PROTECTING STUDENT IDENTIFIABLE INFORMATION AND ACCESSING EL REPORTS

DECEMBER 10, 2024

AZELLA STATE TEST COORDINATOR

AGENDA

1. Authority

2. Timing and Access

3. Planning

4. Reports

Arizona Department of Education

AUTHORITY

AUTHORITY – IDENTIFYING EL STUDENTS

The federal law that mandates a state to provide an annual assessment of English language proficiency is under *Every Student Succeeds Act* Sec. 1111.

Arizona State Statutes refer to the identification and reclassification of English learners.

15-756. Identification of English language learners.

15-756.05. Reassessment and reclassification of English language learners.

AUTHORITY – IDENTIFYING EL STUDENTS

Furthermore, the **U.S. Department of Justice** describes conditions under which a school or state may violate the Equal Educational Opportunities Act:

1. fails to take steps to identify students who are not proficient in English;

2. exits ELL students before the students acquire English proficiency from ELL services.

https://www.justice.gov/crt/types-educational-opportunities-discrimination#:~:text=The%20Civil%20Rights%20Division%2C%20Educational,and%20institutions%20of%20higher%20education

AUTHORITY – IDENTIFYING EL STUDENTS

The **Office for Civil Rights** visits Arizona schools and districts every Fiscal Year to ensure they are complying with **Title VI of the Civil Rights Act of 1964**. Included is *Identifying English learner (EL) students in a timely manner and to adequately notify their parents of their EL status and their ability to receive or opt out of the English Language Development (ELD) program.*

*Two laws have far-reaching legal implications for state and local policies and procedures that guide the procedures by which **education records can be released and protected**.*

State and local education agencies and institutions that receive state and federal funds must adhere to the federal privacy laws pertaining to education record of students.

*FERPA establishes additional basic **disclosure restrictions** that guide the treatment of any information collected in schools if the information either derives from education records or is maintained in those records for any period of time.*

https://nces.ed.gov/pubs2004/privacy/section_2a.asp.

Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) govern data collection by schools, districts, and state education agencies.

AUTHORITY – STUDENT PRIVACY - DISCLOSURE

AUTHORITY – STUDENT PRIVACY - IDEA

IDEA protects the privacy of students who are receiving special education services.

In addition to the requirements of FERPA, the Individuals with Disabilities Education Act (IDEA) provides additional privacy protections for students who are receiving special education and related services. The privacy protection under Part B of the IDEA are found at 34 CFR 300.560-300.577.

Part B of the IDEA incorporates and cross-references FERPA. For example, under Part B, "education records" is broadly defined to mean those records that are related to a student and are maintained by an education agency or institution.

Part C (34 CFR 303.460) permits states to adopt or develop policies that the states will follow to ensure the confidentiality of personally identifiable information.

https://nces.ed.gov/pubs2004/privacy/section_2d.asp

Accommodated ELP test data is included on the EL70, EL72, and EL73 Reports.

Individuals with Disabilities Education Act

US Code Title 34 Chapter 33
U.S. Federal Registry

LEGITIMATE EDUCATIONAL INTEREST

FERPA permits the disclosure of student education records information to school officials who have a legitimate educational interest in the information.

Access to students' EL70 – ELP Student Test History Report is limited to districts who have a current school enrollment transaction that has passed Integrity.

TIMING AND ACCESS

OPENING THE DOOR

Access to the Assessments EL Reports is dependent on two things (in this order):

1. When the district's Fiscal Year calendar has been approved by School Finance.

2. When school registrars enter the school enrollments into the district's Student Information System (SIS).

- This data must be **synchronized to AzEDS** so that the enrollments pass integrity with School Finance. You should find the answers to the following questions:

    - When and how often do school registrars complete the school enrollment transactions in your SIS?

    - When and how often does the SIS synchronize with AzEDS?

AZEDS

Confirmation of students' school enrollments is verified through the AzEDS Portal. Access to the AzEDS Portal is protected and limited.

Student Analysis

Student Detail - Reports
◦ STUD10 – Student Data Verification Report

STUDENT'S SCHOOL ENROLLMENT VERIFICATION

Student Analysis

SCHOOL ENROLLMENT VERIFICATION

Student Detail

- STUD10 – Student Data Verification Report

ACCESS

Authorized users for the Assessments ELP Reports must have an ADEConnect account.

◆ AZELLA District Test Coordinator role (1 per district)
◆ ELL role

Authorized users may access a student's EL70 Report:

- up to two (2) calendar weeks **prior** to the student's *Start of School* date **only** when the student's school enrollment transaction has passed integrity. Otherwise, access is granted the day after the date the student's school enrollment transaction passed integrity.

- for two (2) calendar weeks **after** the student has withdrawn from school or the *last day of instruction* of the school year.

STUDENT ANALYSIS

Students Analysis provides more detailed answers to the question about when the EL70 Report can be accessed by authorized users who have a legitimate educational interest in the student.

Start Date – Student's 1st day of school

Create Date – Date the enrollment transaction synchronized from the SIS and processed through AzEDS

Compare the **Start Date** to the **Create Date**. When the Create Date is earlier than the Start Date, authorized users **have access to the student's EL70 Report before the student arrives for their first day of school,** thus allowing for time to determine if the student needs to be administered a new ELP test as well as placing the student in the most appropriate instructional classroom(s).

a Verification   Integrity   ADM

DOR

School ID (CTDS, Entity)	DOR ID (CTDS, Entity)	Name	Responsibility	Start Date	End Date	Resource ID	Create Date	Last Modified Date
			Funding	8/7/2023	12/4/2023		7/19/2023 11:02:03 AM	12/12/2023 2:48:48 PM
			Funding	1/3/2024	2/13/2024		12/18/2023 9:50:01 AM	2/20/2024 10:33:34 AM

Both schools completed the student's enrollments prior to their start date; therefore, they had access to the EL70 Report prior to the student starting school.

STUDENT ANALYSIS – START AND CREATE DATES

This example shows that the **Create Date was after** the Start Date.

The earliest an authorized user will gain access to the student's EL70 Report is the **day after the Create Date** because the student has already started school, but the school enrollment was not processed and had not passed Integrity before the student started school.

Data Verification	Integrity	ADM								
DOR										
School ID (CTDS, Entity)	**DOR ID (CTDS, Entity)**	**Name**		**Responsibility**	**Start Date**	**End Date**	**Resource ID**		**Create Date**	**Last Modified Date**
				Funding	8/7/2023	5/23/2024			8/15/2023 6:09:46 PM	8/22/2023 10:03:16 AM

The school enrollment transaction happened a week after the student started school; therefore, access to the student's EL70 Report was on August 16th.

WHY IS THIS IMPORTANT? *TEST ADMINISTRATION COMPLIANCE*

Has this student ever been administered an Arizona ELP test?

Does this student have an EL need?

Has this student ever had an EL need in the past but is now proficient?

Does this student require the administration of a new AZELLA Placement Test?

Does this student have a "current" and "eligible for EL services" test record?

The answers to all these questions are on the student's **EL70 Report**.

When care and adherence to the established protocols are not exercised when determining which students are eligible to test, this can result not only in testing students unnecessarily, but also in a potential misuse of state AZELLA funds.

COMPLIANCE TIME FRAMES

The compliance time frames for administering the AZELLA Placement Test commences on the district's first day of student instruction.

ADE provides a 2-week jump start before the 1st day of school.

- Does not count toward the required testing time frame.

30-calendar days or 60-calendar days compliance is dependent on Title I and/or Title III funds.

- ONLY for new to Arizona students who have never been administered an AZ ELP test and start school on the 1st day of school.

2-calendar week compliance.

- New to Arizona students who have never been administered an AZ ELP test and start school on the 2nd day of school or later.
- EL students who require the administration of a new AZELLA Placement Test.
- EL students with an approved AZELLA Placement Test referral form.

AZELLA Placement Test Administration Compliance Time Frames

PLANNING

PLANNING

Review district's policy and procedures for student enrollment data entered in the SIS and synchronized to AzEDS. This should be **occurring daily.**
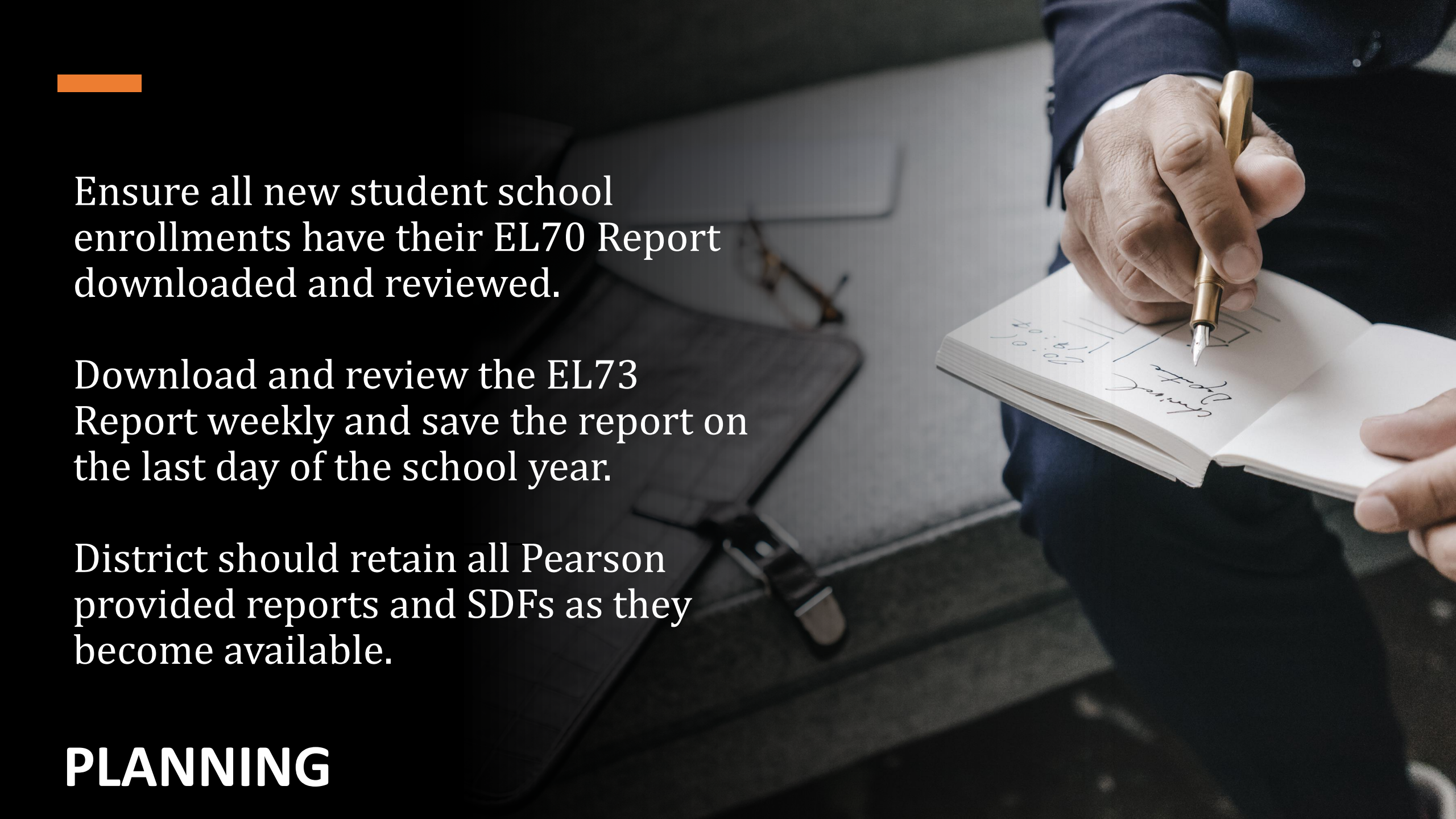
Access to student's EL70 Reports and students appearing on the EL73 Report is completely **dependent on the district synchronizing school enrollments to AzEDS.**

PLANNING

Completing and synchronizing school enrollments in a timely manner is critical for **test administration compliance**, including identifying students who require the administration of an Arizona ELP test and notifying parents of the results of the test.

Testing students who are not eligible for an ELP test is not only a test administration irregularity, but most importantly, it is a test security violation.

Ensure all new student school enrollments have their EL70 Report downloaded and reviewed.

Download and review the EL73 Report weekly and save the report on the last day of the school year.

District should retain all Pearson provided reports and SDFs as they become available.

PLANNING

Passing Integrity

Passing integrity means that the eligible ELP test record must be dated **BEFORE** (not the same day) the date of the EL services enrollment transaction.
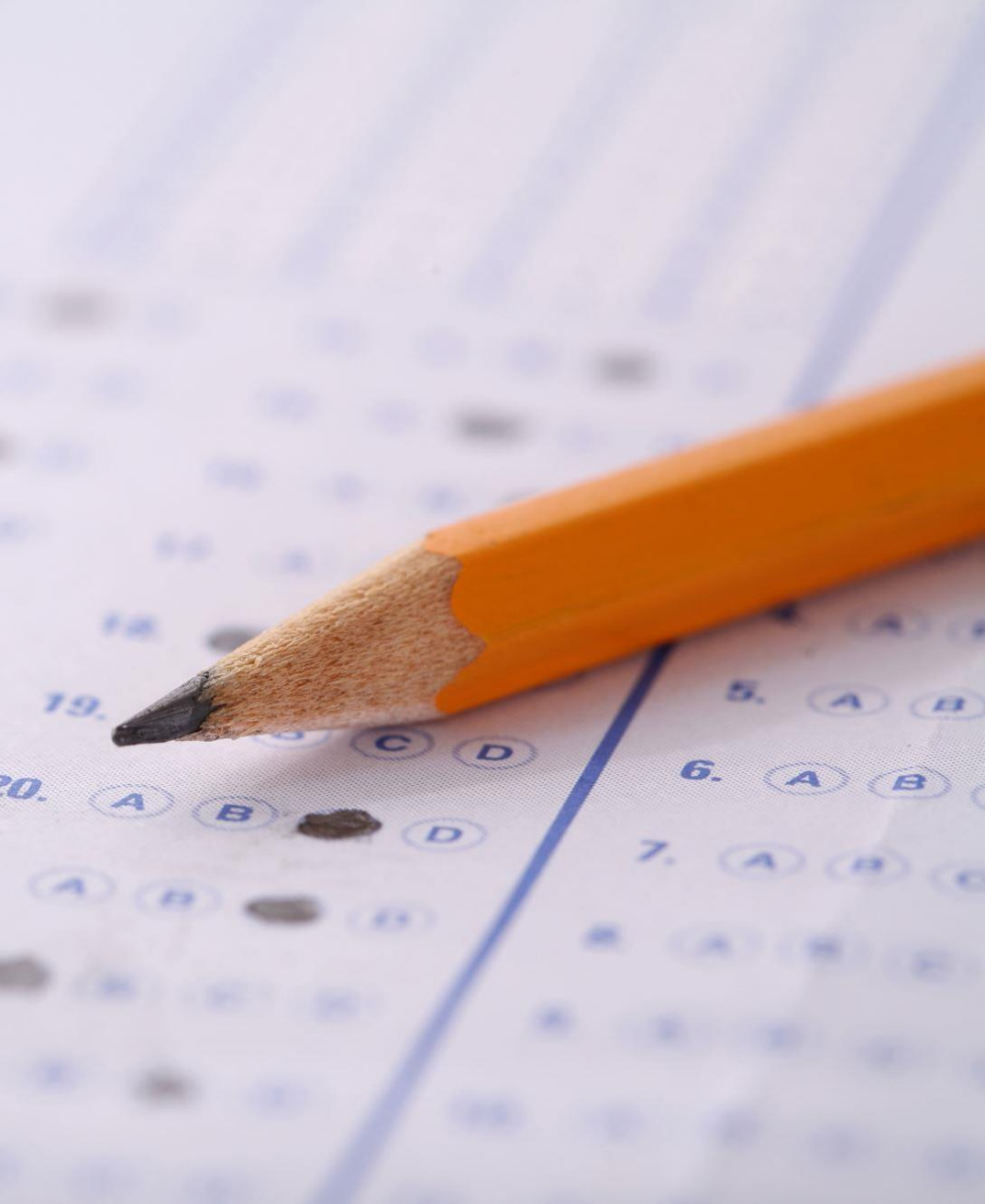
Student **must** have a **current** and **eligible for EL services** ELP test record.

Current: The student's most current ELP record must be dated during the **current school year or the prior school year.**

Eligible for EL Services: The Overall Proficiency Level of the "current" ELP record must be less than Proficient but not Undetermined.

Students cannot be enrolled in 2 schools at the same time and enrolled in EL services at the same time. This will not pass integrity for EL services. A phone call to the student's former school may be needed to ensure the student has been exited from EL services.

Passing Integrity – Placement Test

When the current and eligible ELP record is from a **Placement Test**, the **earliest** date that can be entered for EL services enrollment transaction is **the day after** the eligible ELP record. This date can be any day of the week including weekends and holidays.

Example: The Placement Test record is the eligible record, and that test record date is August 1 of the current school year.
The earliest date than can be used to enroll the student in EL services is August 2 of the current school year.

- AZELLA Placement Test
- Alt ELPA Screener

When the current and eligible ELP record is from a Spring **Reassessment Test** (**prior school year**), the **earliest** date that can be entered for EL services enrollment transaction is **the day the student enrolls in school** for the current school year.

Example: The student has a current and eligible for EL Services test record from the prior school year - the Spring 2024 AZELLA Reassessment (February 1, 2024); therefore, the student can be enrolled in EL services for the 2024-2025 school year any day that the student is enrolled in school, including the first day of school (August 1, 2024).

- Spring AZELLA Reassessment
- Alt ELPA Summative
- ELPA21 - Braille

Passing Integrity – Reassessment

Spring Reassessment results are published during the 1st week of MAY.

New Placement results are available within 2 days and the window closes mid-May.

Synchronize students **exit** from EL services **before the end of June.**

- Withdrawal from school (ELL02)
- End of school year (ELL06)
- Reclassification (ELL01)

Per FERPA, PPRA, and IDEA, district and school personnel may not share explicit student ELP results with another school outside of their own district.

REPORTS

EL REPORTS [70, 72 &73]

ADE's Assessments EL Reports are the historical official English Language Proficiency (ELP) records for all students who have been administered AZ ELP tests and who have received EL services.

These reports provide valuable information for students' academic success.

Individual student reports

Group reports (by district, by school)

EL proficiency data

EL status

Eligibility for EL services

EL program services transactions

ASSESSMENTS ELP REPORTS

ADE and the Assessments Unit provide 3 English Language Proficiency (ELP) Reports for districts and schools from ADEConnect.

ADEConnect > Applications > Assessments > ELP Report

RESOURCES

3 resource documents explaining how to read the 3 EL Reports provided by ADE's Assessments unit.

[The EL70 - ELP Student Test History Report](#)

[The EL72 - ELP Test Roster Report](#)

[The EL73 - EL Student Need Report](#)

Available on the AZELLA and the AZELLA District Test Coordinators web pages.

https://www.azed.gov/assessment/azella

https://www.azed.gov/assessment/azella-dtcs

EL70 – ELP STUDENT TEST HISTORY REPORT

All Arizona public students have an EL70 Report, regardless of the parent responses on their Home Language Surveys (HLS).

Single student ELP assessment report that provides information about ELP tests and EL program participation history.

The EL70 Report will assist LEAs to determine students' eligibility for EL program services and assist educators as they develop students' educational plans.

Golden Ticket

EL70 - ELP Student Test History Report

STUDENT DOES NOT HAVE A CURRENT SCHOOL ENROLLMENT

This is the message received when the student does not have a current school enrollment in the district.

This means that the school registrar needs to submit the enrollment through AzEDS.

EL70 REPORT FOR ALL STUDENTS

- **Every student** in Arizona has an EL70 Report.
- All schools must review the EL70 Report for every student enrolled in school.
- Schools must download and save the EL70 Report for all students that have one or more of the following on the report:
  - Another language
  - Assessment History
  - Most Recent EL Program Transactions

EL70 — ELP Student Test History Report

Student Demographics

SSID	Last Name	First Name	Middle Name	DOB	Enrolled Grade	Home Language Survey	Gender
						1. Spanish 2. English 3. English	

*An ELP Assessment History and/or EL Program Transactions **supersedes**, or takes the place of, a Home Language Survey with only English and American Sign Language (ASL) responses.*

Assessment History

Assessment Date	ELP Test[1]	Tested Grade[2]	Overall Proficiency Level[3]	Eligibility Status	District Name	District Entity ID	School Name	School Entity ID
02/21/2024	R	2	Intermediate	Eligible for EL Services	Douglas Unified District	4174	Clawson School	4765
03/02/2023	R	1	Intermediate	Eligible for EL Services	Douglas Unified District	4174	Clawson School	4765
08/19/2022	P	1	Basic	Eligible for EL Services	Douglas Unified District	4174	Clawson School	4765

Assessment Details

Date	Kindergarten Placement Test SS[4]	Kindergarten Placement Test Proficiency[5]	Total Proficiency SS[4]	Total Combined SS[4]	Total Combined Proficiency[5]	Reading SS[4]	Reading Proficiency[5]	Writing SS[4]	Writing Proficiency[5]	Listening SS[4]	Listening Proficiency[5]	Speaking SS[4]	Speaking Proficiency[5]	Oral SS[4]	Oral Proficiency[5]
02/21/2024			947			212	PrE/E/B	221	PrE/E/B	240	I	274	P		
03/02/2023			953			225	PrE/E/B	246	I	226	PrE/E/B	256	P		
08/19/2022				2298	B	209	PrE/E/B	203	PrE/E/B	218	PrE/E/B	218	PrE/E/B	218	PrE/E/B

Most Recent EL Program Transactions

Date	EL Program	Description
07/31/2024	SEI	This student was enrolled in a Structured English Immersion (SEI) program model. Students who have been enrolled in an SEI program model have an EL need and must be tested with the ELP Spring Reassessment Test until an Overall Proficiency Level of "Proficient" is attained.
08/02/2023	SEI	This student was enrolled in a Structured English Immersion (SEI) program model. Students who have been enrolled in an SEI program model have an EL need and must be tested with the ELP Spring Reassessment Test until an Overall Proficiency Level of "Proficient" is attained.
08/19/2022	SEI	This student was enrolled in a Structured English Immersion (SEI) program model. Students who have been enrolled in an SEI program model have an EL need and must be tested with the ELP Spring Reassessment Test until an Overall Proficiency Level of "Proficient" is attained.

EL70

- Initial focus should be on:
- Home Language Survey responses
- Most current ELP test date, OPL, and Eligibility Status
- Most Recent EL Program Transactions

EL70

Fiscal Year: 2025

EL70 — ELP Student Test History Report

Page: 1 of 3

Report Date: 09/16/2024

Last Refresh Date: 09/16/2024

Student Demographics

SSID	Last Name	First Name	Middle Name	DOB	Enrolled Grade	Home Language Survey	Gender
						1. Spanish 2. English 3. English	

An ELP Assessment History and/or EL Program Transactions supersedes, or takes the place of, a Home Language Survey with only English and American Sign Language (ASL) responses.

Assessment History

Assessment Date	ELP Test[1]	Tested Grade[2]	Overall Proficiency Level[3]	Eligibility Status	District Name	District Entity ID	School Name	School Entity ID
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08/19/2022	P	1	Basic	Eligible for EL Services	Douglas Unified District	4174	Clawson School	4765

Assessment Details

Date	Kindergarten Placement Test		Total Proficiency	Total Combined		Reading		Writing		Listening		Speaking		Oral	
	SS[4]	Proficiency[5]	SS[4]	SS[4]	Proficiency[5]	SS[4]	Proficiency[5]	SS[4]	Proficiency[5]	SS[4]	Proficiency[5]	SS[4]	Proficiency[5]	SS[4]	Proficiency[5]
02/21/2024			947			212	PrE/E/B	221	PrE/E/B	240	I	274	P		
03/02/2023			953			225	PrE/E/B	246	I	226	PrE/E/B	256	P		
08/19/2022				2298	B	209	PrE/E/B	203	PrE/E/B	218	PrE/E/B	218	PrE/E/B	218	PrE/E/B

Most Recent EL Program Transactions

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08/19/2022	SEI	This student was enrolled in a Structured English Immersion (SEI) program model. Students who have been enrolled in an SEI program model have an EL need and must be tested with the ELP Spring Reassessment Test until an Overall Proficiency Level of "Proficient" is attained.

CURRENT AND ELIGIBLE FOR EL SERVICES ELP RECORD

To be eligible for EL Services, a student must have a "**current**" and "**Eligible for EL Services**" ELP test record.

"Current" means the ELP test record is dated during the current school year or the prior school year.

"Eligible for EL Services" means the Overall Proficiency Level of the same ELP test record is less than proficient.

QUICK ALERT MESSAGES

ADE has 3 red font quick alerts messages and 1 blue font alert message on the EL70 Report.

Red alert indicates the student requires a new AZELLA Placement Test immediately. These students are listed on the EL73 Report as EL Group 8.

Blue alert indicates the student is not eligible for any AZELLA testing because the student was withdrawn due to SPED criteria in FY 2019 and earlier. The SPED Withdrawal retired with FY 2019.

Student requires an AZELLA Placement Test due to the AZELLA test being an incomplete result.

To be Eligible for EL Services, student requires an AZELLA Placement Test due to an outdated AZELLA test record.

To be Eligible for EL Services, student requires an AZELLA Placement Test due to the temporary entrance procedure that placed the student in an EL Program in FY 2021. This student was not administered an AZELLA in FY 2021.

This student is NOT eligible for AZELLA testing without a completed "AZELLA Placement Test Referral Form – Moving from Mainstream to EL Services" due to the Most Recent EL Program Transaction.

EL72 – ELP TEST ROSTER REPORT

Current Fiscal Year plus 3 prior Fiscal Years are available in ADEConnect

Includes every ELP test administered to students in that district, reported school-by-school, during the report year.

This report does not vary based on changes in enrollment. For this report, the students always report in the district where they were tested.

The annual report is updated regularly throughout the school year and reflects all ELP test results as they are uploaded into ADE's student record system.

This report is available as a PDF and CSV file.

EL73 – EL STUDENT NEED REPORT

Live report that updates daily.

Displays all students in an LEA/school who have an EL need in the current Fiscal Year and those with an EL need that has not been addressed in prior years back through FY 2015.

This report is intended to be used in conjunction with the EL70 Reports to determine which students need to be placed into EL Services and reassessed.

EL students will show on the report **after** their school enrollment has been processed through AzEDS.

Can be considered the Spring Reassessment testing list.

Proficient students are not included in this report.

Valuable footnotes are included at the end of the report.

THANK YOU!

Contact ADE's **Assessments** AZELLA Team for **all** inquiries about AZELLA, the administration of the AZELLA, ELP Reports, and student ELP records.

AZELLA@azed.gov

Arizona Department of Education