

Importance of Sending Add-On-Sheet to the Office of Bilingual Education

Detroit Public Schools is committed to data driven decision making. Data pertaining to ELs is important to the instructional and programming decisions made at the school and district levels. It is very important to update ELs program information accurately into Michigan Students Data System (MSDS) through district EL Students Information System (MISStar). ELs data is also used to determine the funding for the Office of Bilingual Education of Detroit Public Schools. In an effort to facilitate the process of making decisions that will impact the EL student population, the DPS-Office of Bilingual Education is responsible for collecting, verifying, analyzing, and accurately reporting ELs data in a timely manner. The office is also responsible for distributing ELs data to many different stakeholders including teachers and administrators, federal and state agencies, central office personnel, and staff.

The Office of Bilingual Education employs a full time Data Specialist dedicated to the task of data and information management. Bilingual Resource teachers or designee **must** submit an add-on sheet to Office of Bilingual Education every time a new EL is enrolled at the school site (new to the district) and given W-APT test (screener). The data specialist then store EL student data into the district EL Student Information System (MISStar) in order to report data in MSDS. It is very important that schools must send the Add-On Sheet to the Office of Bilingual Education in order to comply with the district-wide systematic data collection process.

Summary of the Processes to Identify and Add a student as Bilingual /LEP/EL:

- Student is enrolled in the district for the first time and is not already designated as eligible Bilingual in MISStar (Bilingual Master List)
- Student is identified as potential Bilingual based on Language Information (**Primary and/or Home Language is other than English**) during the enrollment process.
- Trained Staff at the school level administers W-APT to potentially eligible Bilingual student. Additional local assessment is given or results are acquired regarding Reading and Math.
- School enters the W-APT scores of the student into BAA secure site.
- School completes the Bilingual Add-on Sheet regarding the student and sends it to Office of Bilingual Education.
- Office of Bilingual Education stores the data into EL information system of MISStar and adds the student as Bilingual.
- Office of Bilingual Education sends the updated Bilingual Master List to the school to verify the accuracy of the Bilingual students count.

- School confirms the count or requests any changes necessary to the Office of Bilingual Education before the data are being sent to the Information Technology Department by Office of Bilingual Education for MSDS submission and SRM certification.
- The data collected in MIStar are reported to MSDS during the data collection (Fall, Spring, and End of Year) windows.
- Data are certified in MSDS and the student is reported as LEP to Michigan Department of Education (MDE).
- **Once the student is identified, reported, and certified as Bilingual /LEP/EL in MSDS, it is impossible to remove the student from Bilingual. In this case, the Language Information must not be modified to English in Enrollment of MIStar (Both for Primary and Home) by school.**
- Student can be eligible to **EXIT** from the Bilingual Program and identified as FLEP if she or he meets the MDE mandated EXIT (Proficient in WIDA Access, MEAP/MME, and other local assessment; Graduated) criteria. Office of Bilingual Education works closely with schools regarding this matter.