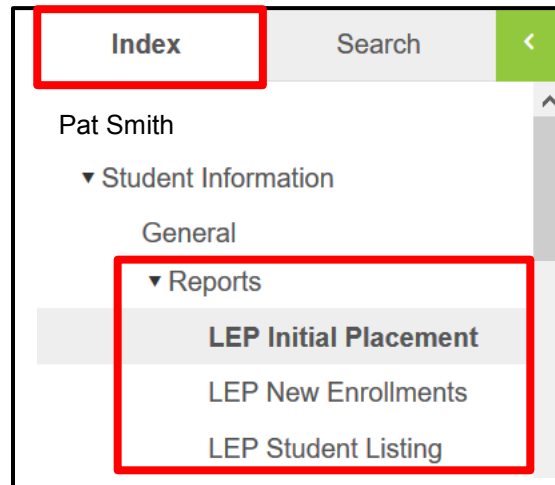


Philadelphia SIS Project –LEP Reports

Navigating to the LEP Reports in Infinite Campus

1. Go to **Index**. Within the **Student Information** module, click **Reports** to expand and show a list of all available Student Information reports. The following LEP Reports should be visible: **LEP Initial Placement**, **LEP New Enrollments**, and **LEP Student Listing**.



2. Select the appropriate report to generate. A description of each report follows:

LEP Initial Placement

List of active students with a LEP Placement Level and are currently NOT identified with an LEP Program Status. This report will be used by the Multilingual Programs office to identify students that have received initial testing and need to have their LEP program status confirmed and entered into IC. Ability to sort by School Calendar or LEP Initial Placement date. Includes grade and placement level.

LEP New Enrollments

List of active students who have data entered in any Language Survey related fields (from EH-40) in the Enrollment section and do NOT have an LEP Initial Placement level or an LEP Program Status.

LEP Student Listing

List of active students with an LEP program status, (in the user's school on the date the report is run) Report can be sorted by LEP program status, homeroom, grade or last name.

Running the LEP New Enrollments Report

1. Select **LEP New Enrollments** from the list of Student Information Reports.
Index > Student Information > Reports > LEP New Enrollments
2. The **LEP New Enrollments** report lists active students who have data entered in any Language Survey related fields (from EH-40) in the Enrollment section and do NOT have an LEP Initial Placement Level or an LEP Program Status.

LEP New Enrollments

List of active students who have data entered in any Language Survey related fields (from EH-40) in the Enrollment section and do NOT have an LEP Initial Placement level or an LEP Program Status.

Report Format: PDF Excel

Note: Students that show on this report and do NOT have an LEP Initial Placement level or LEP Program Status need to be assessed to determine if services need to be provided.

3. Select the format (PDF or Excel file).

Report Format: PDF Excel

4. After selecting desired report format, click the **Generate Report** button. You will have the option to open the file or save the file to your computer.

LEP New Enrollments

List of active students who have data entered in any Language Survey related fields (from EH-40) in the Enrollment section and do NOT have an LEP Initial Placement level or an LEP Program Status.

Report Format: PDF Excel

LEP New Enrollments Report – Sample

16-17 McCall, Gen. George ES							LEP New Enrollments Report				
Date Run: 6/9/2017 9:19:14 AM							Total Records: Total Records 2				
Page 1 of 1											
Student ID	Last Name	First Name	Grade	Rcvd Svc	State	Home Lang	Par-Child	CHILD-PAR	CHILD-SIB	CHILD-FRDS	SPKN-LANG
			04	N		Chinese (Mandarin)	Chinese (Mandarin)	Chinese (Mandarin)	Chinese (Mandarin)		Chinese (Mandarin)
			02	N		Chinese (Mandarin)	Chinese (Mandarin)	Chinese (Mandarin)	Chinese (Mandarin)		Chinese (Mandarin)