



# ADMINISTRATOR/TEACHER DIRECTIONS FOR SPECIAL PROVISIONS FORM

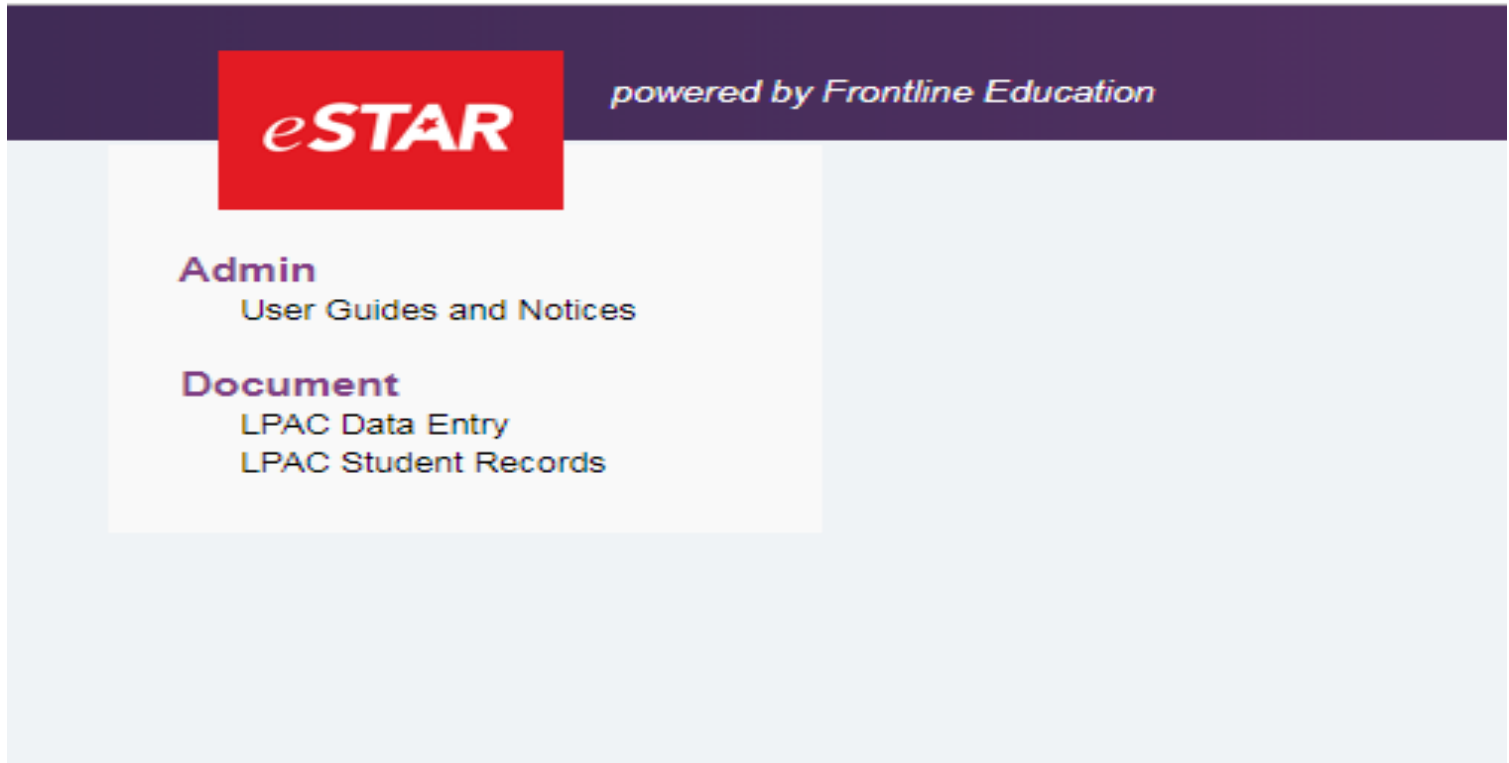


Log in to eSTAR at tx.esped.com with your GPISD email and eSTAR password. (you must enter the entire e-mail address)

A screenshot of the eSTAR login page. At the top center is the eSTAR logo, which consists of the word 'eSTAR' in white on a red banner. Below the logo are two input fields. The first is labeled 'Username' and contains the text '@galenaparkisd.com'. Below this field is a checkbox labeled 'Remember My Username' which is checked. The second input field is labeled 'Password' and is currently empty. At the bottom of the form is a blue button with the text 'Sign In' in white.



Click on LPAC Data Entry .





Select New Roster

**LPAC Data Entry Rosters**

Search Filters:

Roster ID:

Screen:

Status:

Campus:

Date:

School Year:

◀ First ◀ Prev Next ▶ Last ▶ No Rosters

<input type="button" value="New Roster"/>	<u>ROSTER ID</u>	<u>SCREEN</u>	<u>DATE</u>	<u>SCHOOL YEAR</u>	<u>CAMPUS</u>
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Fill out the Data Entry Roster Information with the following:

**Roster ID:** English I Special Provisions

**Screen:** State Assessment Review

**Campus:**

Choose your current campus Date: Date you are entering information Click Save & Open

Roster ID: English I Special Provisions

Screen: LPAC: State Assessment Review ▼

Campus: ACE - GPH ▼

Date:

School Year: 2018-2019 ▼

Status: Scheduled ▼



Click “Include Students on Roster” to see a list of all students.

Close Rosters Return Support 19:53

**English I Special Provisions Dec 2018** Screen: LPAC: State Assessment Review Date: 01/22/2019  
Campus: ACE - GPH

Show Roster Batch Print/Archive Admin LPAC Reports

**Data Entry Roster** Include Students on Roster Clear All Students Printable View Copy Meeting Roster

◀ First ◀ Prev Next ▶ Last ▶ No Students

STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR	GRADE	HOMEROOM
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[Go to Top](#)

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If you have access to more than one campus, you can sort by campus

To add students to your roster, click on the box next to their name and click "Add to Roster"

\*\*If you get to the bottom of the page, you must add those students before going to the next page of students. Once all are added, click "Return to Roster"

English I Special Provisions Dec 2018  
 Campus: ACE - GPH    Screen: LPAC: State Assessment Review    Date: 01/22/2019

Search Students ⓘ

Saved View: Select one of these views Delete Selected View

ELL Status:  ELL Indicator:

Last Name:  First Name:  Local ID:

Campus:  Other 1:

Show Extra Filters Clear Extra Filters

+ Save as Filter View Clear Filter

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5 of 31 Students Selected First Prev Next Last LPAC Students:  - 31 of 31

<input type="checkbox"/>	STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR
<input checked="" type="checkbox"/>	Aguirre, Angela	711871	ACE - GPH	Withdrawn	
<input checked="" type="checkbox"/>	Arenas, Anna	754447	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input checked="" type="checkbox"/>	Barron Saldana, Adrian	732132	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input checked="" type="checkbox"/>	Garcia, Ana	740170	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input checked="" type="checkbox"/>	Garcia Puentes, Cosme	755987	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Garcia Puentes, Omar	755986	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Granados Caal, Karla	755682	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Guerra Gomez, Andrea	758363	ACE - GPH	Withdrawn	
<input type="checkbox"/>	Guerra Gomez, Carlos	758360	ACE - GPH	Withdrawn	
<input type="checkbox"/>	Hernandez, Jesus	712325	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Irias Cabrera, Margie	756033	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Lopez Orozco, Yajayra	755646	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Lugo, Maria	754581	ACE - GPH	Withdrawn	1 - LEP
<input type="checkbox"/>	Maldonado, Javier	726831	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Maldonado Reyes, Francisco	724805	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Martinez, Dianiz	711067	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Martinez, Victor	715410	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Moreno Hernandez, Estefani	758275	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	Olvera, Jose	720060	ACE - GPH	Exited - Monitoring	S - Second Year Monitor
<input type="checkbox"/>	Pacheco, Ivan	212818	ACE - GPH	Withdrawn	1 - LEP
<input type="checkbox"/>	Perales, Alexander	744070	ACE - GPH	Re-enrolled - Pending LPAC Meeting	S - Second Year Monitor



1: [Search Box]

Filters Clear Extra Filters

+ Save as Filter View Clear Filter

No Students Selected

Success!

You have successfully added 3 students to your roster!

Do you want to:

Return to roster

STUDENT NAME	LOCAL ID
bazan, Leslie	739855
ir, Shahan	709481
vevedo Espinal, Jury	758798
vevedo Martinez, Lucero	710914
guayo, Jaiene	704523
guilar, Dilcia	719083
guilar, Estephanie	714506
guilar, Sthefannia	733435
guilar Capetillo, Valentina	723297

Once all are added, click “Return to Roster”

Close Rosters Support 19:45

After all students have been added, you will click on the first student’s name which will bring up the FERPA box.

English I Special Provisions Dec 2018 Screen: LPAC: State Assessment Review Date: 01/22/2019

Campus: ACE - GPH

Show Roster Batch Print/Archive Admin LPAC Reports

Data Entry Roster Include Students on Roster Clear All Students Printable View Copy Meeting Roster

Students: 1 - 5 of 5

	STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR	GRADE	HOMEROOM
	Aguirre, Angela	711871	ACE - GPH	Withdrawn		11	
2. X Remove	Arenas, Anna	754447	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	11	
3. X Remove	Barron Saldana, Adrian	732132	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	10	
4. X Remove	Garcia, Ana	740170	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	11	
5. X Remove	Garcia Puentes, Cosme	755987	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	10	





anna	754447	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	11
ldana, Adrian	732132	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	10
na	740170	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	11
entes, Cosme	755987	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	10

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) requires that "an educational agency or institution shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student".

You must enter a reason for accessing the student records associated with this meeting. The reason you select will be recorded for each individual student that you access. Access is monitored for confidentiality purposes. Failure to supply a reason for access will result in denial of access to these record.

- I provide services and am inputting data/reading this student's LPAC file.
- I am reviewing this student's data for campus/district reporting and analysis.
- Cancel



Click on one of the FERPA reasons.





## LPAC administrator will complete this section for eligible students

- Name of District Personnel completing form
- School Year
- Position
- Date
- Grade

## LPAC administrator will complete this section for eligible students

- Course participation
- Assessment date

LPAC administrator will sign here

Student's teacher for applicable course will sign here

If checked, print the Eligibility for STAAR English I Assessment Special Provision report

### Eligibility for STAAR English I Assessment Special Provision

Eligibility for the special provision under 19 TAC §101.1007 is to be determined by the LPAC and documented in the student's permanent record file.

- Complete this form to document that eligibility criteria are met.
- Keep the completed form in student's permanent record file.
- Provide a copy to the campus testing coordinator.

Name of District Personnel Completing Form:  School Year:

Position:  Date:  Grade:

#### English I End-of-Course Assessment Special Provision under 19 TAC §101.1007

An ELL who meets the eligibility criteria below shall not be required to —  
retake the assessment each time it is administered if the student passes the course but fails to meet the passing standard.

#### Eligibility Criteria under 19 TAC §101.1007

The provision applies to an ELL enrolled in an English I or an English for Speakers of Other Languages (ESOL) I course if the ELL—

- has been enrolled in U.S. schools for three school years or less or qualifies as an unschooled asylee or refugee enrolled in U.S. schools for five school years or less, and
- has not yet attained a TELPAS advanced high reading rating.

An ELL whose parent or guardian has declined bilingual/ESL program services is **NOT** eligible for this provision.

#### Complete prior to receipt of test scores (before test administration if possible)

1. Indicate when the English course and assessment the student meets the eligibility criteria for will be taken. Note that this form is applicable only to the course the student is currently taking.

English I/ESOL I course and English I end-of-course assessment  
Course participation from:  to:   
Assessment date:

2. Sign below to affirm that the student qualifies for the special provision for the course and assessment checked above and that school personnel have explained the provision to the student.

Designated LPAC Member:  Date:  [Click to sign](#)

Student's Teacher for Applicable Course <sup>1</sup>:  Date:  [Click to sign](#)

After receiving the test scores, the student **may opt to** retake the assessment during any scheduled administration if the student passes the course but fails to meet the passing standard.

**Note:** Generally, eligibility for the special provision must be established and documented each time a potentially eligible ELL takes (or retakes) a course covered by this special provision. However, if the student fails a spring course and re-enrolls in the course in the subsequent summer or fall, the LPAC is not required to meet again to re-establish eligibility. Eligibility in spring carries over to the June administration.

<sup>1</sup>It is recommended that the student's teacher sign and retain a copy of this form.



This box will appear. If you have a Chromebook, it will be easier to sign digitally. Click Save and your signature will be added. (you must sign the document, **DO NOT** Type it)



Eligibility Criteria under 19 TAC §101.1007

[Save](#) [Cancel](#)

Print your name:

Select Design: DancingScript-Regular ▾

*Please Sign Here*

[Type It](#) [Draw It](#) [Clear](#)

By clicking the 'Save' button, you acknowledge and understand that your electronic signature on this document is legally binding to the same extent as a hand written ink signature on a paper document.



After signing, you save here and press return



Save Return Reports Preview Support Clear All 18:45

If checked, print the Eligibility for STAAR English I Assessment Special Provision report

**Eligibility for STAAR English I Assessment Special Provision**

Eligibility for the special provision under 19 TAC §101.1007 is to be determined by the LPAC and documented in the student's permanent record file.

- Complete this form to document that eligibility criteria are met.
- Keep the completed form in student's permanent record file.
- Provide a copy to the campus testing coordinator.

**Name of District Personnel Completing Form:**  **School Year:**

**Position:**  **Date:**  **Grade:**

**English I End-of-Course Assessment Special Provision under 19 TAC §101.1007**

An ELL who meets the eligibility criteria below shall not be required to —  
retake the assessment each time it is administered if the student passes the course but fails to meet the passing standard.

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- has not yet attained a TELPAS advanced high reading rating.

An ELL whose parent or guardian has declined bilingual/ESL program services is **NOT** eligible for this provision.

**Complete prior to receipt of test scores (before test administration if possible)**

**1.** Indicate when the English course and assessment the student meets the eligibility criteria for will be taken. Note that this form is applicable only to the course the student is currently taking.  
English I/ESOL I course and English I end-of-course assessment  
Course participation from:  to:   
Assessment date:

**2.** Sign below to affirm that the student qualifies for the special provision for the course and assessment checked above and that school personnel have explained the provision to the student.

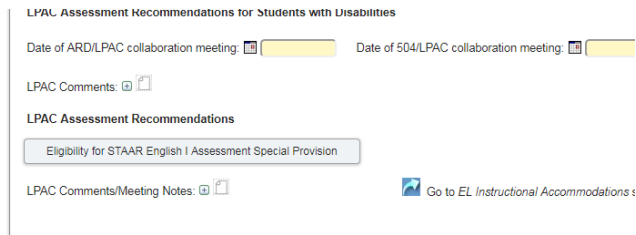
**Designated LPAC Member:**  **Date:**  *fake*  
*Click to sign*

**Student's Teacher for Applicable Course <sup>1</sup>:**  **Date:**  *fake*



It will take you back to screen 8 and you can select the "Next Student" here (if applicable)

Follow same steps from page 10.



A screenshot of the 'LPAC: State Assessment Review' application interface. At the top, it displays student information: 'Student: Leslie Abazan Record: Active, ID: 739855', 'School: North Shore Senior High School Age: 17 yrs', and 'Documents: ARD, 504, RTI, LPAC'. A navigation bar contains buttons for 'Save', 'Close', 'Previous', 'Next', 'Return to Roster', 'Reports', 'Preview', and 'Support'. A yellow arrow points to the 'Next Student' button. Below the navigation bar, there are dropdown menus for 'Screen' (set to '8. LPAC: State Assessment Review') and 'Application' (set to 'LPAC Data Entry'). The main form area includes fields for 'Date of LPAC Meeting', 'Reason for Meeting', 'EL Status' (set to 'Former ELL/LEP'), and 'EL Indicator' (set to '0 - Not LEP'). A row of buttons includes 'LPAC Info', 'Assessment Results', 'LPAC Attendees', 'School/Class Schedule - Six Week', 'School/Class Schedule - Nine Week', and 'Parent Contact Log'. The 'TESTING INFORMATION' section contains questions about 'Years in US Schools' and 'View Asylee/Refugee Status', with radio button options for 'Yes', 'No', 'Not known', and 'Clear'. It also includes a section for 'Supporting documentation of inadequate foundation of learning' and a list of eligibility criteria for STAAR assessment. At the bottom, there is a duplicate of the 'LPAC Assessment Recommendations for Students with Disabilities' form section.

