

STARS HELP
Limited English Proficient/English Language Learner Data

The State Automated Reporting System (STARA) is used to collect data on students who come from non-English language backgrounds. School districts are required to report a number of data elements for these students who are referred to as Limited English proficiency (LEP) or English Language This data is used for federal and state reporting, monitoring and program funding. A definition of LEP is available at <http://www.dpi.state.nd.us/bilingul/tech/defin.pdf>. Information on school district responsibilities is available at <http://www.dpi.state.nd.us/bilingul/tech/index.shtm>. LEP/ELL reports are due three times during the school year.

Due September 15th – Initial LEP/ELL Student count

LEP/ELL status of all students must be reported by September 15th. This report is used to estimate counts for the year and includes only basic information on students.

Due January 5th – Mid-Year LEP/ELL Report

All data fields for currently enrolled students must be completed in for the mid-year report. The information for this report is used for a number of purposes including: English language proficiency test labels, monitoring for state ELL program approval and estimation of grant awards.

Due June 30th – Final Year LEP/ELL Report

All new students must be added and data for LEP students must be completed by June 30th. The information for this report is used for a number of purposes including: final approval for state ELL program approval and allocations for state and federal funding for the next school year.

To complete the student record for students limited in English proficiency or English Language Learners complete the following steps:

1. Click on student's name.

Enrollment - Windows Internet Explorer
 https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/Enrollment.aspx?rid=31&eid=705&syid=18&rsid=44

STARS
 State Automated Reporting System

Pupil Membership
 Public LEA: DPI DISTRICT
 Year: 2007-2008

Welcome Mari Rasmussen Exit Report

Pupil Membership
 District Student Filter
 Notification
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Students
 Enter the filter criteria and click Filter to retrieve the students matching the criteria. To search for and add a new student to the district click on Student Search link under Tools in the left navigation.
 After the students have been displayed, click on the student's last name to view the student record or on the start date to view the student's detail record identified by the start date.
 Check to return only the most recent student detail record for a student.

Plant:
 Grades:
 Last Name Begins With:
 Special Ed:
 Alternative Ed:
 BIE:
 Home School:
 Filter

<input type="checkbox"/>	Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
<input type="checkbox"/>	Bozeman	Britany		7	F	Jan 9, 1996	2416202474	Aug 27, 2007	Oct 31, 2007
<input type="checkbox"/>	Caseman	Crystal		7	F	Sep 9, 1995	2416773080	Aug 27, 2007	

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Click on your district name in the list of districts that appear to open the student record.

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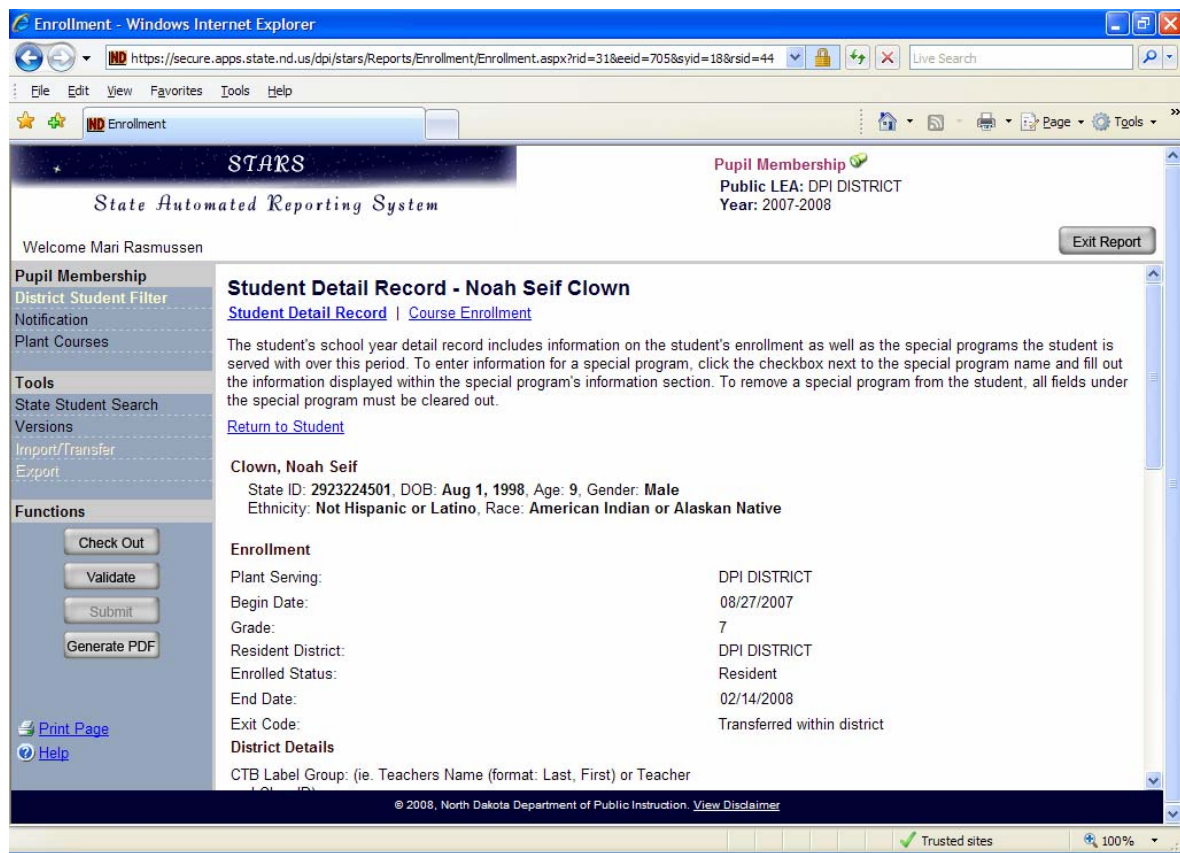
[Print Page](#)
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Permanent Student Record
 State ID: 2923224501
 First Name: Noah
 Middle Name: Seif
 Last Name: Clown
 Date of Birth: 08/01/1998
 Age: 9
 Gender: Male
 Ethnicity: Not Hispanic or Latino
 Race (check all that apply):
 American Indian or Alaskan Native
 Asian
 Pacific
 Black
 White
 Missing
 Cohort Year (first ent. grade 9):
District Permanent Student Record
 Student Identifier:
School Year Details

District	Plant	Grade	Begin Date	End Date
DPI DISTRICT	DPI DISTRICT	7	Aug 27, 2007	Feb 14, 2008

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Click on “check out” to add information to the student’s record.



Check the box for Limited English proficiency.

Enter the information available under “Permanent Record”

- ◆ Heritage Language

Add the student’s heritage language from the list of languages available in the scroll down box. If the language is not available, send an e-mail message to Mari

Rasmussen at mrasmussen@nd.gov.

- ◆ Attainment Date

The “attainment date” refers to the date when a student attains English language proficiency and is exited from ELL/LEP status. Enter this date only for students who have been exited.

- ◆ Initial W-APT Assessment - do not enter anything here.

- ◆

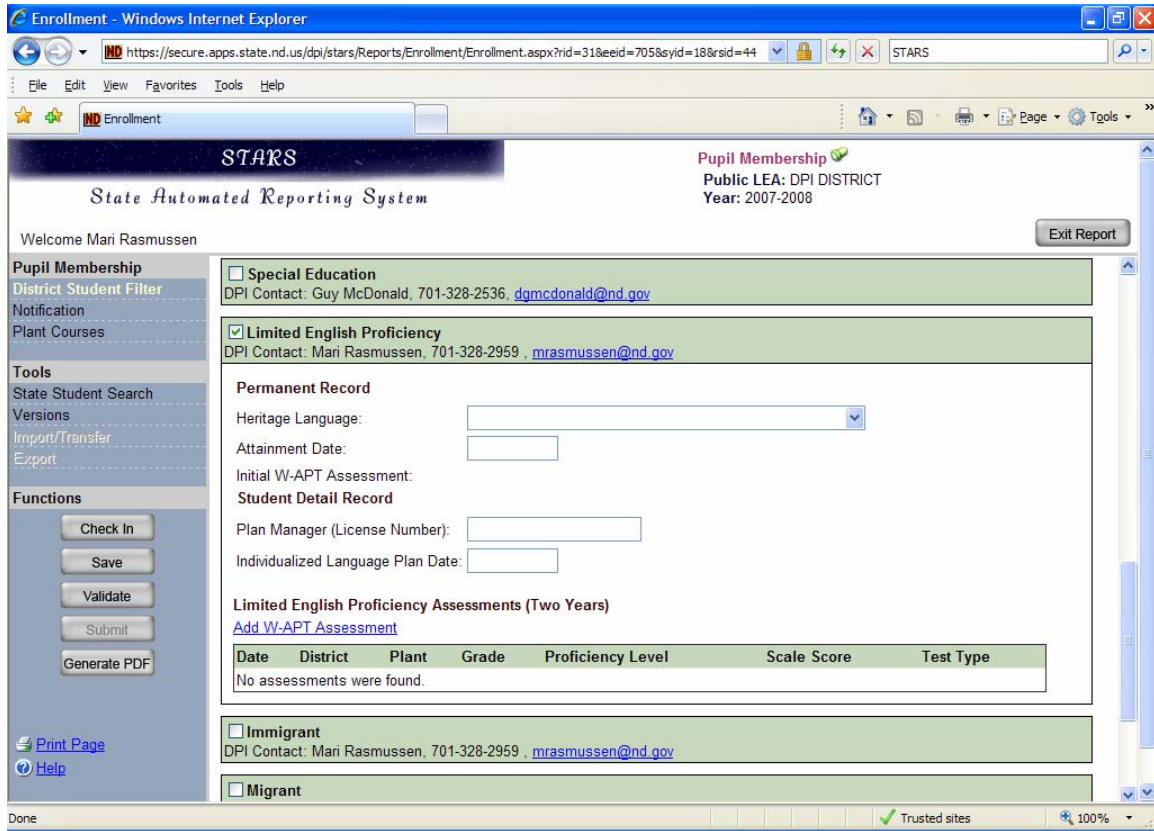
Enter the information available under Student Detail Record

- ◆ Plan Manager (License Number)

Enter the license number of the teacher responsible for the student’s Individual Language Plan. All students must be under the caseload of a teacher who holds an endorsement for English as a second language or bilingual education.

◆ Individual Language Plan

Enter the date the Individual Language Plan was developed or updated. Plans must be updated annually.



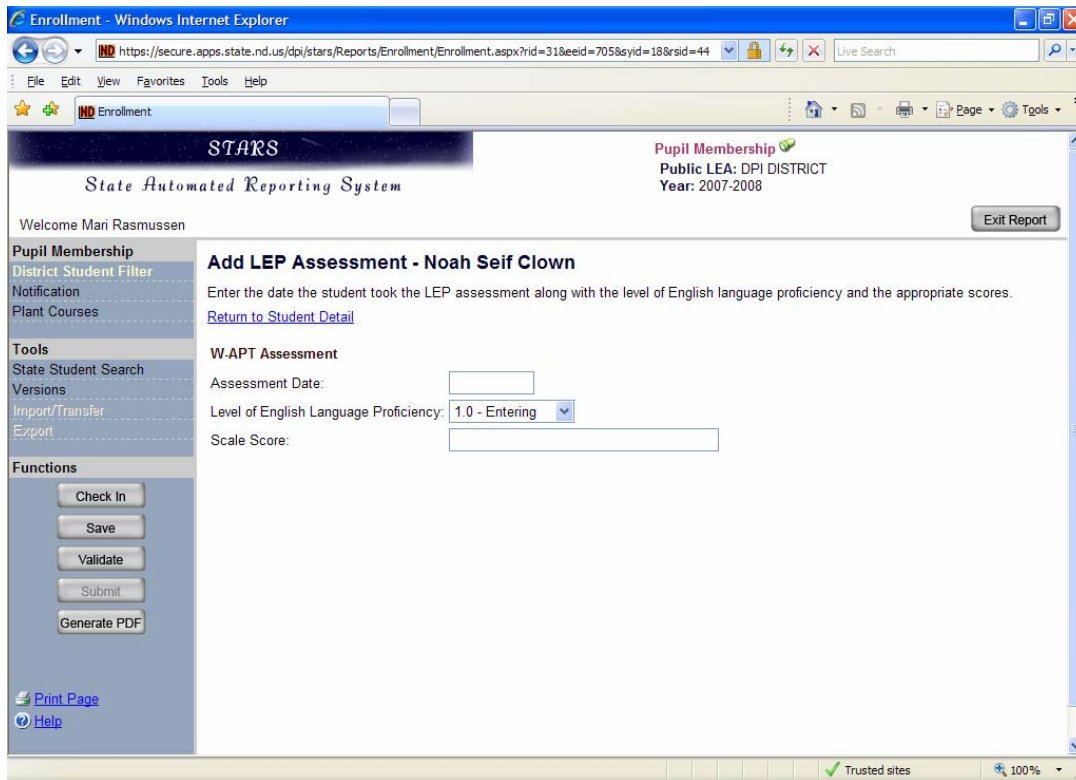
Limited English Proficiency Assessment

◆ Add W-APT Assessment

Enter the information requested for students who have been screened by the W-APT assessment.

◆ Annual English language proficiency assessment

This information will be pre-populated by the Department. There is no need to add information here.



For more information on identification, assessment and instruction of LEP/ELL students, please refer to the guidance at <http://www.dpi.state.nd.us/bilingul/standards/index.shtm>.