COLORADO
Department of Education

2021 English Language Learner Count Audit Resource Guide

Fiscal Year 2021-2022

Submitted to:
Colorado Public School Districts, Charter Schools, Charter School Collaboratives, Charter School Networks, The Charter School Institute (CSI) and Colorado Boards of Cooperative Educational Services (BOCES)

By:
Colorado State Board of Education
School Finance and Operations Division

Katy Anthes, Ph.D.	Commissioner of Education
Jennifer Okes	Chief Operating Officer
Kate Bartlett, MBA	Executive Director of School District Operations

School Auditing Office

Rebecca McRee	Supervisor
Jessica Oxton	Auditor
Adam Van Alstyne	Auditor

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201 E. Colfax Ave., Denver, CO 80203; 303-866-6600; www.cde.state.co.us

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Colorado Revised Statutes, www.lexisnexis.com/hottopics/colorado/
Code of Colorado Regulations, www.sos.state.co.us/CCR/Welcome.do

Contents

Disclaimer 1
Statutory Authority 1
References 1
Data Privacy and Security 1
Introduction and Overview 2
English Language Learner Count Background 3
Pupil Enrollment Count Date 4
Audit Process Overview 5
Audit Documentation Requirements 6
English Language Learner Count Audit Documentation Flowchart 11
Summary of Changes 12

Disclaimer

When identifying English Learners (ELs) and reporting their English Language Proficiency (ELP) level, districts must follow Colorado's Standardized Requirements and Procedures for the Identification and Redesignation of English Learners. For information about services for ELs, please refer to CDE's English Language Development (ELD) Guidebook and Provisional Identification Procedures documents.

The guidance in this document is not intended to supersede or contradict any program-specific guidance; the intent of this document is to outline documentation requirements that are subject to audit. Further, the documentation provided at the time of audit should be compiled from the district's already-existing body of evidence (i.e., districts should not be creating new documentation specifically for English Language Learner (ELL) Count audit purposes).

Statutory Authority

Section 22-54-103, C.R.S., grants the state board authority to "make reasonable rules and regulations necessary for the administration and enforcement" of the Public School Finance Act of 1994.

The Rules for the Administration of the Public School Finance Act of 1994 are published in 1 CCR 301-39.

Colorado Revised Statutes, www.lexisnexis.com/hottopics/colorado/
Code of Colorado Regulations, www.sos.state.co.us/CCR/Welcome.do

You must open your browser to "Colorado Legal Resources" before clicking any link to a statutory reference

References

SB 21-268
Section 22-54-102(5)(c)

Data Privacy and Security

As a reminder, local education agencies must use secure means when sending Personally Identifiable Information (PII) to CDE. CDE strongly recommends that districts use a secure method if transferring PII between districts, schools, or with other parties. For example, an encrypted email, a secure file sharing tool like Syncplicity, or including the PII in a password protected document.

For more information, please visit the Data Privacy and Security website at http://www.cde.state.co.us/dataprivacyandsecurity or contact CDE's Data Privacy Office at dataprivacy@cde.state.co.us

Introduction and Overview

The purpose of the 2021 edition of the ELL Count Audit Resource Guide ("Guide") is to provide helpful information to assist districts in preparing for their ELL Count audit. With the emergence of new technological capabilities, it is recommended whenever possible that districts retain their audit documentation in electronic format.

While this Guide has been developed to conform to state statute and the Code of Colorado Regulations (Administrative Rules), this document is not meant to be comprehensive and is not intended to replace state statute or administrative rules.

All references to "district" or "school district" includes the Charter School Institute (CSI), charter schools, charter school collaboratives, charter school networks, and BOCES. Each organization is encouraged to review all relevant sections of the Guide, state statute, and administrative rules.

English Language Learner Count Background

Each year, all public school districts across the state of Colorado and the Charter School Institute participate in the Student October Count data submission to the Colorado Department of Education (CDE). The purpose of this data collection is to obtain required student-level data as provided for by state statute, including information regarding students' funding eligibility as outlined in the Public School Finance Act of 1994 (Section 22-54-101, C.R.S.). The Colorado Department of Education collects these data through the Data Pipeline with the Information Management Services (IMS) unit of CDE overseeing the collection.

As provided for under SB21-268 and beginning with fiscal year 2021-2022, there is a new English Language Learner funding factor that will be included in the calculated total program funding for each district. This new funding factor will include additional funding to districts related to the total number of English learners included in the district's funded pupil count for the current year.

Student October Count data will be the primary source used to determine which students are included in the district's English Language Learner Count (ELL Count). Students meeting the following criteria as of the pupil enrollment count date and as reported in the Student October Count will be considered for inclusion in the district's ELL Count:

- Grade level: Kindergarten through 12th grade
- Public School Finance Funding Status (i.e., funding code): 80, 82, 85, 91, 92, 94, 95
- Language Proficiency: 1 NEP (Non-English Proficient); 2 LEP (Limited-English Proficient)

Additionally, the EL students meeting the criteria listed above must also be within the five-year funding window defined in the English Language Proficiency Act (ELPA) in order to be included in the ELL Count.

Please note that the English Language Learner Count/funding factor is separate from the categorical per-pupil funding districts received under the English Language Proficiency Act (ELPA). For more information about ELPA, please visit: http://www.cde.state.co.us/cde_english/elpa.

In an effort to ensure accurate reporting of those data fields associated with the determination of each district's total program funding, the School Auditing Office will conduct periodic compliance audits of each district's Student October Count data, including a review of documentation to support the district's English Language Learner Count, specifically the district's determination of language proficiency for students reported as Non-English Proficient (NEP) and Limited-English Proficient (LEP).

With the emergence of new technological capabilities, districts should be prepared to provide all audit documentation in electronic format. Districts should further be prepared to provide source documentation in addition to any standard reports when requested by an auditor. Each district shall retain complete documentation supporting any certification made to CDE or any other data given to CDE for purposes of administering the Public School Finance Act of 1994 until audited by CDE, or until five years from the certification due date, whichever comes first.

Pupil Enrollment Count Date

The pupil enrollment count date is October 1 of each year, unless that date falls on a Saturday, Sunday, or major religious holiday. If the pupil enrollment count date falls on a Saturday, Sunday, or major religious holiday, the pupil enrollment count date will be the following school day.

The determination of the pupil enrollment count date shall not be affected by a district's decision to not have school on the pupil enrollment count date.

2021 Pupil Enrollment Count Date: Friday, October 1, 2021

When reporting English language proficiency within the 2021-22 Student October Count, the district should report the student's level as of the pupil enrollment count date.

Throughout this Guide, in the event a district or school has been granted an alternative count date, said date should be used wherever "pupil enrollment count date" is referenced.

Audit Process Overview

Prior to selecting a random sample of students included in the district ELL Count, the School Auditing Office will determine if CDE has been provided with prior-year WIDA ACCESS assessment scores at or above CDE's proficiency cut points for ACCESS (4.0 Overall and 4.0 on Literacy) for students included in the ELL Count. Students for whom the assessment scores are below the CDE proficiency cut points for ACCESS will not be included in the district's sample. All remaining students will be part of the population from which the sample will be pulled.

At the time of audit, the School Auditing Office will select a random sample from the remaining students using a risk-based audit approach for which the district will need to provide applicable documentation. **The documentation provided at the time of audit should be compiled from the district's already-existing body of evidence; districts should not have to create new documentation specifically for ELL Count purposes.**

The documentation review process will follow the steps below:

1) CDE will review the WIDA ACCESS scores from the prior school year that were provided by the third-party assessment vendor. If WIDA ACCESS assessment scores from the prior school year for a student are not available, or do not demonstrate an English language proficiency level of NEP or LEP, the district may provide further documentation.
2) As part of the district's overall body of evidence, if the district administered an EL identification assessment (as appropriate, based on the student's grade level), the district can provide a Screener score report that evidences an English language proficiency level of NEP or LEP:
    - WIDA Screener score report
    - W-APT assessment score report (Kindergarten or first-semester 1st grade students only)
3) If a WIDA Screener score report for a student is not available, or if the report does not demonstrate an English language proficiency level of NEP or LEP, the district should be prepared to describe its process for EL identification and/or redesignation and provide further documentation demonstrating this process was followed to determine the student had a qualifying language proficiency level.

These documents are described in more detail in the following section.

Audit Documentation Requirements

At the time of audit, districts must be prepared to provide documentation evidencing language proficiency for a sample of funded students reported as NEP or LEP as of the pupil enrollment count date. The documentation provided at the time of audit should be compiled from the district's already-existing body of evidence (i.e., districts should not be creating new documentation specifically for ELL Count audit purposes).

Prior-year WIDA ACCESS English language proficiency assessment score

If CDE has been provided by the third-party assessment vendor with WIDA ACCESS English language proficiency scores that support a student's English proficiency level of NEP or LEP from the prior school year, **no further documentation is necessary.**

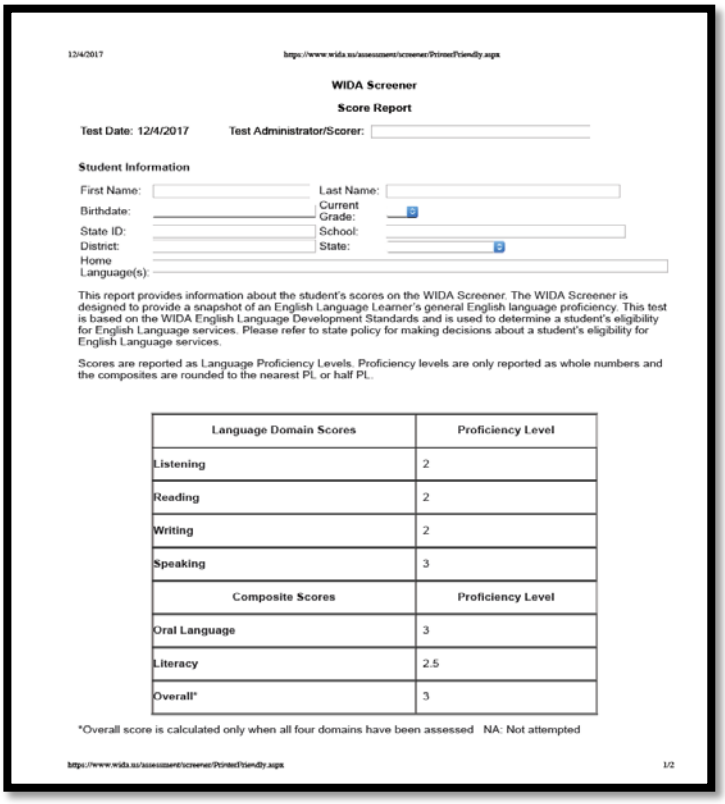
If prior-year WIDA ACCESS scores are at or above the CDE proficiency cut points, or if the student did not participate in the assessment, then the district may provide a Screener score report.

WIDA Screener score report

The WIDA Screener assessment is available in both paper and online formats; some districts may use a combination of these formats to assess a student's English language proficiency. **WIDA Screener scores must be dated between the beginning of the prior school year and the pupil enrollment count date of the current year.** The WIDA Screener is appropriate for all students in the second semester of 1st grade through grade 12. (For example, if the district reports a student with an English language proficiency level of NEP or LEP in October 2021, the district may provide a WIDA screener score report administered between August 2020 and October 1, 2021.)

Paper Format

This assessment will be delivered using a student response booklet, and the student's raw score data will be entered into the WIDA Score Calculator. Upon submission, the Score Calculator will calculate the student's Proficiency Level and a report can be generated using the "Printer Friendly Version" button. **This generated report may be submitted at the time of audit to the School Auditing Office for students included in the ELL Count sample.**



12/4/2017 https://www.wida.us/assessment/screener/PrinterFriendly.aspx

WIDA Screener

Score Report

Test Date: 12/4/2017 Test Administrator/Scorer:

Student Information

First Name: Last Name:
Birthdate: Current Grade:
State ID: School:
District: State:
Home Language(s):

This report provides information about the student's scores on the WIDA Screener. The WIDA Screener is designed to provide a snapshot of an English Language Learner's general English language proficiency. This test is based on the WIDA English Language Development Standards and is used to determine a student's eligibility for English Language services. Please refer to state policy for making decisions about a student's eligibility for English Language services.

Scores are reported as Language Proficiency Levels. Proficiency levels are only reported as whole numbers and the composites are rounded to the nearest PL or half PL.

Language Domain Scores	Proficiency Level
Listening	2
Reading	2
Writing	2
Speaking	3
Composite Scores	**Proficiency Level**
Oral Language	3
Literacy	2.5
Overall*	3

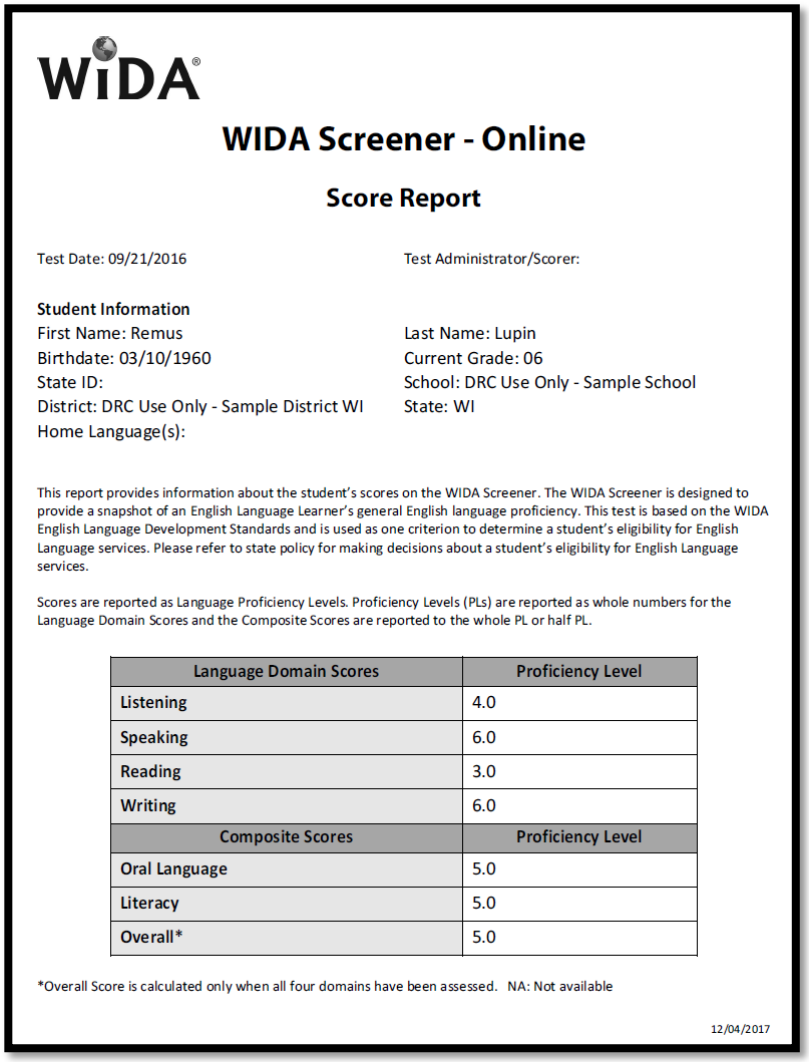
*Overall score is calculated only when all four domains have been assessed NA: Not attempted

https://www.wida.us/assessment/screener/PrinterFriendly.aspx 1/2

Sample Paper WIDA Screener Score Report

Online Format

This assessment will be delivered online through WIDA Assessment Management System (AMS) software and the writing and speaking domains will be scored locally. "On-Demand Reports" are generated locally and may be accessed by logging into the WIDA AMS, selecting "Report Delivery," and then "On-Demand Reports" from the navigation menu. (For detailed instructions regarding searching for students and creating reports, please refer to the WIDA Screener Test Administration Manual). **The PDF report for a single student or a bulk export of WIDA Screener scores generated out of the WIDA AMS may be submitted at the time of audit to the School Auditing Office for students included in the ELL Count sample**.



WIDA

WIDA Screener - Online

Score Report

Test Date: 09/21/2016

Test Administrator/Scorer:

Student Information

First Name: Remus
Last Name: Lupin
Birthdate: 03/10/1960
Current Grade: 06
State ID:
School: DRC Use Only - Sample School
District: DRC Use Only - Sample District WI
State: WI
Home Language(s):

This report provides information about the student's scores on the WIDA Screener. The WIDA Screener is designed to provide a snapshot of an English Language Learner's general English language proficiency. This test is based on the WIDA English Language Development Standards and is used as one criterion to determine a student's eligibility for English Language services. Please refer to state policy for making decisions about a student's eligibility for English Language services.

Scores are reported as Language Proficiency Levels. Proficiency Levels (PLs) are reported as whole numbers for the Language Domain Scores and the Composite Scores are reported to the whole PL or half PL.

Language Domain Scores	Proficiency Level
Listening	4.0
Speaking	6.0
Reading	3.0
Writing	6.0
Composite Scores	**Proficiency Level**
Oral Language	5.0
Literacy	5.0
Overall*	5.0

*Overall Score is calculated only when all four domains have been assessed. NA: Not available

12/04/2017

Sample Online WIDA Screener Score Report

Accessing WIDA Screener Online Student Score Reports

Score Reports may be generated on demand after the Speaking and Writing scores have been submitted. To access student reports:

- log in to WIDA AMS
- select Report Delivery
- click On-Demand Reports from the navigation menu

Access to on-demand reports is controlled by the permission **View Dynamic Reports.** This permission is automatically granted to personnel at the district level, who may choose to assign it to others as appropriate. Within the **On-Demand Reports** functionality, users must filter by Administration, District, School, and Report Type, and may utilize further filters before selecting **Find Students.** A list of students who meet the filter criteria

displays in the **Students** grid. Select the students whose reports you wish to view and choose to open or download their PDF reports. (Source: WIDA Screener Online TAM, version 1.4)

Exporting WIDA Screener Online Student Records

This function is limited to district-level exports (there is no school-level export). Access to the Export Students function is controlled by the Export Students permission. This permission is included in the permission set for the district. Users can export student data only for the district(s) and administrations to which they have access. This process creates a .csv file. The file format and layout match the file format/layout requirements that are used for the Upload Multiple Students process. The Export Students process is available for the duration of an administration. Users can begin exporting student records as soon as they are available in WIDA AMS (after the Pre-ID data is loaded) and can continue the export process even after reporting has started.

To access the Export Students function, from the My Applications menu bar select Student Management, then select Student Exports. Use the Site Selection page to search for the site of export. Note: in order to use the Export Student function, permission to access the site is required.

1. Select CO from the **State drop-down menu**
2. Click **Select a Site** to display the Site Search page
3. Type an entry to search by **District Name or Code**. (This filters to district-level sites. Type in any part of the district (site) name or code)
4. After selecting a Site, **select an Administration**. The Administration options are displayed in the Select an Admin dialog box
5. Click **Select** in the Select column of a district name/administration to select the site to export. Click the district name/administration, the site appears in the Selected Sites field. The table below indicates which option to select for each Administration:

Year	Name	Code	Number
2021-2022	WIDA Screener Assessment	EWD008	596008
2020-2021	WIDA Screener Assessment	EWD808	596808
2019-2020	WIDA Screener Assessment	EWD908	596908
Prior to June 27, 2019	WIDA Screener Assessment	EWD408	596408

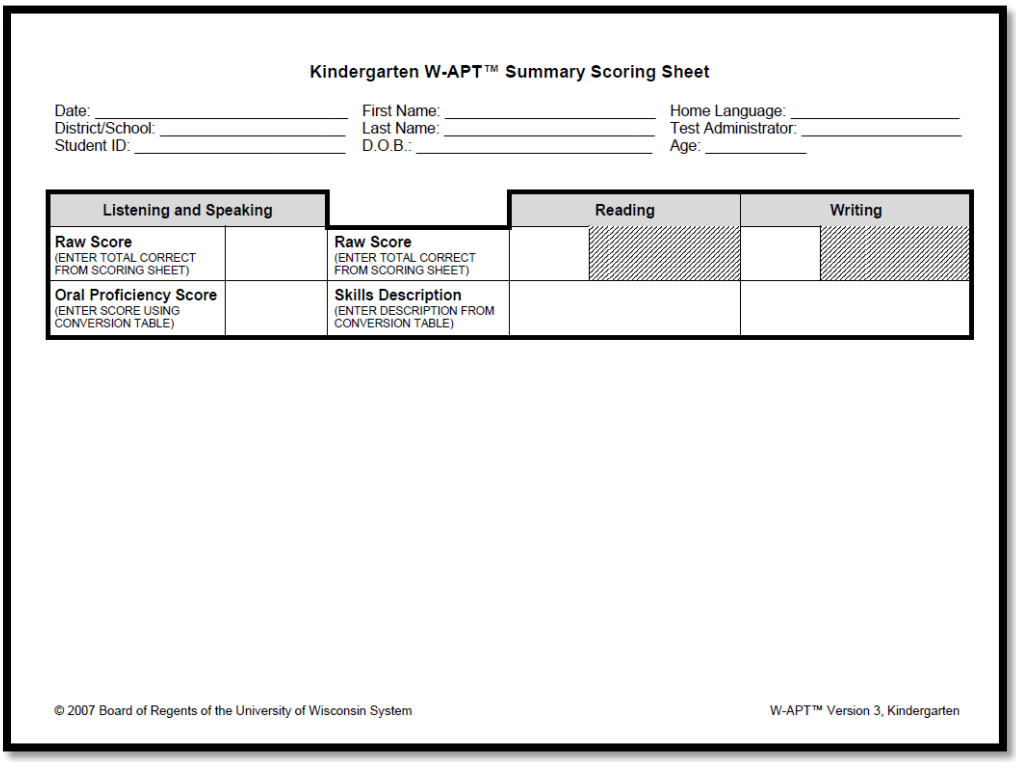
6. Enter more names or codes to select additional sites or administrations. After entering three characters or numbers, a list of matching sites with the corresponding Administration appears. Process a maximum of five export requests at a time. A warning message appears when the maximum number of exports has been reached.
7. If the wrong site or Administration has been selected, delete the selection by clicking the **Trash** icon
8. After making and checking selections, click **Export**

The Export Results grid that appears lists all of the exports selected by the user that have not expired. While an export file is being created, the status **Processing…** appears in the Download Link column, indicating that file creation is in process. Once a file is available for download, a **link to download** the file appears in the Download Link column. **Note:** Large files take longer to process, navigate away from the page while the process runs and return later to access the download link(s). Files are available for download up to 24 hours after the initial request. After 24 hours, the files expire and are removed from the Export Results list, the download is no longer

available in the grid, and you must request another site export to restart the process. To keep files permanently, save to district's network or local drive. (Source: WIDA AMS User Guide, 2021-2022)

W-APT Assessment Summary Scoring Sheet

The W-APT is a paper-based assessment to identify EL students and may only be administered to students in Kindergarten or the first semester of the 1st grade. Proficiency Levels are not calculated for this assessment; only raw scores are recorded on the Summary Scoring Sheet. **This document may be scanned and submitted to the School Auditing Office at the time of audit for students included in the ELL Count sample**. W-APT scores must be dated between the start of the prior school year and the pupil enrollment count date of the current school year.



Kindergarten W-APT™ Summary Scoring Sheet

Date: _____ First Name: _____ Home Language: _____
District/School: _____ Last Name: _____ Test Administrator: _____
Student ID: _____ D.O.B.: _____ Age: _____

Listening and Speaking			Reading		Writing	
Raw Score (ENTER TOTAL CORRECT FROM SCORING SHEET)		**Raw Score** (ENTER TOTAL CORRECT FROM SCORING SHEET)				
Oral Proficiency Score (ENTER SCORE USING CONVERSION TABLE)		**Skills Description** (ENTER DESCRIPTION FROM CONVERSION TABLE)				

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W-APT™ Version 3, Kindergarten

Sample W-APT Summary Scoring Sheet

Further Documentation

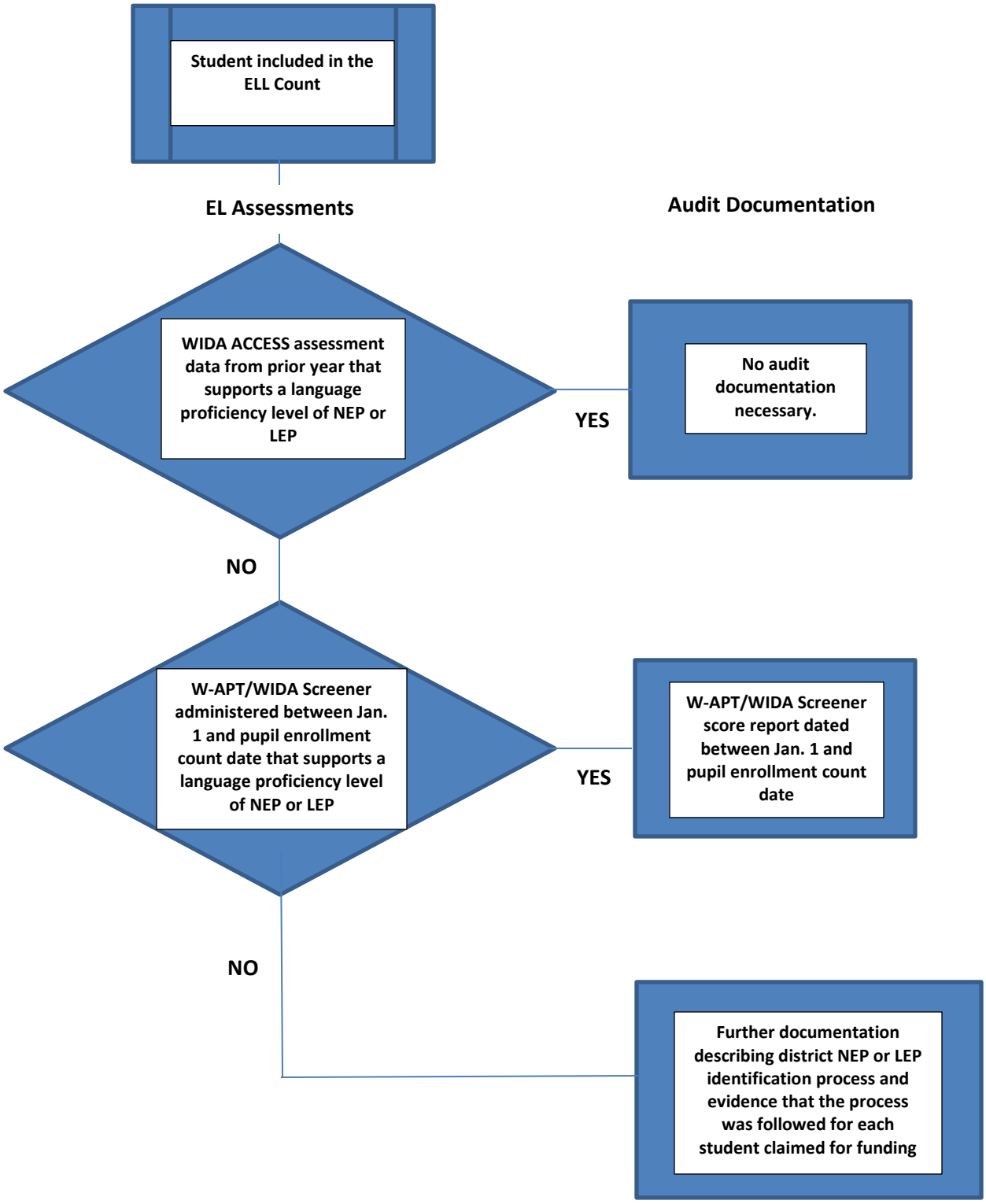
In the event that WIDA ACCESS scores, WIDA Screener score reports, or W-APT scoring sheets are not available (or do not demonstrate a Language Proficiency level of NEP or LEP), it may be necessary for districts to provide further documentation to demonstrate ELL Count eligibility.

Examples of situations when further documentation is needed include:

- A student remains in an ELD program despite WIDA ACCESS scores that qualify for redesignation to FEP Monitor based on CDE proficiency cut points
- The district is following an interim EL identification procedure as a result of the COVID-19 pandemic. (For more information about interim identification, please visit the COVID-19 and CLDE webpage.)
- The student did not have a valid WIDA ACCESS score.

In these instances, **the district should be prepared to provide written documentation that clearly describes the district's process for identifying students with a language proficiency level of NEP or LEP, as well as documentation demonstrating that this process was followed for each student reported as such in the Student October Count data collection and included in the district's ELL Count sample.**

English Language Learner Count Audit Documentation Flowchart



Summary of Changes

This document has been updated since it was originally posted on September 13, 2021. The following changes have been made on the dates specified:

October 21, 2021

Page 3: "Data Collection and Audit Process" header changed to "English Language Learner Count Background"

Pages 6-9: Audit Documentation sections expanded to include document examples and instructions for generating documents through WIDA AMS

Page 10: Guidance regarding Body of Evidence documentation was updated; this guidance now refers to "Further Documentation" rather than "Body of Evidence"

Page 12: Summary of Changes page added