

Extract ELL Intensity and Program Reporting From ReportNet

What you need: this extract is recommended for schools with > 30 ELL students. Fewer than 30 ELL students at your school? Manual input in L0 may be easier and quicker.

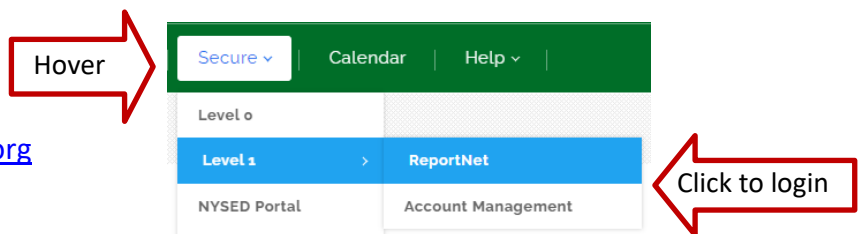
1. A list of students identified as **English Language Learners from ATS or ReportNet**
2. The type of **support they receive**, and
3. **Whether or not that support meets the minutes of instruction** required based on their NYSITELL score

Download a prepopulated Excel file to expedite this reporting for electronic import in Level 0.

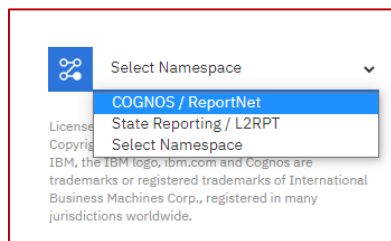
1. Start at the NYC Charter Data Central website at

<https://nyccharterdatacentral.esboces.org>

Hover over Secure
Click on Level 1

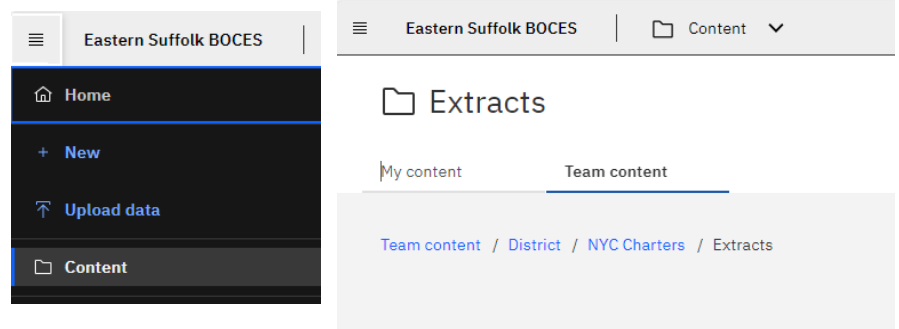


2. Select COGNOS/ReportNet from the dropdown and login.



If you forgot your Username or password, return to our NYC Data Central website and use **Account Management** to reset your password.

3. Click on the following folders:
Content>
Team Content Folder>
District>
NYC Charters>
Extracts >>



4. Click on one of the following report:

- Program Facts – Student ELL Program Service & Intensity – Extract

There are two reports: if all, or most, students receive English as a New Language, use the report with 5709 in the title, otherwise choose the other file to type in the ELL Program Service code for each student.



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5. Select School/Year & click on Finish

6. Open the Excel file that downloads: follow the instructions.

A pre-populated Excel file will show each student on two lines

1. **Original 0231 record from ATS:** enter a program intensity in the correct column
2. Ensure the correct Program Service is entered for each student

ELL Eligibility & Intensity

Program Facts - Student ELL Program Service (Only 5709) & Intensity - Extract (2022-2023)

This data originates in an NYCDOE system. DO NOT CHANGE ANY DATES IN THE FILE. Updates MUST be reported to the NYCDOE directly.
ALL ELL ELIGIBLE students MUST have an Eligibility (0231) record with an intensity AND a program service records reported.
Every student must have two records and the DATES CANNOT be changed.
First record each student: 0231, enter ONLY "FULL", "PARTIAL", or "NONE" in column J. ONLY grey cells should be blank.
Second record each student: ensure that the code in column F represents the ELL service each student receives.
DO NOT DELETE ANY ROW of data, doing so will create errors in Level 0.
Student names are updated weekly. If a student is missing from this report please ensure that they have been reported in the appropriate NYSED system.
Blue Column Headers indicate required fields
Green Column Headers indicate extra information for your convenience. DELETE this column before creating the CSV.
Black Column Headers indicate fields should be left blank. If not already done, you can hide these columns within the workbook.
When complete, save as an Excel file with headers and again as a CSV file without headers and green columns.

DISTRICT CODE	LOCATION CODE	SCHOOL YEAR DATE	STUDENT ID	STUDENT NAME	ELL Program Code	PROGRAM START DATE (yyyy-mm-dd)	PROGRAM END DATE	STATE BEDS CODE	PROGRAM INTENSITY	ENTRY REASON CODE 1 (leave blank)	ENTRY REASON CODE 2 (leave blank)
90000001	99K999	2023-06-30	000000001	Last, First 1	0231	2022-09-01					
90000001	99K999	2023-06-30	000000001	Last, First 1	5709	2022-09-01		000000860001			
90000001	99K999	2023-06-30	000000008	Last, First 8	0231	2022-07-01					
90000001	99K999	2023-06-30	000000008	Last, First 8	5709	2022-07-01		000000860001			
90000001	99K999	2023-06-30	000000022	Last, First 22	0231	2022-07-01					
90000001	99K999	2023-06-30	000000022	Last, First 22	5709	2022-07-01		000000860001			
90000001	99K999	2023-06-30	000000033	Last, First 33	0231	2022-09-21					
90000001	99K999	2023-06-30	000000033	Last, First 33	5709	2022-09-21		000000860001			
90000001	99K999	2023-06-30	000000037	Last, First 37	0231	2022-07-01					
90000001	99K999	2023-06-30	000000037	Last, First 37	5709	2022-07-01		000000860001			
90000001	99K999	2023-06-30	000000043	Last, First 43	0231	2022-07-01					
90000001	99K999	2023-06-30	000000043	Last, First 43	5709	2022-07-01		000000860001			
90000001	99K999	2023-06-30	000000057	Last, First 57	0231	2022-07-01					
90000001	99K999	2023-06-30	000000057	Last, First 57	5709	2022-07-01		000000860001			
90000001	99K999	2023-06-30	000000062	Last, First 62	0231	2022-10-13					
90000001	99K999	2023-06-30	000000062	Last, First 62	5709	2022-10-13		000000860001			
90000001	99K999	2023-06-30	000000075	Last, First 75	0231	2022-07-01					
90000001	99K999	2023-06-30	000000075	Last, First 75	5709	2022-07-01		000000860001			
90000001	99K999	2023-06-30	000000076	Last, First 76	0231	2022-09-22					

DO NOT change
Start or End dates.

Enter the proper Intensity
on the 0231 line, exactly
as shown:

FULL
PARTIAL
NONE

Ensure each student
has the correct ELL
program code:

5709
5676
5687
8239

Delete Column prior to saving as a .csv

BEDS code required for
ELL Program Service Only

In the above view, headers have "WRAP TEXT" on to see more data at once.

DO NOT SKIP any records: L1 Data Prep will error and prevent any data transfer to NYSED if either the Intensity or Program Services is not reported.

What you need to report:

- 1) **ELL Intensity:** Enter **FULL**, **PARTIAL** or **NONE**, to report whether or not student gets the full number of minutes of ELL support based on NYSITELL testing.
- 2) **ELL Program:** Report the code for each student for the type of support or if no support is provided:
5709 – ENL, **5676** – Bilingual, **5687** – Dual Language, **8239** – No Service

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Verify your data.

Finished?

Once you have updated your spreadsheet with this year's information, save it as

1) an Excel file (with headers)

- Delete headers and the student name column as directed.
- BEST PRACTICE:
 - 1) Find the first empty column off to the right: select multiple columns & click DELETE, then
 - 2) Find the first empty row at the bottom: select multiple rows & click DELETE

2) save the file again in the file format .csv (comma separated values)

Loading the CSVs into Level 0.

Log into Level 0

Hover over ELECTRONIC IMPORT

Click on PROGRAM FACT

Step 1: use default settings

Step 2: Click on CHOOSE FILE select the saved .CSV

STEP 3: Click on PREPARE IMPORT FILE (this may take a moment)

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and start over. Need help? Call us at 631.218.4134

Green message? Proceed to...

STEP 4: (Optional) Click on Perform Pre-Check

STEP 5: Load each CSV separately and click on *ELL Eligibility and ELL Programs*

STEP 6: Select DO NOT DELETE - A single or multiple set of records can be loaded at a time

STEP 7: Click on Validate Data

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and go to Step 1.

Green message? Yeah!

Program Fact Validation and Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Import File Location: (Use browse button to find file)

No file chosen

Step 3 - Click button to prepare file for validation:

Step 4 - (Optional) Pre-check - View import record category counts:

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

<input type="checkbox"/> SafetyNet	<input type="checkbox"/> CTE / Tech Prep	<input checked="" type="checkbox"/> ELL Eligibility	<input checked="" type="checkbox"/> ELL Programs
<input type="checkbox"/> 0220-Alt. Assess.	<input type="checkbox"/> 0242-NYSESLAT	<input type="checkbox"/> 0264-Section 504 Plan	<input type="checkbox"/> 5753-Intervening Serv.
<input type="checkbox"/> 8261-Single Parent/Pregnant	<input type="checkbox"/> 8272-Homesless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title I TAS
<input type="checkbox"/> Higher Education	<input type="checkbox"/> 8271-CDOS Credential	<input type="checkbox"/> 8282-Immigrant	<input type="checkbox"/> 8292-Parent Armed Force
<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted	<input type="checkbox"/> 5754-OCETS	

Step 6 - Delete current Level 0 valid P.S. records for this district and school year?

☒ DO NOT Delete Level 0 P.S. Records ☐ Delete All Valid P.S. records (selected categories only)

Step 7 - Click button to validate data file:

Import/Validation Messages:

L1 Data Prep MUST be completed for the transfer of data to the NYCDOE for



New York State Education Dept. - Level 0			
Elect. Import	Manual Input	L1-Data Prep.	Reports
		Demographics	
		Enrollment	
		Program Fact	

submission to NYSED:

Hover over **L1-Data**

Prep.

Click **Program Fact**
from the menu

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ELL, PROGRAM FACT L1 DATA PREP

ONLY check the data types reported by you in the Level 0

NEVER check 8262 Homeless. **X** This data **CAN ONLY** be updated via NYCDOE processes.


Program Fact Data Prep. for Level 1: **DO NOT** **ALL**

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

Note:  Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.


☒ **Check All**

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input checked="" type="checkbox"/> ELL Eligibility	<input checked="" type="checkbox"/> ELL Programs	<input type="checkbox"/> ESEA	<input type="checkbox"/> Type of Disability	<input type="checkbox"/> 0198::Poverty
<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSESLAT	<input type="checkbox"/> 0264::Section 504 Plan	<input type="checkbox"/> 5753::Intervening Serv.	<input type="checkbox"/> 5806::Reduced Lunch	<input type="checkbox"/> 5817::Free Lunch	<input type="checkbox"/> Summer School Participation
<input type="checkbox"/> 8261::Single Parent Pregnant	<input type="checkbox"/> 8272::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title I TAS	<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. Transfer	<input type="checkbox"/> 1232::SIFE
<input type="checkbox"/> Higher Education	<input type="checkbox"/> 8271::CDOES Credential	<input type="checkbox"/> 8282::Immigrant	<input type="checkbox"/> 8292::Parent Armed Forces	<input type="checkbox"/> 8300::Foster Care	<input type="checkbox"/> 8312::Biliteracy	<input checked="" type="checkbox"/> 8262::Homeless
<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted	<input type="checkbox"/> 5754::CCEIS	<input type="checkbox"/> 8313::Civic Readiness			

Validate Now 

Validation results...

Click the button below to create export file for Level 1

Create File for Level 1 Submission  Save As

Data Prep. messages...

Click the **"Validate Now"** button – you should get a green success message
L0 will list each of the data set you checked and report the outcome of data transfer in green.
Click on **Create File for Level 1 Submission**.

Click the button below to create export file for Level 1

Create File for Level 1 Submission  Save As

The checked categories above are locked and waiting to be prepared for Level 1 submission.

If you get any error messages in the L1-Data Prep area, give us a call at **631.218.4134**

Complete!

You've submitted your Program Facts file and the data is queued for transfer to the NYCDOE for submission to NYSED. (Data is submitted every Wednesday at 9AM)

Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](http://nycenet.edu)

Ensure that SED has the correct data by reviewing the **SIRS 650: English Language Learner Profile Report**. Data in the SIRS 650 is based on 0231 identification by the NYCDOE and must have an accompanying ELL program service.

Missing data may indicate an issue with the identification, check ATS, or failure to complete the 0231 intensity and/or report the ELL program service provided; all 0231 records **MUST** have an ELL program service

The following L2RPT reports may also be viewed:

- **SIRS 104: NYSITELL Summary Report**
- **SIRS 109: Recently Arrived ELL Students Accountability Report**

*Each school is responsible for the accuracy of ALL data reporting. Verification **MUST** be completed by a review of the associated L2RPT report.*