



Instructions for Years in U.S. Schools Data Collection

The language proficiency assessment committee (LPAC) is required to determine and document the number of school years in which each ELL has been enrolled in a U.S. school. This information, which is reported to TEA in conjunction with the Texas English Language Proficiency Assessment System (TELPAS), is used in TELPAS reporting, STAAR and TAKS assessment decisions, and accountability and performance-based monitoring measures.

It is important for LPACs to follow state-defined policies and procedures to determine and annually document this important student data element. Steps must be taken to document the information in a manner that shows clear evidence of consistent and accurate annual updating. The information must be kept in the student's permanent record file. Districts may wish to use the TEA-provided sample form titled *Student History Worksheet* or a similar form to document and annually update this information. This form may be found on the TEA LPAC assessment resources webpage at <http://www.tea.state.tx.us/student.assessment/ell/lpac/>.

School records or signed verification from the child's parent or guardian must be used by the LPAC to indicate the number of school years of enrollment in the U.S. Information that is not able to be obtained from the parent or guardian may be supplied instead by the person standing in parental relation (such as the relative with whom the student is living). When a school has been unsuccessful in obtaining the requested information in writing, a school official or representative may speak to the parent, guardian, or person standing in parental relation to obtain the information and then sign a statement describing the information obtained, which must be kept in the student's permanent record file. If the student is 18 or older, the LPAC may permit the student to provide his or her own signed verification if appropriate.

The campus coordinator is responsible for submitting this information through the Texas Assessment Management System at the time of TELPAS. Together, the campus coordinator and LPAC must see that steps are in place to verify the information for annual accuracy and consistency.

Important: The number of school years of enrollment in a U.S. school starts with grade 1 or the first school year thereafter if the first school year of enrollment in the U.S. is later than grade 1. Kindergarten and prekindergarten do not count because school attendance is not mandatory until grade 1. Exceptions are not made for partial school years of enrollment. The value for first grade ELLs should never be higher than "1st school year" unless the student was retained in grade 1.

Document for Each ELL as Applicable:	Data Definitions:
1 st school year, enrolled in 2 nd semester	First enrolled in U.S. schools during the second semester of 2011–2012 school year
1 st school year, enrolled in 1 st semester	First enrolled in U.S. schools during the first semester of 2011–2012 school year
2 nd school year	Has been enrolled in U.S. schools for all or part(s) of 2 school years
3 rd school year	Has been enrolled in U.S. schools for all or part(s) of 3 school years
4 th school year	Has been enrolled in U.S. schools for all or part(s) of 4 school years
5 th school year	Has been enrolled in U.S. schools for all or part(s) of 5 school years
6 th school year or more	Has been enrolled in U.S. schools for all or part(s) of 6 or more school years