

How to Code LEP Exit Students In Win School

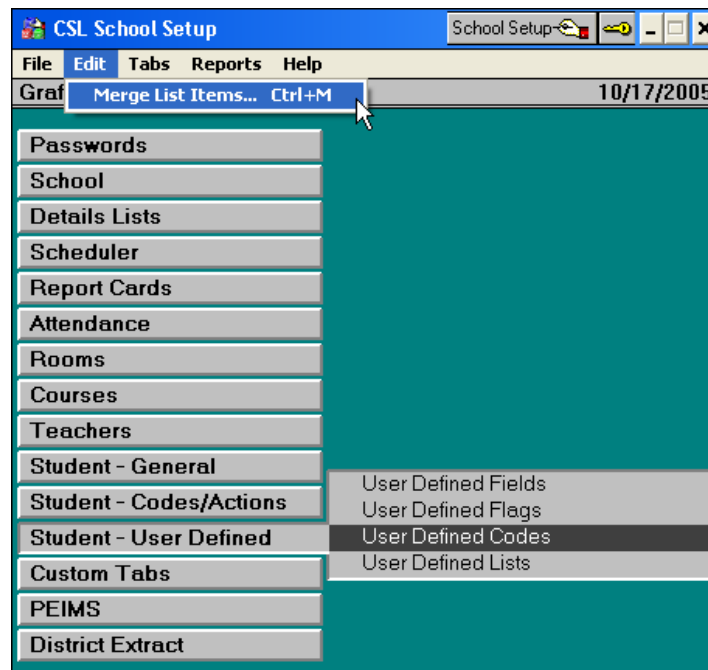
TEA requires LEP students to be monitored and tracked for two years after being declared non-LEP. *Per Data Standards 2005-2006, page 2.75, "Exit criteria is applicable to LEP students who are identified and are served in either a required Bilingual or a required ESL program or are being served in a regular classroom due to an LEP (Parental) Denial."* More information on exit criteria may be found on page 2.76.

There are basically 2 steps to setting up and updating LEP tracking.

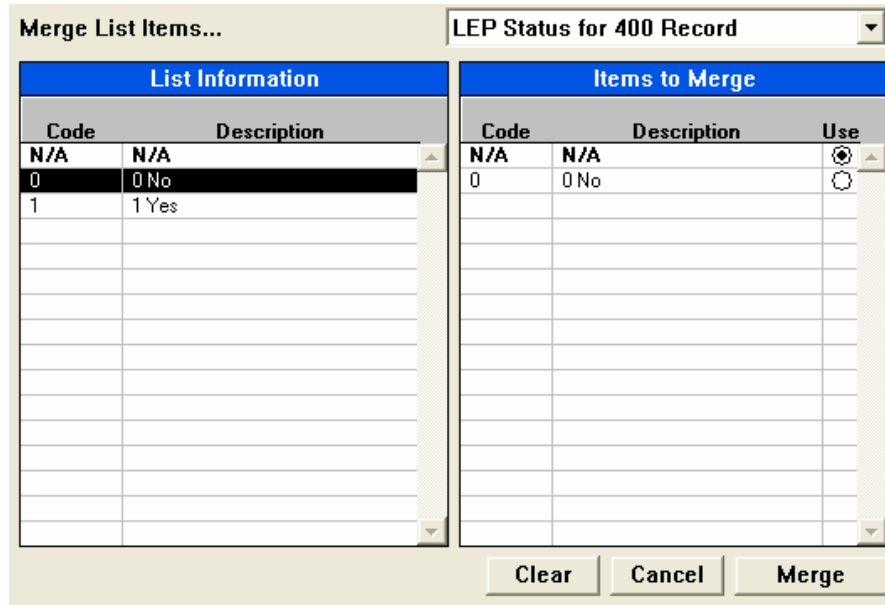
School Setup/Student-User Defined/User Defined Codes

The first step will describe the merge process to be done in School Setup for the LEP table. This needs to be done to set every LEP student with a "0 No" code to "N/A" in order to see which students need to be set to one of the new codes. The option "0 No" will no longer be used.

1. In School Setup, click Student-User Defined and then **highlight** "User Defined Codes".



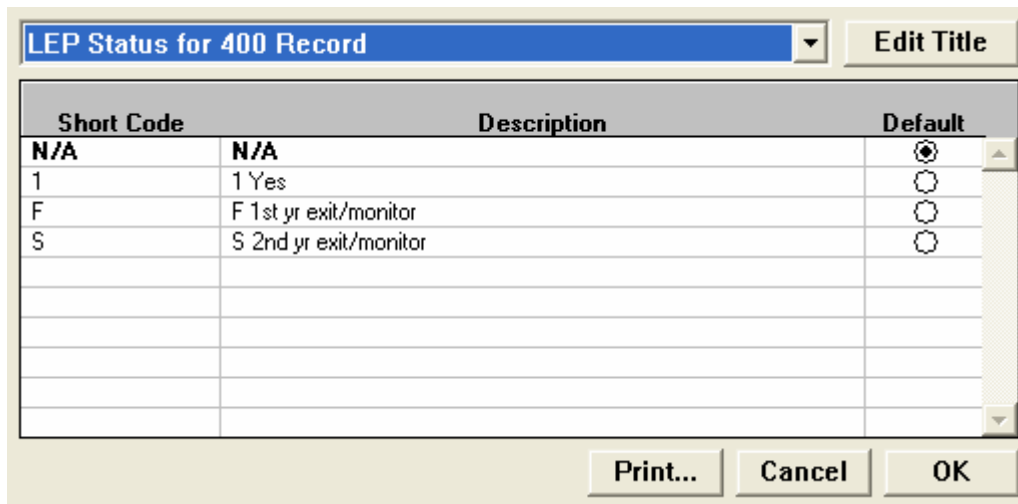
2. Click the Edit PDM (pull-down menu) and select "Merge List Items".



3. In the upper right corner click the pull-down arrow and select "LEP Status for 400 Record".
4. In the LEFT list double-click "N/A". It will appear on the right.
5. In the LEFT list double-click "0 No". It will appear on the right.
6. In the "Use" column on the right, click in the circle on the "N/A" line.
7. Click "Merge" (lower right).
8. A box will appear asking if you are sure. Click "Yes".

The second step is to update the LEP Status for 400 Record table.

1. In School Setup, click "Student—User Defined" on the left and double-click "User Defined Codes" on the right.
2. Click the pull-down arrow at the top and select "LEP Status for 400 Record".
3. Click once in the "1 Yes" line and hit "Enter" to create a new line.
4. Type in the two new codes so that the screen looks like this:



5. Click OK to close and save. Close School Setup.

