How To Calculate Preliminary 2022
English Learner Progress to Proficiency (ELPtP) Calculations.

1. Download the **2021 ELPtP report** in the Student Information System (SIS) as an Excel file. (**Note**: A district with many schools may wish to download the ELPtP reports for all its schools and combine them into a single file before following the remainder of these instructions.)

2. **Delete rows 1-6**, making row 7 the new header row.

3. **Delete the contents** of the following columns:
   a. Header A (Excel E)
   b. Header C (Excel G)
   c. Header E (Excel I)
   d. Header F (Excel J)
   e. Header G (Excel K)
   f. Header I (Excel M)
   g. Header K (Excel O)
   h. Header L (Excel Q)
   i. Header N (Excel R)
   j. Header O (Excel S)

4. **Replace the letters in the header row** with their descriptors:
   a. B = Prior Scale Score
   b. D = Timeline Target
   c. H = Partial Years

    d. J = Target Proficiency Grade

    e. M = Target Proficiency Scale Score

5. Highlight the header row and click the **Text Angle** button in the Alignment portion of the Home ribbon and choose **the Angle Counterclockwise** option. If needed, also click the **Align Bottom** button directly to the left of the Text Angle button. This will make the headers easier to read.
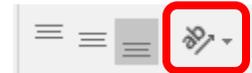
6. Highlight the contents of the remaining rows and convert them to numbers by clicking the dropdown arrow next to the **small yellow warning icon** to the left of the selected column(s) and choosing **Convert to Number**.
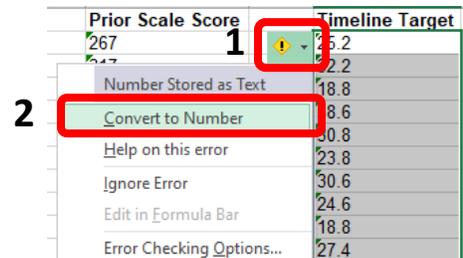
   Note: Using the format cell option does NOT convert the text to a number.

7. In cell **E2**, enter the formula **=D2+1** and copy down. Label the column **2022 Grade**.

8. In cell **O2**, enter the formula **=N2+1** and copy down. Label the column **New Target Proficiency Grade**.

9. In cell **M2**, enter the formula **=O2-E2** and copy down. Label the column **Timeline Years**.
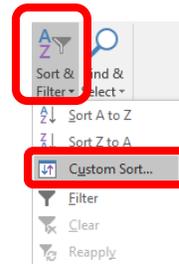
10. Select **all data in columns A through Q**, click the **Sort & Filter** menu in the Home ribbon, and choose the **Custom Sort** option.

11. Make sure the **My data has headers** box is checked. Then choose the **Timeline Years** column from the **Sort by: field**, leaving the option **Smallest to Largest**. Click **OK**.

12. Highlight the **contents of the columns E and O**, click on the **Find & Select** menu in the Home ribbon, and choose the **Replace** option. Enter **13** in the **Find what: field** and **12** in the **Replace with: field**, then click the **Replace All** button. Clear the results notification when it pops up.
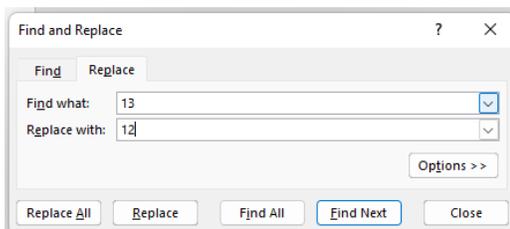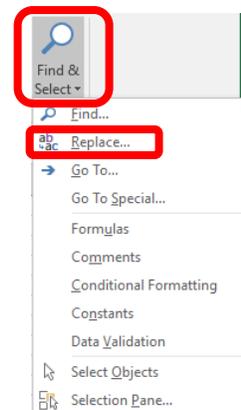
13. Out to the right of your data, **in columns W and X** (starting in row 1), enter the following information

6	393
7	400
8	406
9	412
10	418
11	423
12	428

14. In cell **P2**, enter the formula *=vlookup(O2,$W$1:$X$7,2,false)* and copy down. Label the column **New Target Proficiency Scale Score**.

15. Return to SIS and download the **2022 Access Scores detail report** for the district by choosing **2022** as the school year, choosing **All Schools** as the school, choosing **Excel**, and clicking **Create report**.

16. **Open the file** you just downloaded. You will now have two Excel spreadsheets open. Size your sheets so that both can be viewed at the same time. Make sure to **enable editing** in the newly opened file. **Delete Excel columns B through U**, so that the labeled **Student ID** column is next to the labeled **column S** (Composite Scale Score).

	A	B	C	D	E	F	G
1	2022 ACCESS Scores Report (Detail)						
2	SIS Home School:		Clinton Elem School				
3	Columns						
4	Result Codes						
5	Mode of Administration: O = Online			P = Paper			
6	Student ID	S	T	U	V	W	X

17. Scroll to the bottom of your data and delete the final two rows, which contain the total number of students and the file name. Scroll back up to the top of your data.

18. In the ELPtP Report file label cell **G1 2022 Score**. In cell **G2**, do the following steps in order:
    a. Type **=vlookup(**.
    b. Click cell **A2** (which will add A2 to the formula you are building).
    c. Type a **comma** after A2.
    d. Click into the district **ACCESS Scores detail report** and highlight the **student data** in Excel **columns A and B**. (Highlight cells **A7 and B7**, hold down both the **Ctrl** and **Shift** keys, and press the **down arrow** to highlight all data in the columns.) This will automatically enter the spreadsheet name and data range into the formula you are typing in the formula field.

    =vlookup('[7659CFCB-CE79-44E4-82BC-F4503F52050E2]Sheet1'!$A$7:$B$13429

    e. Click into the **formula field of the ELPtP report spreadsheet** and type a comma after the data range.
    f. Type **2,** (number "2" and a comma).
    g. Type **false)** (the word "false" and a close parentheses).
    h. Press **Enter**.
    i. **Copy the formula down.**
       NOTE: 0's indicate that data is missing for the student. #N/A indicates the student ID was not found in the ACCESS Scores report.
    j. **Replace any 0's with 100's**.
       i. Highlight the header row of the ELPtP report and turn on the **Filter** option from the **Sort & Filter menu** in the **Home ribbon**. This will place a filter dropdown in the right corner of each cell in the header row.
       ii. Click the filter dropdown in **column G (2022 Score)** and **type 0** in the **Search box.**
       iii. **Uncheck** the **Select All Search Results** and **check** the **0** result only. Click **OK**. This will limit your options to cells with 0 in them.
       iv. Type a 100 in the first filtered result.
       v. Copy this cell down for the remaining 0 results.
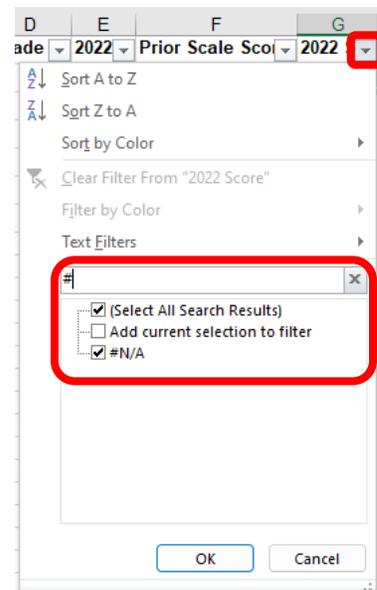
vi. To easily check your #N/A results, click the filter dropdown in **column G (2022 Score)** and **type #** in the **Search box**, then click **OK**. This will limit your results to cells with #N/A in them.

vii. Check to see if these students are still in your district, or if a student reached proficiency in 2021. Generally, you may delete these rows from your data.

viii. Click the filter dropdown for **column G** again and choose **Clear filter from 2022 Score** to display all your data again.

19. Schools serving students **only in Grades 5 and below** should enter into cell **I2** the formula =P2-G2 and copy down for the displayed results. Label the column Revised Target. Then skip to **Step 25**. Schools serving students in **Grades 6 or higher** should proceed to **Step 20**.

20. In Step 10, we sorted our data by **column M** (Timeline Years) from smallest to largest. **Confirm** that your data is still sorted this way. This should place students with negative or zero Timeline Years at the top of your data.

21. Click the filter dropdown **in column M** (Timeline Years) and choose the **Number Filters** option, then the **Less Than...** option. **Type 1** in the **is less than field** and click **OK**.
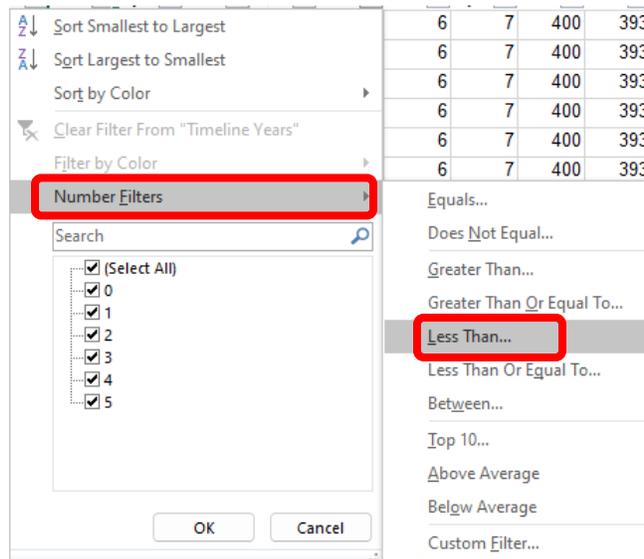
22. In cell **I2**, enter the formula **=P2-G2** and **copy down** for the displayed results. Label the column **Revised Target**.

23. Click the filter dropdown **in column M (Timeline Years**) and choose the **Number Filters** option, then the **Greater Than...** option. **Type 0** in the **is greater than field** and click **OK**.

24. In the first student data row of **column I**, enter the formula **=(P#-G#)/M#** where the # symbol in the formula is replaced by the *row number of the first filtered result*. (**Note**: For schools serving Grade 5, this will be row 2.) **Copy down** for the displayed results.

25. **Clear all filters** on your data by going to the **Sort & Filter** menu on the Home ribbon and choosing the **Clear** option. If the option is grayed out, no filters are applied.
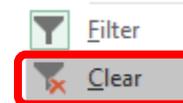
26. In cell **J2**, enter the formula **=G2-F2** and copy down. Label the column **Scale Score Gain**.

27. In cell **K2**, enter the formula *=IF(H2<I2,H2,I2)* and copy down. Label the column **ELPtP Points Numerator**.

28. In cell **R2**, enter the formula *=(J2/K2)*100* and copy down. Label the column **Preliminary 2022 ELPtP Raw Points**.

29. In cell **S2**, enter the formula *=IF(R2<0,"0",IF(R2>100,"100",R2))* and copy down. Label the column **Preliminary 2022 ELPtP Points Scaled**.

30. **Clear all filters** on your data by going to the **Sort & Filter** menu on the Home ribbon and choosing the **Clear** option.

For a single school:

31. To calculate the school's ELPtP score, in cell **T2** enter the formula *=average(S2:S###)* where ### is the law row of data in **column S**. The cell will now display *an **estimated** average ELPtP score for the school*. **This is NOT an official score.** These instructions build off 2021 student rosters and are joined with preliminary 2022 ACCESS data. These calculations will not include all students and should be used solely for high-level planning and estimation purposes.
    Official 2022 ELPtP reports are slated for release in August of 2022.

For a district calculating for multiple schools:

32. **Insert a row** to the left of **column A**.

33. Return to SIS and download the **2022 ACCESS Assessment Correction report** for the district by choosing **2022** as the school year, choosing **All Schools** as the school, choosing Sort By **Home School**, choosing **Excel**, and clicking **Create report**.

34. **Open the file** you just downloaded. You will now have three Excel spreadsheets open. Size your sheets so that both the ELPtP report and the ACCESS Assessment Correction report can be viewed at the same time. Make sure to **enable editing** in the newly opened file. **Delete Excel columns B through M**, so that the labeled **Student ID** column is next to the labeled column **SIS Home School** column.

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3	Columns						
4	Result Codes						
5	Mode of Administration: O = Online			P = Paper			
6	Student ID	S	T	U	V	W	X

35. Scroll to the bottom of your data and delete the final two rows, which contain the total number of students and the file name. Scroll back up to the top of your data.

36. Return to the ELPtP report. Label cell **A1 RCDTS**. In cell **A2** of the ELPtP report, do the following steps in order:

    a. Type **=vlookup(**.

    b. Click cell **B2** (which will add B2 to the formula you are building).

    c. Type a **comma** after B2.

    d. Click into the district **ACCESS Scores detail report** and highlight the **student data** in Excel **columns A and B**. (Highlight cells **A7 and B7**, hold down both the **Ctrl** and **Shift** keys and press the **down arrow** to highlight all data in the columns.) This will automatically enter the spreadsheet name and data range into the formula you are typing in the formula field.

=vlookup('[7659CFCB-CE79-44E4-82BC-F4503F52050E2]Sheet1'!$A$7:$B$13429

    e. Click into the **formula field of the ELPtP report spreadsheet** and type a comma after the data range.

    f. Type **2,** (number "2" and a comma).

    g. Type **false)** (the word "false" and a close parentheses).

    h. Press **Enter**.

    i. **Copy the formula down.**

37. Highlight all the data in **columns A through S** of the ELPtP report.

38. Open the Insert ribbon, and click the **PivotTable** button. Leave the default options and click **OK** in the window that appears.
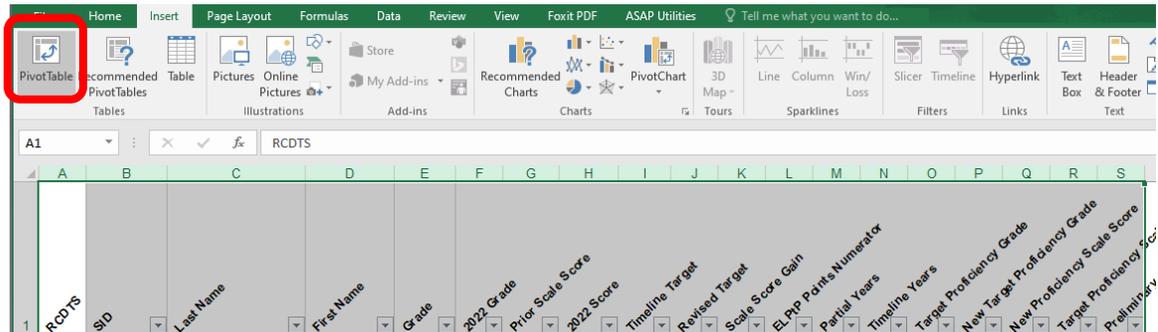
39. From the list of PivotTable field, drag the **RCDTS column** into the **Rows box**. Drag the **Preliminary 2022 ELPtP Points column** into the **∑ Values box**.

Note: In the default view, the area option boxes are located below the list of fields. This side-by-side view was selected to make the screen shot easier to see. You can also drag the fields into the defined areas shown in the spreadsheet to the left.
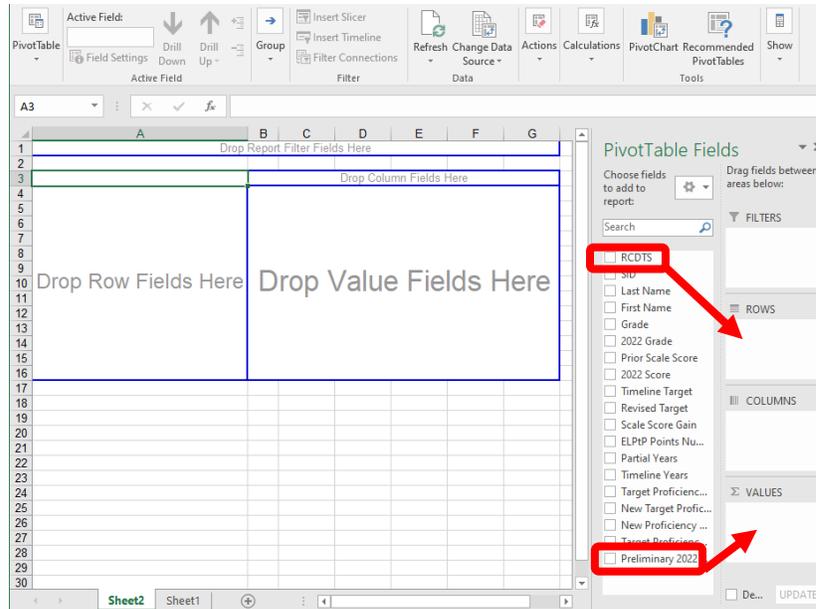
40. In the Values box, click the **dropdown** menu on the **Count of U.i.Preliminary…** field and choose the **Value Field Settings…** option.

41. Change Count to **Average** and click **OK**.
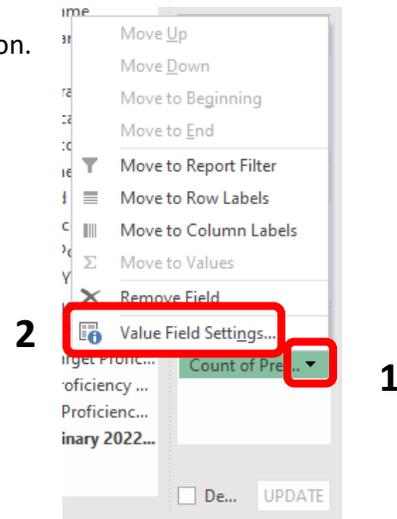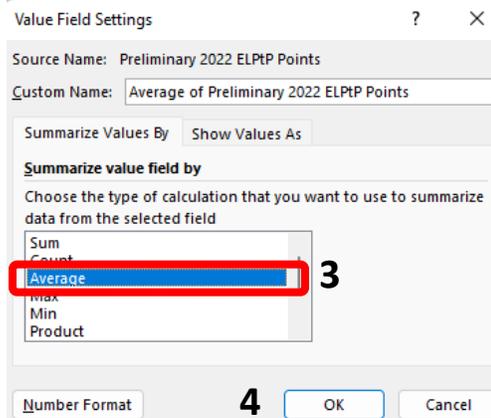
The pivot table will now display *an __estimated__ average ELPtP score for each school*. **This is NOT an official score.** These instructions build off 2021 student rosters and are joined with preliminary 2022 ACCESS data. These calculations will include all students and should be used solely for planning and estimation purposes. *Official 2022 ELPtP reports are slated for release in August of 2022.*