



NORTH CAROLINA STUDENT INFORMATION SYSTEM

Immigrant Data Collection

User Guide

Last Updated: 02/13/2015



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Introduction

The US Department of Education allocates a portion of funding to states based upon the share of immigrant children and youth in the state. The term "immigrant children and youth," which is defined in section 3301(6) of Title III, refers to individuals who: (A) are aged 3 through 21; (B) were not born in any *State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

Under section 3114(a), States make subgrants to LEAs/charters based entirely on the LEA/charter share of LEP students. The State of North Carolina uses data provided by the LEA to determine whether the LEA has experienced a significant increase, as compared to the average of the two preceding fiscal years, in the percentage of immigrant children and youth.

The Headcount of Eligible Immigrant students are combined with the Headcount of Limited English Proficient Students to determine distribution of Title III funds and LEA eligibility for Title III PRC 111 significant increase funds.

The needs of all identified/reported immigrant students generating Title III funds must be considered when prioritizing use of these funds. LEAs have the discretion to use funds allocated under the immigrant program to implement the allowable activities in section 3115(e) for the immigrant students deemed most in need of services

Important: The Immigrant collection window occurs annually beginning February 1 through the end of February. Immigrant information can be added year-round as students enroll; however, funding will be based on student enrollment on February 1st and must be certified by the conclusion of the headcount window.

Notices are sent from DPI to Title III/LEP coordinators of all district and charter school systems regarding reporting needs during the school year. District Title III Coordinators must be signed up to receive the notices through the LEP Coordinator Listserv. Coordinators can request to be added or removed from the email list by accessing the [English Language Development \(ELD\) Wiki](http://eldnces.ncdpi.wikispaces.net/) <http://eldnces.ncdpi.wikispaces.net/>.

** The term State' means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico.*

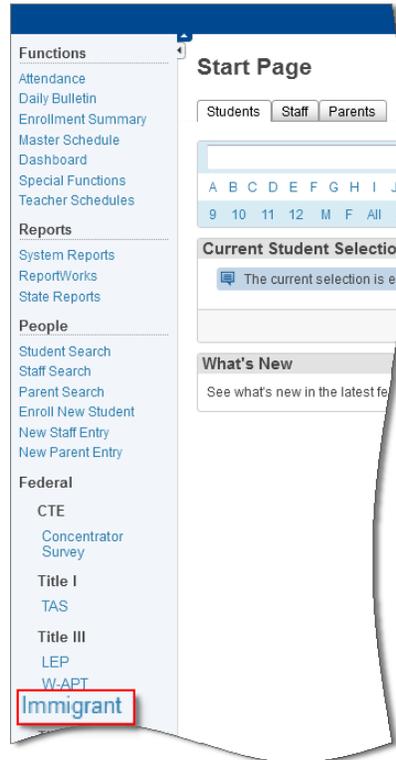
Contacts

For Immigrant policy questions, email Michael Riles at michael.riles@dpi.nc.gov. Functionality related questions in PowerSchool should be directed to the [Home Base Support Center](#).

Accessing Immigrant module

To access the Immigrant module:

1. Access PowerSchool with your assigned credentials.
2. Click the **Immigrant** link under the **Federal** section.



1. On the **Immigrant** screen, click the **Roster** tab to view list of students sorted by School Code (ascending) and alphabetized by Last Name, First Name.

Immigrant

Home Counts Search Data Entry **Roster** Admin

Roster

Search

Search

LEA Code	School Code	Grade	First Name	Last Name	Student Number	Born Outside U.S.	Between 3 And 21	Years In U.S. Schools	Immigrant Status	Feb 1 Count	LEP Status	Include
180	348	9	Yash	Mishra	1001171017	Yes	No	In 1st year	Yes	No		
180	348	10	Franklin	Mason	1001171020	Yes	No	In 2nd year	Yes	No		

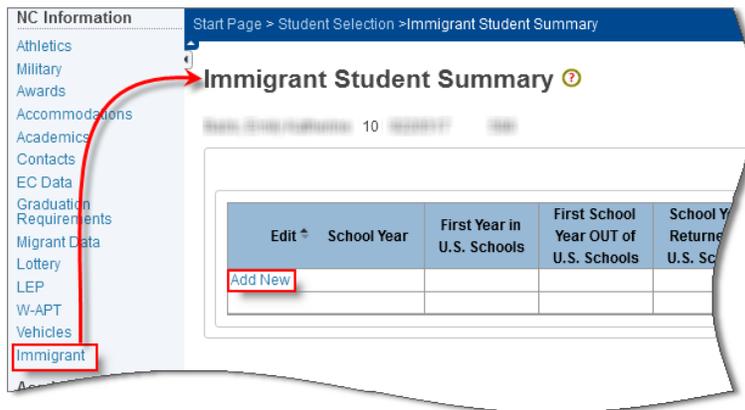
Locating and adding a Student to Roster

Important: Enter all LEP immigrant student records using the W-APT or LEP functions as appropriate.

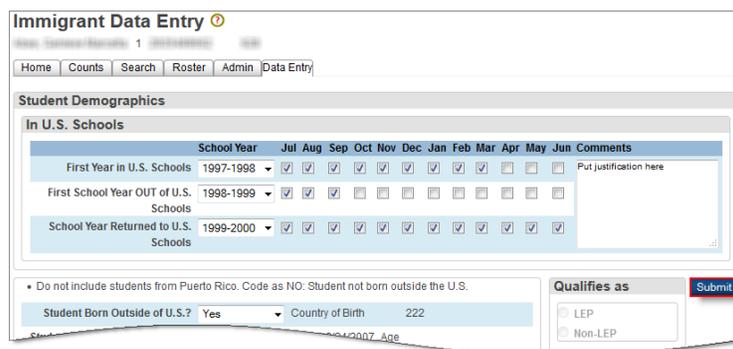
Navigation: Start Page → Select Student → **NC Information** section

Use the following steps to locate and add a student to the Roster:

1. At the Start Page, click **Student** tab and locate the student to be added. For additional information on using various search options, refer to the **Student Selections (QRD)** (located under http://www.nc-sis.org/student_information.html).
2. Under the **NC Information** section, click **Immigrant** link.



3. Click **Add New** , enter the appropriate immigrant information, and click **Submit**.



- a. Enter the First Year in US Schools and whether the student was Born Outside the US. The student's age will be calculated automatically and the immigrant status will appear once you click Submit.



Roster

Note: Remember that an immigrant student is:

1. Born outside the U.S,
2. Between 3 and 21 years old, and
3. Enrolled in U.S. schools for 3 complete academic school years or less.

Important: Do not include:

- Students from Puerto Rico.
- Pre-school children who are not enrolled in pre-school programs funded by your school system.
- Community college or university students.
- Students not enrolled in your school system.
- Exchange students

Overriding Years in US Schools

In response to the recent Clarification Interpretation of Years in US Schools, this option was added to allow recalculation of the Years in US Schools for students who reflect actual enrollment of "three full academic years" or less in US Schools.

Refer to [Assurances](#) and [Clarification Interpretation of Years in US Schools](#) for additional information.

Navigation: Start Page → Select Student → NC Information section → Immigrant

1. On the **Immigrant Student Summary** screen, click **Edit** link.



Edit *	School Year	First Year in U.S. Schools	First School OUT of U.S.
Edit	2014-2015	2011-2012	
	2013-2014	2011-2012	
	2012-2013	2011-2012	

2. On the **Immigrant Data Entry** screen, enter the following information:
 - a. Override the Number of Years in US Schools by choosing the correct school year from the **Number of Years in US Schools** drop-down menu and unchecking each month that the student is not in attendance.
 - b. Enter the required explanation to support revision of February 1, 2015 Immigrant Headcount in the text box. Include documentation being used to calculate Years in US Schools and location of stored document for audit purposes.
3. Click **Submit**. (Note: You can go back and edit the Number of Years in US Schools and the information in the notes box.)

- Navigate back to the **Immigrant** screen under the student's record. On the Immigrant screen, click **Counts** tab.

Immigrant Aggregate Counts	
Description	Count
Immigrant - LEP K-13	0
Immigrant - LEP K-13 Withdrawn	0
Immigrant - LEP Pre K	0
Immigrant - LEP Pre K Withdrawn	0
Immigrant - LEP Private	0
Immigrant - Non-LEP K-13	29465
Immigrant - Non-LEP K-13 Withdrawn	1224
Immigrant - Non-LEP Pre K	1
	0

The auto-calculated total/aggregated counts reflect the sum of the validated immigrant student records. Counts cannot be edited here; access the Student record to enter or alter counts.

Important: Although Immigrant Headcounts cannot be entered after February 1, 2015, you may continue to add students. New records will show on the roster.

Submitting Data

1. Click on the **Submit** button. A confirmation screen will appear. Click **Submit** and the system will insert your name and the date



The screenshot shows a web interface for 'Immigrant' data entry. At the top, there is a navigation bar with links for 'Home', 'Counts', 'Search', 'Data Entry', 'Roster', and 'Admin'. Below this is a section titled 'Immigrant Headcount Approval Confirmation'. Underneath, there is a sub-section labeled 'Approval' with the text: 'Are you sure? Please click on the 'Submit' button to confirm you have reviewed your February 1st Immigrant Headcount and it is accurate and complete.' A blue 'Submit' button is located in the bottom right corner of the form area.

You may change and re-approve the data until 5:00pm on February 27, 2015.

Security

Student data is **confidential** and should be kept secure at ALL times. Reports, both electronic and in print, should be handled in a secure fashion.

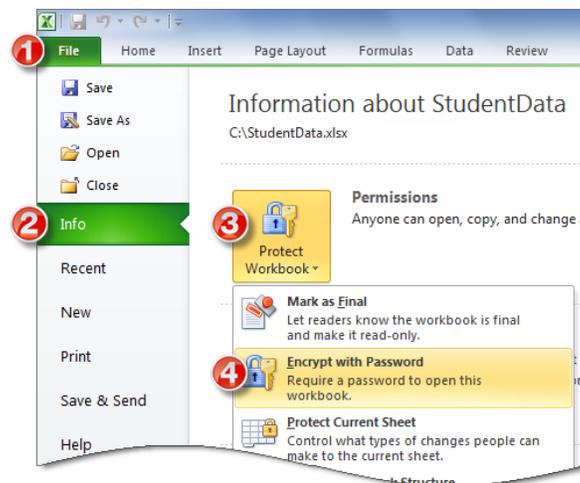
- **Printed Documents** should be hand delivered or sent via secure post. Delivery to appropriate person must be confirmed.
- **Electronic Excel Files with student identifiers** must be password protected.

Important: The steps to password protect the excel spreadsheet may vary based on the Microsoft Office Excel version you are using. Refer to <https://support.office.com> for instructions specific to the Microsoft Office Excel version you are using.

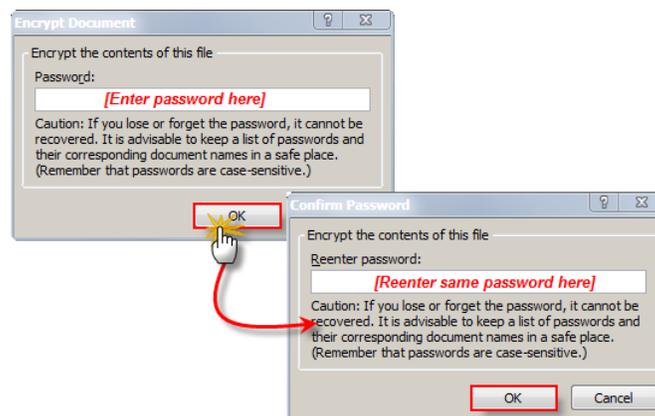
The steps below use MS Excel 2010 to password protect an excel spreadsheet.

1. From within the spreadsheet, navigate to:

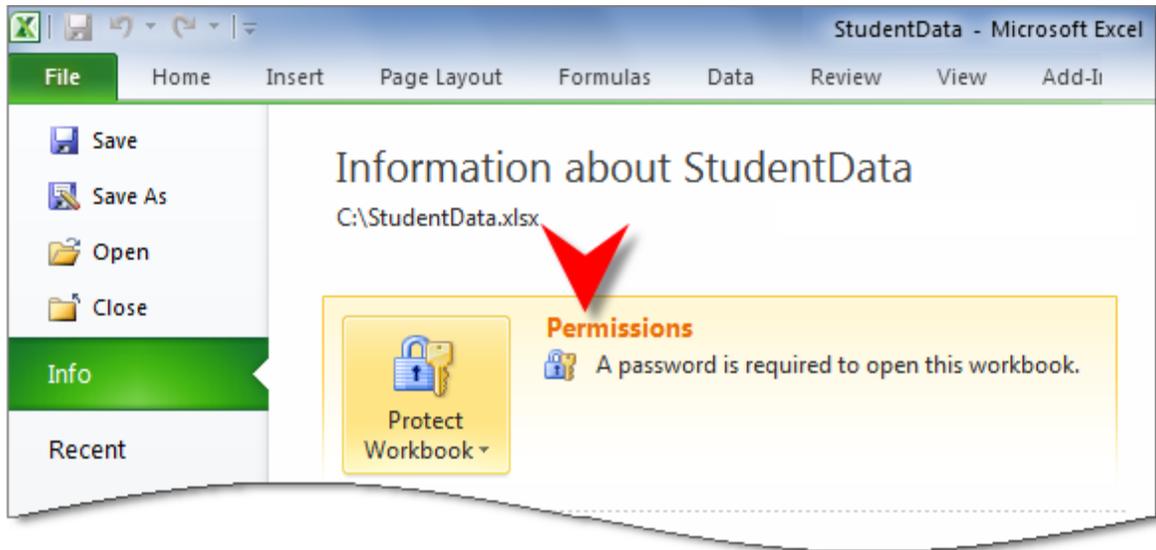
Navigation: File tab > Info menu > Permissions > Encrypt with Password.



- a. Enter and reenter password as directed. Click OK.



Permissions now indicate that a password is required to open this file.



Frequently Asked Questions (FAQs)

This section contains frequently asked questions categorized as follows:

- [Including Students in February 1, 2015 Head Count](#)
- [Working with Data](#)
- [Submitting Immigrant Counts](#)

Including Students in February 1, 2015 Head Count

Q: *When did the definition for eligibility change?*

A: January 13, 2011 we received a letter from the Department of Education clarifying the definition of three full academic years. Refer to [Clarification Interpretation of Years in US Schools](#) for additional information.

Q: *How does the eligibility clarification change the headcount process?*

A: A new feature allows you to override the auto-calculations for Years in US Schools. You must include a description of documentation supporting the change and where the documentation will be stored for audit purposes. See #4 in the User Guide for more details.

Q: *How do I know which students are included in the Immigrant head count?*

A: Click on the description on the count page and the students who comprise the count appear in the table below.

Q: *What information should I include in the form signed by the Superintendent or designee?*

A: The signed form assures any change of a student record is duly documented. Specific comments about each student must be entered into the Comment Box for that student record. Refer to [Assurances](#) for additional information.

Q: *How does this information effect Title III fund allocations for next school year?*

A: Title III PRC 104 funds for an LEA are calculated according to number of LEP students and the PRC 111 is the part of the grant that provides funding for a significant increase in immigrant children.

Q: *I thought that children born on US military bases overseas were not counted as immigrants on the CFDC. Is this still true?*

A: The interpretation of the law has changed. Children born on US military bases overseas may now be counted as immigrants.

Q: *I thought that children adopted from a foreign country were not counted as immigrants on the CFDC. Is this still true?*

A: The interpretation of the law has changed. Children adopted from a foreign country may now be counted as immigrants.



Working with Data

Q: How do I enter new students? I can't find the Data Entry Tab?

A: There is no longer a Data Entry Tab. Follow the steps in 3 to use the 'Add New' button on the student page if the student is Immigrant and NOT LEP. LEP students should be entered through the W-APT or LEP links as appropriate.

Q: How do I delete a student that should not be identified as an Immigrant?

A: Please contact Michael Riles (919-807-3953 or michael.riles@dpi.nc.gov) to discuss students that you feel should be removed. A Record Change Request (RCR) may need to be completed. **Do not send student information in an email.**

Submitting Immigrant Counts

Q: I clicked on Approve and then a teacher came to me with some information that needed to be changed. What should I do?

A: Click **Unsubmit** on the counts page. Make the necessary changes. Click **Submit** again on the Immigrant counts page. The system will update the time stamp and user name on the page. You can make changes and re-approve until 5:00pm on February 27th.

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