



Illinois State Board of Education

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Chair of the Board

Dr. Carmen I. Ayala
State Superintendent of Education

Revised Guidance on Completion of English Learner Record of Provisionally Identified Students

October 20, 2020

Dear Colleagues,

Previously, guidance from the Illinois State Board of Education Multilingual Department instructed districts to not complete English Learner (EL) demographic information, including the EL indicator and program information located in the Student Information System (SIS), after a student was identified as an EL via provisional screening.

However, **ISBE is making a substantial change** after receiving additional guidance from the U. S. Department of Education. This change is to ensure that a district's ELs are counted for state and federal funding (e.g., Evidence-Based Funding, Title III formulaic grants).

Effective immediately, a student who has been previously identified as an EL using the provisional screener **must** be coded as an EL (Yes) in SIS. The demographic EL record will need to be completed in the district's local system. Please ensure that it is also correct in SIS. These elements include:

- EL placement status
- Date enrolled or re-enrolled in services
- Class periods provided per week
- Services provided (Instructional Design)
- First year in a U.S. school

Please see the October update of the [Provisional Screening procedures](#) for the most current guidance on the use of provisional screeners. Please see the [ISBE COVID-19 website for other guidance related to the COVID-19 pandemic](#). Additional guidance on school year 2020-21 ACCESS testing will be provided soon.

For questions, please e-mail multilingual@isbe.net.

Sincerely,

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