

**DISTRICT REQUEST & CERTIFICATION OF CHANGE
to ENGLISH LANGUAGE PROFICIENCY LEVEL IN WISEDATA**

CONFIDENTIAL



Purpose: Procedure to Remove an *ACCESS for ELLs*® Composite Score for a Non-EL Student

Schools and districts that discover that a native English speaking student was tested (in error) on the *ACCESS for ELLs*® should complete this request for score removal. This assessment is the source of their English Language Proficiency (ELP) code which should be accurate and consistent across all data systems: the district's local Student Information System (SIS), the state's WISEdata system, and DPI's longitudinal data system. This rare request for removal of the non-EL student composite score may be submitted any time, but requests received after October 1st will not be processed until the *ACCESS for ELLs* test window has closed. ELP Codes can not be changed immediately prior to or during *ACCESS for ELLs* testing.

Instructions:

Requests will be processed in July and October, and changes will *only* remove the composite score stored in WISEdata. After DPI removes the errant composite score from the WISEdata student record, corrected ELP codes must be uploaded from the District SIS. Evidence supporting the change must be kept on file in the school or district office for at least two academic years. See EL related bulletins on the DPI website: ESEA Information Update Bulletin Series on Key Provisions (http://esea.dpi.wi.gov/esea_bulletins).

Submission:

Submit student information and the recent *ACCESS for ELLs*® composite ELP score to be removed in WISEdata. This form *only* requests that the composite score be disabled. Once the request is processed and the composite score removed, the student's ELP Code should be updated in the local SIS to non-EL (ELP 7). This will then be pushed to WISEdata and any error messages should disappear.

DPI may follow up on requests to ensure that clear evidence of misclassification is on file with the requesting district. Please summarize this information in your request.

To request a student's ELP code be changed:

Fill out the second page of this form in full and send it to the Office of Educational Accountability.
Office of Educational Accountability
Department of Public Instruction
PO Box 7841
Madison, WI 53707-7841

Alternatively, you may fax it to us at 608-266-8770.

For questions contact Jesse Roberts at (608) 267-5153 or jesse.roberts@dpi.wi.gov

District:	School:
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Student Name (First, Middle Initial, Last Name)	WSN/WISEid	ACCESS composite score and the reason it should be removed from ISES ELP code calculation

District Certification:

I certify that the above change in English Language Proficiency (ELP) code is necessary to correct an error. We have reviewed the policies regarding ELP codes on the DPI website and are certain that this complies with state and federal requirements for English Learners.

District WISEdata Contact: _____
Signature *Date*

Principal: _____
Signature *Date*

Send this completed form to the Office of Educational Accountability (OEA), Department of Public Instruction, PO Box 7841, Madison, WI 53707-7841 or fax it to us at 608-266-8770.

For questions contact Jesse Roberts at (608) 267-5153 or jesse.roberts@dpi.wi.gov

Submitted by: _____ Date: _____
 Email: _____ Phone: _____