

Reviewing Student English Language Backgrounds (ELBs) in EIS Data Reports

Schools need to monitor the English language backgrounds of their students and ensure that students reported to the District as English language learners (ELL), non-native English speakers, and former, transitional, or waived ELL students are reflected in EIS with the appropriate status. The easiest way to view the English language backgrounds of a schools' students is through EIS Data Reports.

The process is as follows:

- 1) Log-in to EIS with the appropriate credentials (<https://doe1.tn.gov/Authorize/login.aspx>).
- 2) Click into the **Data Reports** application.
- 3) Once in **Data Reports**, select the **Research Queries** tab at the top of the page.
- 4) Scroll down and select the fifth report entitled "**English Language Learners.**"
- 5) Select the appropriate parameters and click **View Report** (note that searching "All English Language Backgrounds" will display all students, including those who are native English speakers).
- 6) Once you generate a report, click the **Save Icon** to pull down the report as either an Excel or CSV file.
- 7) If you pulled All English Language Backgrounds, use an Excel data filter to exclude "E" in the English Language Background column in order to view only those students reported as natives of non-English languages.

If you are using PowerSchool, corrections to the ELB Status and Native Language can be made on a student's STATE/PROVINCE-TN page:

Student Enrollment Information	
Inst Service Period Type of Service *	(P) Primary Provider Where Student Is Enrolled ▼
English Language Background *	(E) English Native ▼
Native Language *	ENG
Immigrant Student *	(N) No ▼

Changing the English Language Background field and/or Native Language field and then clicking **Submit** at the bottom of the page should push edits to the EIS extracts. These extracts will need to be submitted before those changes process in the system.

For definitions of the different English Language Background codes, please reference the *EIS Appendices* (http://tennessee.gov/education/districts/docs/eis_appendices.pdf).