd>0 

4. The list of ESL students will appear.

(You may also query students using the additional ESL fields: Test Tier: VA_ELL_Test_Tier, Assessment Year: ESL_Assess_Year, Composite Score: VA_ELL_Composite_Score, Literacy Score: VA_ELL_Literacy_Score, Exit Year: ESL_Monitor, Immigrant Status: VA_Immigrant, etc)

Print a List of Students:

1. Once you have queried the students and have a list, select **List Students** from the Funcation drop down menu at the bottom, right of the page



2. The Student List page will appear. Complete the following fields (you can use any fields that you want, this is just an example).
 - a. **Report Title** – Type in the name of the Report (such as BHS ESL Students)
 - b. **Row 1** – Click on **Fields** and choose **LastFirst**. Click in the Column Title field and type **Student Name**.
 - c. **Row 2** – Click on **Fields** and choose **Gender**. Click in the Column Title field and type **Gender**.
 - d. **Row 3** – Click on **Fields** and choose **Grade_Level**. Click in the Column Title field and type **Grade Level**.
 - e. **Row 4** - Type in **[39]Abbreviation** in the Field Name. Click in the Column Title field and type **School**.
 - f. **Row 5** – Click on **Fields** and choose **Ethnicity**. Click in the Column Title field and type **Ethnicity**.
 - g. **Row 6** – Click on **Fields** and choose **VA_LEP_Serv_Cd**. Click in the Column Title field and type **Receiving ESL Services**.
 - h. **Row 7** – Click on **Fields** and choose **ESL_Monitor**. Click in the Column Title field and type **Exit Year**.

- i. **Row 8** – Click on [Fields](#) and choose and other ESL field that you would like listed. Click in the Column Title field and type the name of the column heading.
- j. **Row 9** – Click on [Fields](#) and choose and other ESL field that you would like listed. Click in the Column Title field and type the name of the column heading.
- k. **Row 10** – Click on [Fields](#) and choose and other ESL field that you would like listed. Click in the Column Title field and type the name of the column heading.
- l. **Padding In Each Cell** – Leave this field blank
- m. **# Rows In Between Breaks** – Enter **0**
- n. **Other Options** – Click the checkbox beside of **Gridlines** (you may choose to click the checkbox beside of Export to export the list to an Excel spreadsheet instead of printing it).
- o. **Optional: Sort Field Name** – Enter **LastFirst** in the first field
- p. Click **Submit**

Student List - 55 students will be listed

Report Title (shown at top of page): BHS ESL Students

| Col | Field Name | Column Title |
|-----|--|--------------------|
| 1. | Fields LastFirst | Student Name |
| 2. | Fields Gender | Gender |
| 3. | Fields Grade_Level | Grade Level |
| 4. | Fields [39]Abbreviation | School |
| 5. | Fields Ethnicity | Ethnicity |
| 6. | Fields VA_LEP_Serv_Cd | iving ESL Services |
| 7. | Fields ESL_Monitor | Exit Year |
| 8. | Fields State_StudentNumber | STI |
| 9. | Fields | |
| 10. | Fields | |

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines Export

Optional: Sort Field Name Direction

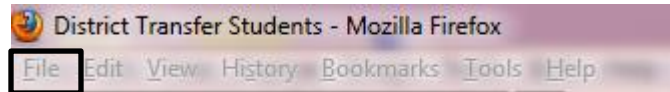
3. The following page will appear, listing your ESL Students.

BHS ESL Students

Blacksburg High Sch

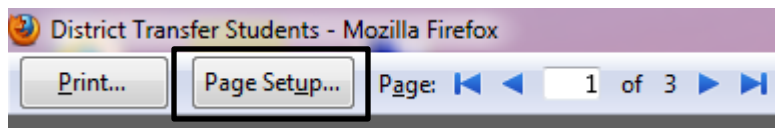
| Student Name | Gender | Grade Level | School | Ethnicity | Receiving ESL Services | Exit Year | STI |
|--------------|--------|-------------|--------|-----------|------------------------|-----------|------------|
| | F | 9 | BHS | W | 3 | | 1015533201 |
| | F | 12 | BHS | W | 3 | | 1015541993 |
| | F | 9 | BHS | W | 3 | | 1017429661 |

4. To print this list, click **File** on the toolbar at the top of the Firefox browser.

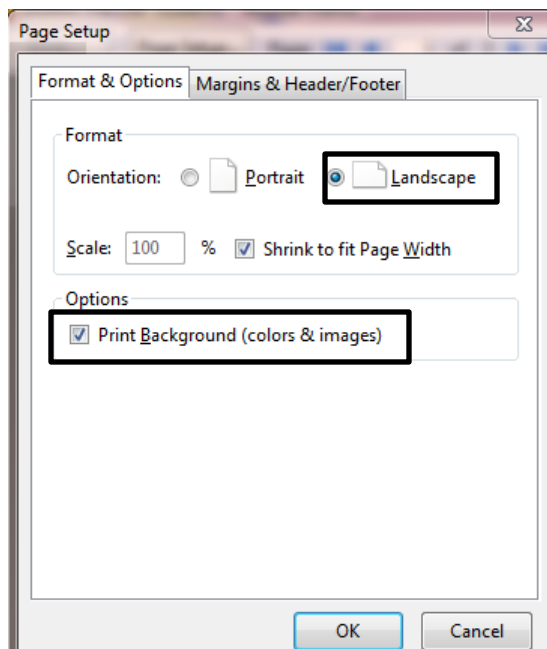


5. Click **Print Preview**

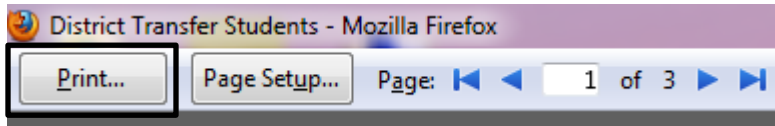
6. Click **Page Setup** on the toolbar at the top of the page.



7. Choose **Landscape** for the Orientation and click the checkbox beside of **Print Background (colors & images)** in the Options box. Click OK.

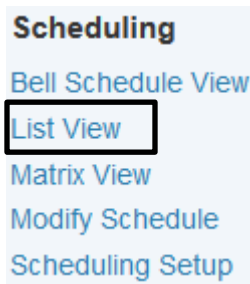


8. Click **Print** on the toolbar at the top of the page.



Finding information for a student:

1. On the Start Page, search for the desired student.
2. Click on the page that you want to view on the left toolbar. (Example: List View for a student's schedule)



3. The **Quick Lookup** page contains a summary of the student's pertinent data: schedule, attendance, and grades. Click on the student's grade for a course to see a list of the assignments (or if a student is missing an assignment).

| Quick Lookup | | Standards Grades | | | | | | | | | | | | | |
|---------------------|-----------|------------------|---|---|-----------|---|---|---|--|---------|----|----|---------|----------|---|
| Attendance By Class | | | | | | | | | | | | | | | |
| Exp | Last Week | | | | This Week | | | | Course | Q1 | Q2 | X1 | S1 | Absences | |
| | M | T | W | H | F | M | T | W | | | | | | H | F |
| 1(M-F) | | | | | | | | | | | | | | | |
| | | | | | | | | | H/PE Gr 10 w/ Driver's Ed Gaynor, Seann O | A 97 | -- | -- | A 97 | 0 | 0 |

| H/PE Gr 10 w/ Driver's Ed Exp. 1(M-F) - Gaynor, Seann O | | | | | | |
|---|----------|---------------------|-------|-------|-------|-----|
| Final Letter Grade ¹ : | | A | | | | |
| Final Percent: | | 97 | | | | |
| Teacher Comments: | | | | | | |
| Section Description: | | | | | | |
| Due Date | Category | Assignment | Codes | Score | % | Grd |
| 09/11/2013 | HW | Return Expectations | | 70/70 | 100 | A |
| 09/16/2013 | HW | Mod 1 Top 1 Wksh | | 90/90 | 100 | A |
| 09/27/2013 | HW | Module 2.1 | | 30/30 | 100 | A |
| 09/27/2013 | HW | Module 2.2 | | 19/21 | 90.48 | A |
| 09/30/2013 | HW | Module 2.3 | | 54/59 | 91.53 | A |

- Use the basic training documentation for additional information on PowerSchool and running reports.