English Learners (EL)

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Tool Search: English Learners (EL)

The EL tool allows schools and districts to manage student English Learners (EL) programs. The EL tool was designed as a way to provide a single area for managing EL information and pulling data for state and federal reports.

Fields vary by state. See the State-Specific Information section for more information on English Learners (EL) procedures in your state.

This tool is read-only for users on a State Edition of Infinite Campus. EL records are created at the school and district level. Only users on a District Edition of Infinite Campus have access to modifying EL record data.

English Learners (EL)

See the English Learners (EL) Module Tool Rights article for information about rights needed to use this tool.

English Learners Information in Ad Hoc Query Wizard

English Learners information is available in the Query Wizard for **Student** data types in **Learner > EL** folder.

English Learners Related Ad hoc Fields

EL Fields

This table does not include state-specific or custom fields.

Fields	Description	Ad hoc Field
Active EL Record		
Program Status *Required*	Indicates the student's EL status. Options include: • **EL** - Student is currently receiving EL services. • **Exited EL** - Student has exited the EL program. • **Pending** - Student has been identified as possibly needing EL services by the school but no formal EL determination has been conducted. • **Not EL** - The student is not eligible/does not require an EL program.	lep.programStatus

Fields	Description	Ad hoc Field
Identified Date	Indicates the date the student was identified as eligible for an EL program or service. This date reflects the date the student took the Screener/Initial Determination Test. This date is used to determine if the student is participating in an EL program.	lep.identifiedDate
Expected Exit Date	Indicates the date the student is expected to exit the EL program.	lep.expectedDate
Date Determined Misidentified	Indicates the date it was determined that the student was incorrectly identified as EL eligible.	lep.determinedMisidentifiedDate
Program Exit Date	Indicates the date the student exited the EL program. This means the student is no longer reported as EL within state and local reports. Federal reporting continues to track EL students for two years beyond the date entered in this field. This information is reflected in the **First Year Monitoring** and **Second Year Monitoring** fields.	lep.exitDate
First Year Monitoring	A read-only field calculated as exactly one year from the **Program Exit Date**. This field is used in federal reports for tracking and reporting purposes.	lep.firstYearMonitoring
Second Year Monitoring	A read-only field calculated as exactly two years from the **Program Exit Date**. This field is used in federal reports for tracking and reporting purposes.	lep.secondYearMonitoring
Third Year Monitoring	A read-only field calculated as exactly three years from the **Program Exit Date**. This field is used in federal reports for tracking and reporting purposes.	lep.thirdYearMonitoring
Fourth Year Monitoring	A read-only field calculated as exactly four years from the **Program Exit Date**. This field is used in federal reports for tracking and reporting purposes.	lep.fourthYearMonitoring

Fields	Description	Ad hoc Field
Fifth Year Monitoring	A read-only field calculated as exactly five years from the **Program Exit Date**. This field is used in federal reports for tracking and reporting purposes. This requires the **Display Fifth Year EL Monitoring** System Preference to be set to Yes.	lep.fifthYearMonitoring
Parent Notified	Indicates the date the student's parent(s) were notified about the student being eligible for EL services.	lep.parentNotified
Parent Declined Date	This field indicates the date on which the student's parent(s) declined EL services. This field can be marked in the Attribute/Dictionary to not display. Mark the Hide checkbox in the Attribute/Dictionary if this is desired.	lep.parentDeclinedDate
Interrupted Schooling	This field indicates whether the student's schooling has been interrupted for more than 30 days in the last 3 years. This field is not visible unless activated for your version of Campus.	lep.interruptedSchooling
NEP	If marked, this field indicates the student will never become English Proficient. This field is not visible unless activated for your version of Campus.	lep.nep
EL Program Designation	Indicates which program the student qualifies for (funding source). This field acts as an override to indicate the type of English Learner (EL) program the student is participating in. This field is not visible unless activated for your version of Campus.	lep.programDesignation
Comments	Any comments related to the student's EL record (500 character maximum).	lep.comments

Fields	Description	Ad hoc Field
Re-Enter	Indicates the student has re-entered EL programming for a previously exited EL student. This button is only available for students who have an exited EL program record. If selected, the most recent EL record is historically saved and a new EL record is created.	N/A
Census Information		
Home Primary Language	Displays of the student's current Home Primary Language value. This field is read-only. This field populated based on values set in the Home Primary Language field found on the Identities tool. This value **MUST** be set in order to create an EL record. If no Home Primary Language value is established on the student's Identities tool, the default value established for the field within the Attribute/Dictionary reports in the Home Primary Language Field on the student's EL tool.	lepAssessment.language
First Entered US School	Displays the date the student first entered a U.S. school. This field is read-only. This field populates based on the date entered in the First Entered US School field found on the Identities tool. This field is not required, however, users are highly encouraged to populate this field.	ident.dateEnteredUSSchool
Birth Country	Displays the country in which the student was born, populated on the Identities tool. This field is read-only.	student.birthCountry
State Localized Elements		
Because EL reporting varies across states, any state-specific element displays in this section. Review specific EL information for more guidance. See the image following this table. State Localized fields **DO NOT** sync to State Edition, but they are available in Ad hoc for reporting purposes.		
District Defined Elements		

Fields	Description	Ad hoc Field
Districts can create their own custom elements for use on EL editors. See the Create Custom EL Elements section for more information. These elements do not sync to State Edition and cannot be copied forward. These elements are available in Ad hoc Reporting in order to create filters based off of this data.		

When a student transfers and the school has used the Student Records Transfer process, EL services received at the previous school displays as links on the EL tool. PDF reports generate when the links are selected.

EL Services PDF

In addition to assigned EL tool rights, viewing this transfer information requires Read rights to System Administration > Data Utilities > Student Records Transfer.

Create an EL Record

1. Ensure the **Home Primary Language** and **First Entered US School** fields are populated on the student's Identities tool. Only the Home Primary Language Field is required in order to create an EL record; however, users are highly encouraged to also enter First Entered US School data.
2. Select a **Program Status**.
3. If the student has taken an Initial Determination Test (for example, the WAPT) and was found eligible, enter the **Identified Date**.
4. If the student is eligible and currently receiving EL services, enter the **Expected Exit Date**.
5. If the student is exiting their EL program or services, enter the **Program Exit Date**.
6. If the student has taken an Initial Determination Test (such as the WAPT) and was found eligible for EL services, enter the **Parent Notified** date.
7. If the student's parents were notified and refused EL services, mark the **Parent Declined** checkbox.
8. Enter any **Comments** about the student's EL record.
9. Select the **Save** button.
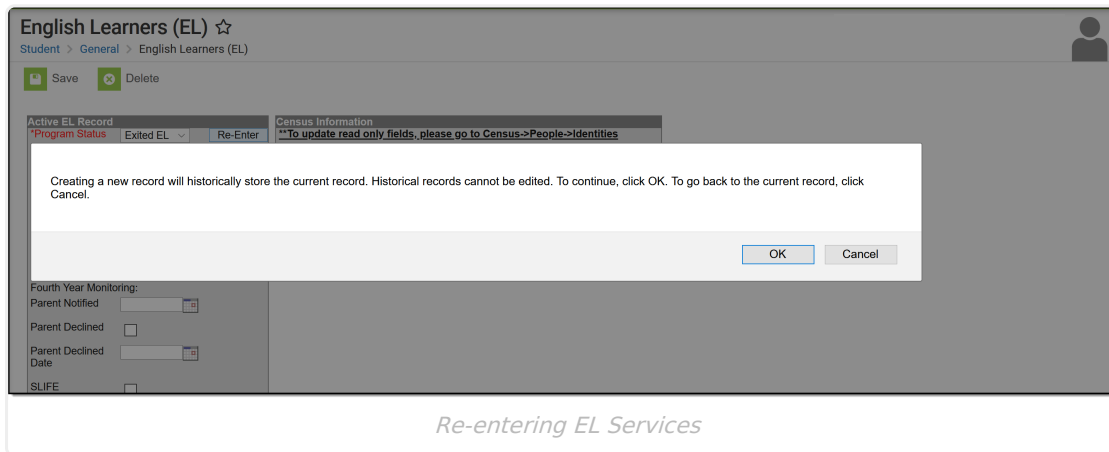
Home Primary Language Logic

A Home Primary Language value on a student's Identities tool is needed in order to create an EL record for the student. If a student has a NULL Home Primary Language value but a **Default Value** has been established for the field within the Attribute/Dictionary, the default value reports on the student's EL record. The default value **MUST** be a valid language code in order for it to report on a student's EL record. A valid Home Primary Language code is defined as the two letter code corresponding to the desired language.

The Home Primary Language field uses ISO language codes. To review and identify proper Home Primary Language code values, refer to the codes set within the Home Primary Language field on the Identities tool.

Re-Enter EL Students

Periodically, a student who was considered EL but passed the ACCESS and exited EL services needs to re-enter EL services. In order for these students to have accurate EL records, the **Re-Enter** button must be used on the student's most recent EL record.

1. Select the **Re-Enter** button. A validation box displays, asking the user to confirm the action. Select **OK** to historically store the previous EL record and create a new record. Select **Cancel** to cancel the process.
2. Enter all appropriate information within the available fields. See the Create an EL Record and EL Fields sections for more information about these fields.
3. Click the **Save** icon when finished. The student now has a new re-entry EL record. The previous EL record is visible in the EL History section.

Re-entering EL Services

View Historical EL Records

Every time a new EL record is created for a student, the previous record is historically stored and viewable within the EL History section. For State Editions users, this section describes both historical and active EL record information.

Both district defined fields and state localized fields appear in this section.

In the image above, the student's historical EL record is viewable by selecting the (**+**) next to the **EL History** and **Status** header. Because State Edition users are not allowed to modify EL records, the EL History section displays the active record as well as all historical EL records.

Create Custom EL Elements

When deciding to create custom EL elements, verify the element is not available elsewhere in Campus. Follow the instructions available on the Custom Attribute article.

These elements require the Screen Location, what determines where the element displays, to be EL.

Custom EL Attributes

1. Click the **New** icon on the **Custom Attribute** tool.
2. Enter the **Display Name**.
3. Select **EL** for the **Screen Location**.
4. Enter a **Field Name** for this attribute.
5. Select a **Date Type** from the dropdown list.
6. Enter the **Max Size** for the new element.
7. Enter the desired **Sequence** for the element.
8. Mark the **Hide,Required** and **Hide Portal** checkboxes as needed.
9. Enter a **Default Value**, if needed.
10. Enter any **Comments** about this element.
11. Click the **Save** icon when finished. The new attribute displays on the student's EL tool.

Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- Upload Documents

- [Delete Documents](#)
- [Replace Documents](#)
- [Edit a Document Name or File Description](#)
- [Download Documents](#)

State-Specific Information

Fields vary by state. Follow the links to view English Learner (EL) information for your state.

- [Arizona](#)
- [California](#)
- [Idaho](#)
- [Indiana](#)
- [Kansas](#)
- [Maine](#)
- [Michigan](#)

- [Minnesota](#)
- [Missouri](#)
- [Oklahoma](#)
- [Oregon](#)
- [Nevada](#)
- [North Dakota](#)
- [Texas](#)

- [Wisconsin](#)