

Headcount Procedure

The English Learner Count (EL) functionality reports on students who are identified English Learners for the purpose of funding and accountability subgroup measures.

The Headcount of English Learners is used to determine distribution of PRC 054 state funds and LEA/charter eligibility for the federal Title III PRC 104 Language Acquisition Grant.

Important:

The Headcount of English Learner (EL) student collection window occurs annually beginning October 1 for approximately three-four weeks. EL information can be added year-round as students enroll; however, funding will be based on student enrollment on October 1 and must be certified by the conclusion of the headcount window.

Notices are sent from DPI to Title III/EL coordinators of all district and charter school systems regarding reporting needs during the school year. District EL Coordinators must be signed up to receive the notices through the EL Coordinator Listserv. Coordinators can request to be added or removed from the email list by accessing the "English Learner Coordinators" list serv here: <https://public.govdelivery.com/accounts/NCSBE/subscriber/new>

Contacts

For October 1 Headcount English Learner policy questions, email Marshall Foster at marshall.foster@dpi.nc.gov (note: Vicky Kriegsman has retired). PowerSchool functionality related questions should be directed to the [Home Base Support Center](#).

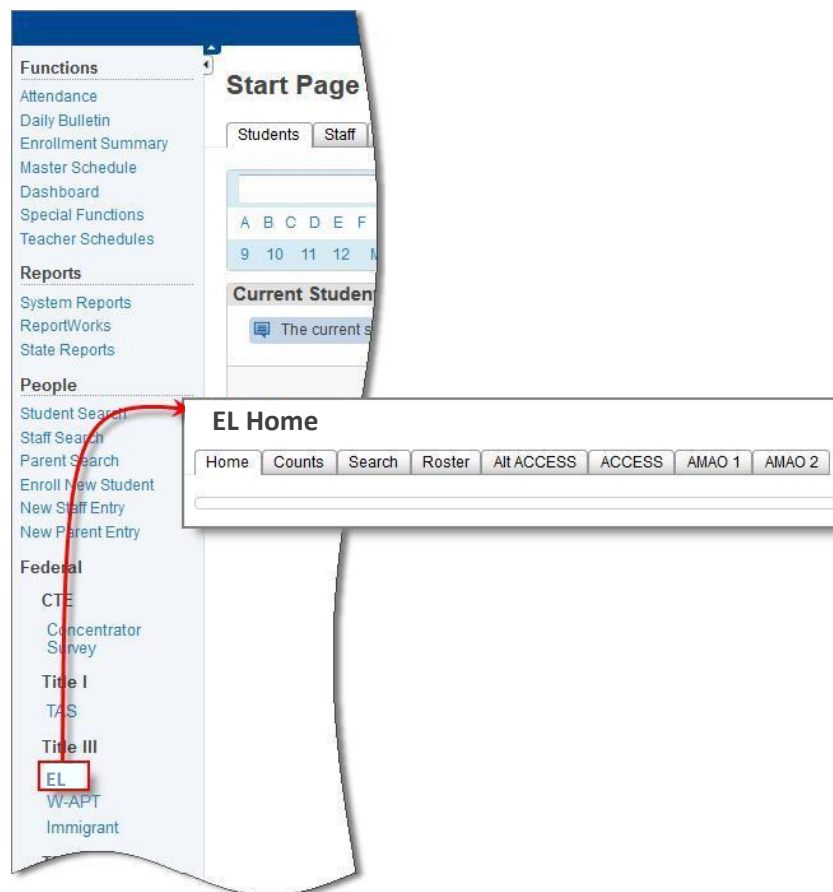
Assumptions

This document assumes that all users are familiar with the policies regarding **Students identified as English Learners** located under <http://www.ncpublicschools.org/accountability/policies/slep/>

Accessing EL module

To access the EL module:

1. Access PowerSchool with your assigned credentials.
2. Select the appropriate School (LEA Office) and Term values.
3. Under the Federal section, click EL link to access the EL Home screen.



Accessing EL module

Click the Counts tab to view the aggregate numbers automatically calculated by PowerSchool based student records entered from the prior year.

EL Counts

Home

Counts

Search

Roster

Alt ACCESS

ACCESS

AMAO 1

AMAO 2

Totals

K-13	Withdrew K-13	Private School	Withdrew Private School	Pre-K	Withdrew Pre-K
1214	7	0	0	32	0

Detail - Click a count above to view detail.

Copy to clipboard

Save for Excel

Save to PDF

Export All

Showing 1 to 10 of 1,214 entries (filtered from 1,253 total entries)

LEA	School	Grade Level	First Name	Last Name	Student Number	Registration Date	Withdrawal Date
180	1800	25	18000	180000	1800000	08/25/2014	
180	1800	27	18000	18000	1800000	08/25/2014	
180	1800	27	18000	18000	1800000	08/25/2014	
180	1800	27	18000	1800000000	1800000	08/25/2014	
180	1800	25	1800	18000	1800000	08/25/2014	
180	1800	25	18000	1800	1800000	08/25/2014	
					1800000	08/25/2014	

These numbers are tallied automatically by the system based on the student records
Private, PreK, and Withdrawn PreK-12 are all based on actual student records.

GROWING SUCCESS FOR ELLs

Validating and Approving Counts

PowerSchool Welcome, michael ellis | Help | Sign Out
School: LEA Office Term: 17-18

Start Page > Special Functions > LEP Administration > LEP Counts

EL Counts

Home Counts Search Border AR ACCESS ACCESS AMAO 1 AMAO 2

K-12	Withdrawn K-12	Private School	Withdrawn Private School	Pre-K	Withdrawn Pre-K
1	1	0	0	0	0

Detail - Click a count above to view detail.

Copy to Clipboard Save for Excel Save to PDF Export All

Showing 1 to 1 of 1 entries (Filtered from 2 total entries)

LEA	School	Grade Level	First Name	Last Name	Student Number	Registration Date	Withdrawal Date
[Empty row]							

Show 10 entries First Previous Next Last

GROWING SUCCESS FOR ELLs

School: LEA Office Term: 17-18

Withdraw Pre-K

0

Submit

Withdrawal Date

First Previous Next Last

Click "Submit" to finalize the October Headcount in PowerSchool.

Count Calculation Criteria

- EL Status = 'Current'
- Registration date $\leq 10/1$
- Withdrawal date $>10/1$ or is Null
- Aggregate Counts are determined by student records in PowerSchool.
 - Counts page is modified by refresh of calculations
 - Records must exist for the student to be counted
 - Counts cannot be added/updated by user
 - Aggregates on:
 - PK, K13 active and withdrawn
 - Private Schools



Pre-K and Private Schools

- Private School students must be in PowerSchool
- Pre-K students not served in a traditional reporting school (School number above 300)
- Enroll them in the EL School (EL, 293)
 - EL students enrolled in other program schools (290–299) do not need to be cross-enrolled
- Create the EL record through manual entry

