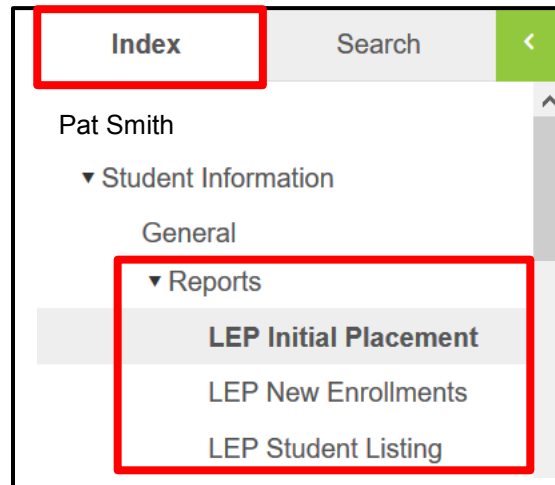


Philadelphia SIS Project –LEP Reports

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 Student Listing Report

1. Select **LEP Student Listing** from the list of Student Information Reports.
Index > Student Information > Reports > LEP Student Listing
2. The **LEP Student Listing** report provides a list of active students with an LEP Program Status (within your school and on the date that the report is run).

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.

Program Status:

Sort By:

Report Format: PDF Excel

3. This report can provide information based upon all or only one Program Status (LEP, Exited LEP, Pending, Not LEP). There are four options for sorting the data contained in the report. Select the desired sort by option via the drop-down list.

Program Status:

- All
- LEP
- Exited LEP
- Pending
- Not LEP

Sort By:

- Program Status, Last and First Name
- Homeroom, Program Status, Last and First Name
- Grade, Homeroom, Program Status, Last and First Name
- Last Name

Note: Sorting by Homeroom or Grade first will insert page breaks between Homeroom or Grade specific data. For Excel files, Homerooms/Grades will be separated on different tabs.

4. The report can be formatted as a PDF or Excel file.
5. 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 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.

Program Status:

Sort By:

Report Format: PDF Excel

LEP Student Listing Report – Samples

Report Options
Program Status: All
Sorted By: Program Status/Last Name/First Name

Report Run: 6/9/2017 9:20:55 AM				LEP Student Listing Report					
Page 1 of 7				Total Records: 162					
				Program Status: All					
				Sorted by: ProgramStatus/LastName/FirstName					
Grade	Homeroom	Program Status	Last Name	First Name	Student ID	D.O.B.	Home Language	Birth Country	
08	8.5	Exited LEP						United States	
08	8.2	Exited LEP					Spanish	Puerto Rico	
07	7.1	Exited LEP					Spanish	United States	
06	6.1	Exited LEP					Spanish	Puerto Rico	

Report Options
Program Status: All
Sorted By: Homeroom/Program Status/Last Name/First Name

				LEP Student Listing Report					
				Total Records: 162					
				Program Status: All					
				Sorted by: Homeroom/ProgramStatus/LastName/FirstName					
Grade	Homeroom	Program Status	Last Name	First Name	Student ID	D.O.B.	Home Language	Birth Country	
06	6.1	Exited LEP					Spanish	Puerto Rico	
06	6.1	Exited LEP					Spanish	Puerto Rico	
06	6.1	LEP					Spanish	Puerto Rico	

16-17 Clemente, Roberto MS				LEP Student Listing Report					
122 W. ERIE AVE., PHILADELPHIA, PA 19140				Total Records: 162					
Report Run: 6/9/2017 9:22:05 AM				Program Status: All					
Page 5 of 22				Sorted by: Homeroom/ProgramStatus/LastName/FirstName					
Grade	Homeroom	Program Status	Last Name	First Name	Student ID	D.O.B.	Home Language	Birth Country	
06	6.2	LEP					Spanish	Dominican Republic	
06	6.2	LEP					Spanish	Puerto Rico	
06	6.2	Not LEP					Spanish	Puerto Rico	
06	6.2	Not LEP					Spanish	Puerto Rico	
06	6.2	Not LEP						United States	

Report Options
Program Status: All
Sorted By: Homeroom/Program Status/Last Name/First Name

122 W. ERIE AVE., PHILADELPHIA, PA 19140									LEP Student Listing Report	
Report Run: 6/9/2017 9:23:27 AM									Total Records: 162	
Page 4 of 9									Program Status: All	
									Sorted by: Grade/Homeroom/ProgramStatus/LastName/FirstName	
Grade	Homeroom	Program Status	Last Name	First Name	Student ID	D.O.B.	Home Language	Birth Country		
06	107	LEP					Spanish	Puerto Rico		

16-17 Clemente, Roberto MS									LEP Student Listing Report	
122 W. ERIE AVE., PHILADELPHIA, PA 19140									Total Records: 162	
Report Run: 6/9/2017 9:23:27 AM									Program Status: All	
Page 4 of 9									Sorted by: Grade/Homeroom/ProgramStatus/LastName/FirstName	
Grade	Homeroom	Program Status	Last Name	First Name	Student ID	D.O.B.	Home Language	Birth Country		
07	113	LEP					Spanish	Dominican Republic		

16-17 Clemente, Roberto MS									LEP Student Listing Report	
122 W. ERIE AVE., PHILADELPHIA, PA 19140									Total Records: 162	
Report Run: 6/9/2017 9:23:27 AM									Program Status: All	
Page 7 of 9									Sorted by: Grade/Homeroom/ProgramStatus/LastName/FirstName	
Grade	Homeroom	Program Status	Last Name	First Name	Student ID	D.O.B.	Home Language	Birth Country		
08	113	LEP					Spanish	Puerto Rico		
08	113	LEP					Spanish	Puerto Rico		
08	113	LEP					Spanish	United States		
08	113	LEP					Spanish	Puerto Rico		
08	8.1	Exited LEP					Spanish	United States		

Report Options
Program Status: All
Sorted By: Last Name

122 W. ERIE AVE., PHILADELPHIA, PA 19140									LEP Student Listing Report	
Report Run: 6/9/2017 9:25:01 AM									Total Records: 162	
Page 1 of 7									Program Status: All	
									Sorted by: LastName	
Grade	Homeroom	Program Status	Last Name	First Name	Student ID	D.O.B.	Home Language	Birth Country		
08	8.4	Not LEP						United States		
07	7.2	LEP					Spanish	United States		
08	8.3	LEP					Spanish	Puerto Rico		
08	8.5	Exited LEP						United States		
08	8.3	LEP					Spanish	Puerto Rico		
06	6.1	LEP					Spanish	Puerto Rico		
07	7.3	LEP					Spanish	Puerto Rico		
07	7.5	LEP					Spanish	Puerto Rico		