Louisiana Department of Education

Title III Survey User's Manual

Revision 1.0

Contents

Introduction

Purpose:

The proposed system will provide the Louisiana Department of Education with a means for the individual school districts in Louisiana to enter their own Title III Survey information. LDE will initiate the process by registering each district for a survey. The existing security infrastructure of LDE will allow districts to enroll their own users for use of the application. The solution will have reporting to allow LDE interim information as well as aggregated data for entry into EDEN and CSPR.

Intended Audience:

This manual is intended for the following audiences in order to gain understanding of how to use the TITLE III Survey Aplication:

- **District User –** will be the actual user providing answers in the TITLE III Survey.

General Terminology:

Term	Description
TTS	TITLE III Survey
LDE	Louisiana Department of Education
TITLE III	English Language Acquisition Grant
EDEN	Education Data Exchange Network
Sub grantees	Districts receiving funds from TITLE III Grant money
CSPR	Consolidated State Performance Report
ESL	English as a Second Language

SDAIE	Specially Designed Academic Instruction Delivered in English
SIS	Student Information System
ELP	English Language Proficiency
NCLB	No Child Left Behind
LEP	Limited English Proficiency
SEA	State Educational Agencies
LEA	Local Educational Agencies

Assumptions and Dependencies:

It's assumed that TITLE III Survey users will have a basic knowledge of personal computers. Knowledge of the TITLE III Survey process is a major dependency on understanding the work flow of this application.

Overview

On January 8, 2002 the President signed into law the No Child Left behind Act (NCLB) which amended the Elementary and Secondary Education Act and consolidated the discretionary Bilingual Education Program and the Emergency Immigrant Education Program into the new Title III State Formula Grant Program. The purpose of Title III is to ensure that limited English proficient (LEP) students, including immigrant children and youth, develop English proficiency and meet the same academic content and academic achievement standards that other children are expected to meet. Schools use these funds to implement language instruction educational programs designed to help LEP students achieve these standards. State educational agencies (SEAs), local educational agencies (LEAs), and schools are accountable for increasing the English proficiency and core academic content knowledge of LEP students.

The District users will be able to perform the following functions:

- Select each type of language instruction educational program used in your district, as defined under Section 3301(8), as required by Sections 3121(a)(1), 3123(b)(1), and 3123(b)(2).

- Provide information about the professional development activities conducted in your district that meet the requirements of Section 3115(c)(2).

- Collect information about teachers as required under Section 3123 (b)(5).

- Report the number of teachers who are working in the Title III language instruction educational programs as defined under Section 3301(8) and reported in 1.6.1 (Types of language instruction educational programs) even if they are not paid with Title III funds.

- Provide an estimated number of fully and non-fully certified/licensed teachers should be the total additional teachers needed for the next 5 years, not the number needed for each year. It will not include the number of teachers currently working in Title III English language instruction educational programs.

- Collect data on education programs and activities for immigrant students that are not LEP students.

- Report the unduplicated number of immigrant students enrolled in your district who participated in qualifying educational programs under Section 3114(d)(1).

These functions will be described in detail in the functionality section 1.

Functionality:

1.1   User Interface with Application

1.1.1   District User

The District User enters the Title III Survey information. The Home tab appears to the user for selection of the Survey:

They must click on **Select** from within the detail area.

Once a survey is selected, the user may click on a tab to enter survey results.

CAUTION: You may exit the application and return later to continue the survey but you must click **Save** before exiting to prevent loss of data.

1.2.1.1   Section I

Initially, all selection have been set to "NO" by default. The District User must click on "YES" to select the following criteria:

- Dual Language – manual field appears requesting user to "Enter the other Language(s)"

- Two-Way immersion – manual field appears requesting user to "Enter the other Language(s)"

- Transitional bilingual – manual field appears requesting user to "Enter the other Language(s)"

- Developmental bilingual – manual field appears requesting user to "Enter the other Language(s)"

- Heritage language – manual field appears requesting user to "Enter the other Language(s)"

- Sheltered English instruction

- Structured English immersion

- Specially designed academic instruction delivered in English (SDAIE)

- Content based ESL

- Pull-Out ESL

- Other – comment field appears requesting user to provide the other language(s) spoken that are not listed above.

In the example below, the District User has selected and entered selection information in the comment fields.

If the District User clicks the "NO" after entering a selection, the comment field will disappear. That information is no longer visable on the page and will not be saved. User must click off the field they're on and click on **Save** , a success message will appear on the screen as shown below:

TITLE III AND LANGUAGE INSTRUCTIONAL PROGRAMS SURVEY

Logoff

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Types of Programs: Select a Yes for each type of language instruction educational program used in your district, as defined under Section 3301(8), as required by Sections 3121(a)(1), 3123(b)(1), and 3123(b)(2. If multiple programs are used, count one for each program type used. Consortium is always counted as **one if all members used the same type of program.** If consortium members used different types of programs, count all members using the same type of program as one for each type. Do not count the members of the consortium individually as one, unless each member used a different type of program.
Table 1.6.1 Definitions:
1. **Types of Programs** = Types of programs in your district (as submitted to the State or as implemented) that is closest to the descriptions in http://www.ncela.gwu.edu/expert/glossary.html.
2. **Other Language** = Name of the language of instruction, other than English, used in the programs.

- ◉ YES ○ NO   Dual Language   Please Enter the Other Language(s) Vietnamese
- ○ YES ◉ NO   Two-Way immersion
- ◉ YES ○ NO   Transitional billingual   Please Enter the Other Language(s) Vietnamese
- ○ YES ◉ NO   Developmental billingual
- ◉ YES ○ NO   Heritage Language   Please Enter the Other Language(s) Vietnamese
- ○ YES ◉ NO   Shelterd English instruction
- ○ YES ◉ NO   Structured English immersion
- ◉ YES ○ NO   Specially designed academic instruction delivered in English(SDAIE)
- ○ YES ◉ NO   Content based ESL
- ○ YES ◉ NO   Pull-Out ESL
- ○ YES ◉ NO   Other

SectionI data saved successfuly.   Save

↑
Saved message

1.2.1.2   Section II

User must click on "Yes" for all the Professional Development Activities that are appropriate for this District. If the user clicks "Yes" on Other, a comment field will open for user to enter other professional development activities offered in this District.

Initially, all selections have been set to zero "0" by default. The District User must enter selective information for the following criteria:

- PD provided to classroom teachers – enter number of participants for each session

- PD provided with LEP classroom teachers – enter number of participants for each session

- PD provided to principals – enter number of participants for each session

- PD provided to administrators/other than principals – enter number of participants for each session

- PD provided to other school personnel/non-administrative – enter number of participants for each session

- PD provided to community-based organization personnel – enter number of participants for each session

In the example below, the **Total # of Participants for Reporting Period** has been updated.

Updated Total Number of Participants

User must click off the field they're on and click on **Save**, a message will appear on the screen as shown below:

TITLE III AND LANGUAGE INSTRUCTIONAL PROGRAMS SURVEY

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Provide information about the professional development activities conducted in your district that meet the requirements of Section 3115(c)(2).
Table 1.6.2.2 Definitions:
1. **Professional Development Activities :** Professional development topics required under Title III.
2. **PD Participant Information** =Number of teachers, administrators and other personnel who participated in each type of the professional development activities reported.
Total = Number of all participants in professional development (PD) activities
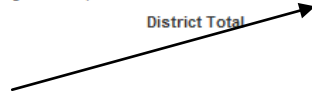
Professional Development Activities

- ○ YES ● NO   Instructional strategies for LEP students
- ○ YES ● NO   Understanding and implementation of assessment of LEP students
- ○ YES ● NO   Understanding and implementation of ELP standards and academic content standards for LEP students
- ○ YES ● NO   Alignment of the curriculum in language instruction educational programs to ELP standards
- ○ YES ● NO   Subject matter knowledge for teachers
- ○ YES ● NO   Other

PD Participant Information	Total # of Participants for Reporting Period	# of Participants for each Session
PD provided to content classroom teachers	1	0
PD provided to LEP classroom teachers	1	0
PD provided to principals	1	0
PD provided to administrators/other than principals	1	0
PD provided to other school personnel/non-administrative	1	0
PD provided to community-based organization personnel	1	0
District Total	6	Save

SectionII data saved successfuly.

Saved Message

1.2.1.3   Section III

Initially, all selections have been set to zero "0" by default. The District User must enter information for the following criteria:

- Number of all fully certified/licensed teachers currently working in Title III language instruction educational programs – enter a number

- Number of non-fully certified/licensed teachers currently working in Title III language instruction educational programs – enter a number

- Estimate number of all fully and non-fully certified/licensed teachers that will be needed for Title III language instruction educational programs in the next 5 years – enter a number

As numbers are entered into the manual fields, the comment fields disappear and the display collapses for easier view.

TITLE III AND LANGUAGE INSTRUCTIONAL PROGRAMS SURVEY

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This section collects information about teachers as required under Section 3123 (b)(5).

Report the number of teachers who are working in the Title III language instruction educational programs as defined under Section 3301(8) and reported in 1.6.1 (Types of language instruction educational programs) even if they are not paid with Title III funds.

Note: Section 3301(8) – The term 'Language instruction educational program' means an instruction course – (A) in which a limited English proficient child is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic content and student academic achievement standards, as required by Section 1111(b)(1); and (B) that may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

Title III language educational programs reported in Section I

Number of all fully certified/licensed teachers currently working in Title III language instruction educational programs.   `1`

Number of all non-fully certified/licensed teachers currently working in Title III language instruction educational programs.   `1`

Estimate number of all fully and non-fully certified/licensed teachers that will be needed for Title III language instruction educational programs in the next 5 years.   `1`

Save

Fall 2015

In the example below, the numbers have been updated.

This section collects information about teachers as required under Section 3123 (b)(5).

Report the number of teachers who are working in the Title III language instruction educational programs as defined under Section 3301(8) and reported in 1.6.1 (Types of language instruction educational programs) even if they are not paid with Title III funds.

Note: Section 3301(8) – The term 'Language instruction educational program' means an instruction course – (A) in which a limited English proficient child is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic content and student academic achievement standards, as required by Section 1111(b)(1); and (B) that may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

Title III language educational programs reported in Section I

Number of all fully certified/licensed teachers currently working in Title III language instruction educational programs. `1`

Number of all non-fully certified/licensed teachers currently working in Title III language instruction educational programs. `1`

Estimate number of all fully and non-fully certified/licensed teachers that will be needed for Title III language instruction educational programs in the next 5 years. `1`

Save

If User must click off the field they're on and click on **Save** , a success message will appear on the screen as shown below:

TITLE III AND LANGUAGE INSTRUCTIONAL PROGRAMS SURVEY

Logoff

| Home | SectionI | SectionII | SectionIII | SectionIV | Profile |

This section collects information about teachers as required under Section 3123 (b)(5).

Report the number of teachers who are working in the Title III language instruction educational programs as defined under Section 3301(8) and reported in 1.6.1 (Types of language instruction educational programs) even if they are not paid with Title III funds.

Note: Section 3301(8) – The term 'Language instruction educational program' means an instruction course – (A) in which a limited English proficient child is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic content and student academic achievement standards, as required by Section 1111(b)(1); and (B) that may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

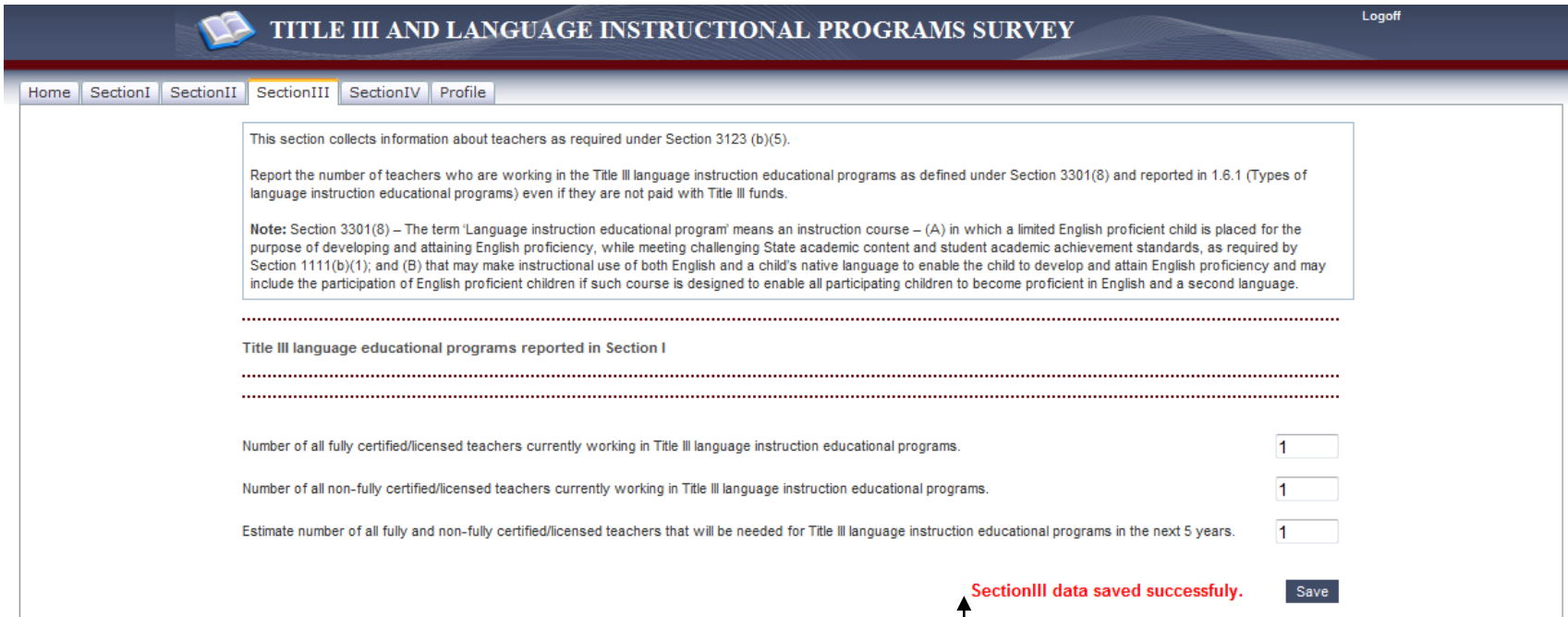**Title III language educational programs reported in Section I**

Number of all fully certified/licensed teachers currently working in Title III language instruction educational programs. `1`

Number of all non-fully certified/licensed teachers currently working in Title III language instruction educational programs. `1`

Estimate number of all fully and non-fully certified/licensed teachers that will be needed for Title III language instruction educational programs in the next 5 years. `1`

SectionIII data saved successfuly. Save

Saved message

1.2.1.4   Section IV

Initially, all selections have been set to zero "0" by default. The District User must enter information for the following criteria:

- # Immigrant Students Enrolled – enter a number

- # Students Enrolled in Title III Language Education Programs – enter a number

- # Students in 3114(d)(1) Program – enter a number

In the example below, the numbers have been updated.

TITLE III AND LANGUAGE INSTRUCTIONAL PROGRAMS SURVEY

Home | SectionI | SectionII | SectionIII | SectionIV | Profile

This section collects data on education programs and activities for immigrant students.
Note: All immigrant students are not LEP students. Report the underlined number of immigrant students enrolled in your district who participated in qualifying educational programs under Section 3114(d)(1).

Table 1.6.5.1 Definitions:
1.   **Immigrant Students Enrolled** = Number of students who meet the definition of immigrant children and youth under Section 3301(6) and enrolled in the elementary or secondary schools in your district.
2.   **Number of Immigrant Students Enrolled in Title III language Education Programs** = Number of immigrant students who received services in Title III Language Education Programs.
3.   **Students in 3114(d)(1) Program** = Number of immigrant students who participated in programs for immigrant children and youth funded under Section 3114(d)(1), using the funds reserved for immigrant education programs/activities. This number should not include immigrant students who receive services in Title III language instructional educational programs under Sections 3114(a) and 3115(a).

Immigrant Students Enrolled   [1]

Students Enrolled in Title III Language Education Programs   [1]

Students in 3114(d)(1) Program   [1]

[Save]

User must click off the field they're on and click on **Save** a message will appear on the screen as shown below:

TITLE III AND LANGUAGE INSTRUCTIONAL PROGRAMS SURVEY

Logoff

| Home | SectionI | SectionII | SectionIII | SectionIV | Profile |

This section collects data on education programs and activities for immigrant students.
Note: All immigrant students are not LEP students. Report the <u>unduplicated</u> number of immigrant students enrolled in your district who participated in qualifying educational programs under Section 3114(d)(1).

Table 1.6.5.1 Definitions:
1.   **Immigrant Students Enrolled** = Number of students who meet the definition of immigrant children and youth under Section 3301(6) and enrolled in the elementary or secondary schools in your district.
2.   **Number of Immigrant Students Enrolled in Title III language Education Programs** = Number of immigrant students who received services in Title III Language Education Programs.
3.   **Students in 3114(d)(1) Program** = Number of immigrant students who participated in programs for immigrant children and youth funded under Section 3114(d)(1), using the funds reserved for immigrant education programs/activities. This number should not include immigrant students who receive services in Title III language instructional educational programs under Sections 3114(a) and 3115(a).

Immigrant Students Enrolled   `1`

Students Enrolled in Title III Language Education Programs   `1`

Students in 3114(d)(1) Program   `1`

SectionIV data saved successfuly.   Save

Saved Message

Fall 2015

1.2.1.5   Profile

Initially, all selections are blank. The District User must enter the following criteria:

- Contact Name – name of the primary District contact

- Alternate Contact Name – name of the alternate District contact

- E-mail Address – email address for the primary District contact

- Alternate E-mail Address – email address for the alternate District contact

- Phone Number – phone number for the primary District contact

- Alternate Phone Number – phone number for the alternate District contact

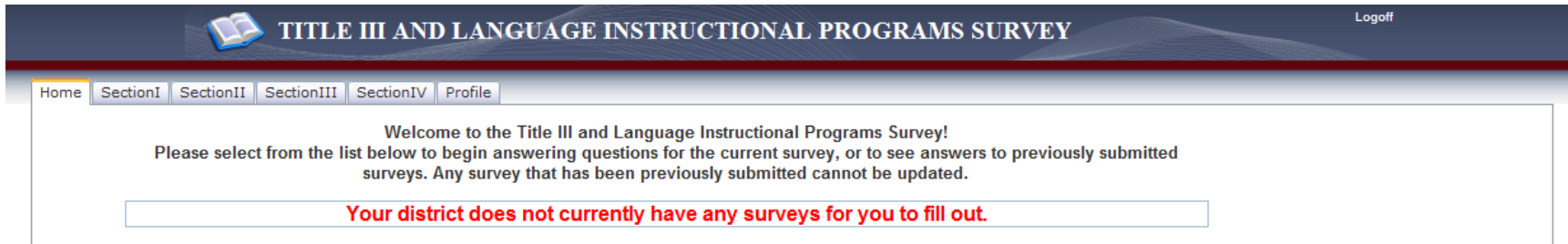In the example below, the District User has entered the District Contact information.

User must click off the field they're on and click on [Save & Continue], the screen will refresh and the information will disappear. You will not receive a message.

1.1.1.6 The Survey is now complete. Click on the **Home** tab.

The District User may submit the Survey at this time by clicking on [Submit Final Report]

If the District User enters the TTS application for a School District that should not submit a Survey, the following message will appear:

The District User must contact the Administrative User and request them to "activate" this School District if they receive Title III Grand funds.

1.1.2   The District User may Exit by clicking on at the top right hand corner of the page.