



U.S. DEPARTMENT OF EDUCATION

EDPass

**Statewide English Proficiency
Assessment Metadata Collection**

User Guide

November 2024

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DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	EDPass English Proficiency Assessment Metadata Collection User Guide
Issue Date:	November 2024

DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0		Versions 1.0 are for collections prior to SY 2023-24
2.0	November 2024	<ul style="list-style-type: none"> • Rolled over for SY 2023-24 • Revised! The ED data stewarding offices for this metadata collection have changed (Section 1.0) • New! SEAs should enter current year assessment changes for alternate assessments in the related file specification’s SSP • New! Change questions were added for regular and alternate assessments; Language for change questions has changed (Appendix B, Section 3) • Added! Section 4.0 Data Packages • Revised! Section 5.0 Guidance (paired it down to indicate that no business rules compare the metadata to the data uploaded in files • Added! Section 6.4: WIDA added as an option to the Assessment Administered drop down

PREFACE

This document provides instructions for responding to a metadata collection submitted through EDPass, which is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the [EDFacts Initiative Home Page](#) under EDFacts System Documentation, including:

- *EDFacts Workbook* – a reference guide to using the EDPass; particularly useful to new users; contains multiple appendices
- *EDPass User Guide* – provides assistance to new users of EDPass; it addresses the basic mechanics of system access and data submission
- *EDFacts Business Rules Single Inventory (BRSI)* – a single inventory containing business rules applied to EDFacts data throughout the pre- submission lifecycle of that data. The inventory describes each business rule, including the EDPass rule ID, legacy rule ID, rule objective, error message, failure classification, definition, rule logic, file specifications and the data group where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State EDFacts Coordinator on the [EDFacts Contact Page](#).

Data submitted through EDPass are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through EDFacts (OMB 1850- 0925, expires 6/30/2025). EDFacts is a centralized data collection system used by the National Center for Education Statistics and grant making offices across the U.S. Department of Education (ED) to gather collection and administrative data. Data are reported by state education agencies (SEAs) and include data at the SEA, local education agency (LEA), and/or school level.

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1.0 Purpose

This document contains instructions for submitting the English Proficiency Assessment metadata collection (which has been assigned FS5009).

This metadata collection relates to the following files:

- FS050 - Title III English Language Proficiency Results
- FS137 - English Language Proficiency Test
- FS138 - Title III English Language Proficiency Test
- FS139 - English Language Proficiency Results

Revised! The ED data stewarding office/s for this file: OELA/OEL/Title III and OESE.

[Appendix A](#) explains how to access and navigate EDPass. [Appendix B](#) is a copy of the metadata collection from Attachment C of the Information Collection Request.

2.0 Changes from Prior Year

This metadata collection was changed in the ICR as follows:

- SEAs should enter current year assessment changes for alternate assessments in the related file specification's SSP
- Language for Change question #1 updated

3.0 Core Requirements

The following table explains some key requirements for this collection.

Area	Requirement
Required to submit	All 50 states, District of Columbia (DC) and Puerto Rico (PR).
Not required to submit	Bureau of Indian Education (BIE), U.S. Virgin Islands (VI), and the outlying areas and freely associated states (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, and Palau)
Reporting period	SY 2023-24
Missing responses	The form will not save unless there is a response for every question.

Area	Requirement
Prefill	This metadata survey will be prefilled with the prior SY 2022-23 responses for the questions about which assessment are used but not for the questions about changes.
Submission	This metadata survey is submitted separate from the associated FS.
Who can respond	Any user with a role that includes the data area EL Programs (Title III) and the function of metadata
Who can submit	Any user with a role that includes the data area EL Programs (Title III) and the function of submit.

4.0 *New!* Data Packages

The FS5009 - Statewide English Proficiency Assessment Metadata collection **is not part of a data package**. The metadata must be submitted individually from the Metadata Submission List (MSL).

5.0 *Revised!* Guidance

This section contains questions and answers about the metadata submitted.

How are these metadata used in business rules?

There are no data quality business rules in EDPass that compare the metadata responses to the data uploaded via data files for this assessment metadata collection.

6.0 Completing the Metadata Collection

To enter information and submit a metadata collection, access a collection data entry page from the Metadata Submission List, enter information, and submit the metadata..

Updates can be made up to the due date. The metadata responses can be downloaded at any time.

6.1 Accessing the Metadata Submission List

From the EDPass Landing Page, select **Submission List** at the top menu bar.

The default view on this page is the *Data Submission List*. Select **Metadata Submission List** to access the list of metadata collections.

To return to the Data Submission List at any time, select the **Data Submission List** tab (see fig. 6.1).

Lock Status	Due Date	SY	FS #	File Specification Name	Last Submission Date	SEA	LEA	SCH	SSP
Unlocked	05/08/2024 11:59:59 PM	2023-2024	029	Directory		No Data in EDPass 02/09/2024 11:49:25 AM	No Data in EDPass 02/09/2024 11:49:25 AM	No Data in EDPass 02/09/2024 11:49:25 AM	
Unlocked	05/08/2024 11:59:59 PM	2023-2024	039	Grades Offered		Not Collected 02/09/2024 11:35:03 AM	No Data in EDPass 02/09/2024 11:49:25 AM	No Data in EDPass 02/09/2024 11:49:25 AM	
Unlocked	05/08/2024 11:59:59 PM	2023-2024	190	Charter Authorizer Directory		No Data in EDPass 02/09/2024 11:49:25 AM	Not Collected 02/09/2024 11:39:11 AM	Not Collected 02/09/2024 11:39:11 AM	
Unlocked	05/08/2024 11:59:59 PM	2023-2024	196	Management Organization for Charter Schools Roster		No Data in EDPass 02/09/2024 11:49:25 AM	Not Collected 02/09/2024 11:39:11 AM	Not Collected 02/09/2024 11:39:11 AM	
Unlocked	05/08/2024 11:59:59 PM	2023-2024	197	Crosswalk of Charter Schools to Management Organizations		Not Collected 02/09/2024 11:35:47 AM	Not Collected 02/09/2024 11:35:47 AM	No Data in EDPass 02/09/2024 11:49:25 AM	
Unlocked	05/08/2024 11:59:59 PM	2023-2024	198	Charter Contracts		Not Collected 02/09/2024 11:39:11 AM	Not Collected 02/09/2024 11:39:11 AM	No Data in EDPass 02/09/2024 11:49:25 AM	

Figure 6.1 - Submission List with Data Submission List and Metadata Submission List tabs

6.2 Navigation on the Metadata Page

To navigate to a metadata collection, from the Metadata Submission List tab, select **Enter/Edit Metadata** from the kebab menu on the right side of the screen (see fig. 6.2).

Lock Status	Due Date	SY	FS #	Metadata Collection Name	Last Submission Date	SEA
Unlocked	01/08/2025 11:59:59 PM	2023-2024	5006	Assessment metadata - Math		No Data in EDPass 02/09/2024 11:49:25 AM
Unlocked	01/08/2025 11:59:59 PM	2023-2024	5007	Assessment metadata - RLA		No Data in EDPass 02/09/2024 11:49:25 AM
Unlocked	01/08/2025 11:59:59 PM	2023-2024	5008	Assessment metadata - Science		No Data in EDPass 02/09/2024 11:49:25 AM
Unlocked	01/22/2025 11:59:59 PM	2023-2024	5009	Statewide English Language Proficiency Assessments metadata		No Data in EDPass 02/09/2024 11:49:25 AM

Figure 6.2 - Access the data entry page for metadata collections via kebab menu

To begin data entry on a page or make updates to already entered data, select **EDIT** and the data entry cells will appear.

Once all data are entered and data are ready to be saved, select **SAVE** at the bottom of the screen. When the **SAVE** button is clicked, if no error messages are generated, the responses entered will be saved to the database.

Note! The **SAVE** button will not be enabled if responses are missing in any of the cells. Attempting to navigate away from the metadata form enabled for data entry to another page in EDPass (DSL for example) will trigger the *Unsaved Changes* error message to appear (see fig. 6.3). Select **Stay** to remain on the page to complete data entry and save the information entered or select **Leave without Saving** to navigate to another section, which will result in lost data.

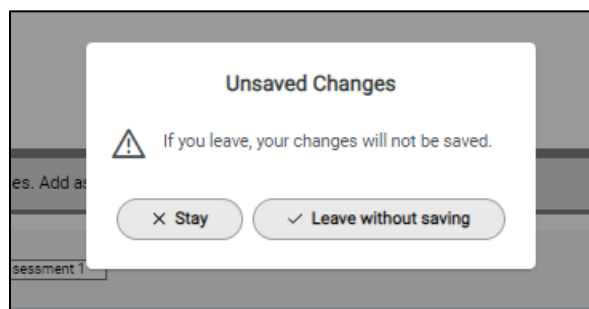


Figure 6.3: Unsaved Changes error message

Closing the EDPass browser window without selecting **SAVE** will result in lost data. Data will be saved only when **SAVE** has been selected. If the screen is in exit data entry mode after **SAVE** is clicked, check the data entry page for missing responses.

6.3 Metadata Submission List Status

If all tabs do not have data entered and saved, the status on the metadata submission list will reflect *No Data in EDPass..*

6.4 Responding to the Metadata Collection

There are two tabs for this metadata collection:

- **REGULAR ENGLISH LANGUAGE PROFICIENCY ASSESSMENT**
- **STATEWIDE ALTERNATE ENGLISH LANGUAGE PROFICIENCY ASSESSMENT**

Both tabs must be completed in order to save and submit the metadata collection.

Each tab has two parts. The first part is what assessments were used. The second part is about changes to the assessments.

Regular English Language Proficiency Assessment

There is a line item for each grade, K–12, and a response is required for every grade.

For each grade, states should report the regular ELP assessment for each of the grade levels reported in the FS050, FS137, FS138 and FS139 file specifications (see fig. 6.4). Options are:

- WIDA Access
- ELPA 21
- LAS Links
- Other – Fill in the next row
 - If Other – Fill in the next row is selected, a comment box will appear to provide the name of the assessment administered

There is a character limit of 50 for this field

Figure 6-4 - Regular Assessment for Grades Kindergarten – 12

If a response is missing for one or more grade levels, an on-screen error *Response required* will appear and the data entered on to page will not be able to be saved. Resolve the on-screen errors to continue.

Complete the change questions and select SAVE. Information about changes to the assessments in the current school year should be explained in the State Submission Plan under FS050.

Revised! Statewide Alternate English Language Proficiency Assessment

There is a line item for each grade, K – 12, and a response is required for every grade.

States should report metadata for the alternate ELP assessment for each of the grade levels reported in the FS050, FS137, FS138 and FS139 file specifications (see fig. 6.5).

For each grade, select the assessment administered from the drop down menu. Options are:

- **Added!** WIDA Access
- Other – Fill in the next row
 - If *Other – Fill in the next row* is selected, a comment box will appear to provide the name of the assessment administered

There is a character limit of 50 for this field

Figure 6-5 – Alternate Assessment for Grades Kindergarten – 12

If a response is missing for one or more grade levels, an on-screen error *Response required* will appear and the data entered on the page will not be able to be saved. Resolve the on-screen errors to continue.

Complete the change questions (available in [Appendix B](#)) and select **SAVE**. Information about changes to the assessments in the current school year should be explained in the State Submission Plan under FS050.

Select **BACK** to return to the Metadata Submission List.

7.0 Submitting the Metadata Collection

Once the metadata and all related file specifications in the data package reflect *Ready to Submit* status, select **Submit** from either the Metadata Submission List kebab menu or one of the related files in the data package kebab menu on the Data Submission List.

The *Submit Data* pop-up will appear.

Upon selecting **Submit**, a *Confirm Submission* pop-up will appear.

Select **Submit** to submit the metadata.

IMPORTANT! Upon submitting the metadata collection, the status of the data may reflect *Data Submission in Progress*.

Once data successfully processes, the status of *Submitted* will display.

After a due date, all data (as applicable) are delivered to ED.

7.1 Making updates to Submitted Metadata

Updates can be made to the metadata collection after it has been submitted as long as the due date has not passed.

Making updates will change the status on the Metadata Submission List. Follow the process of submitting the data again to complete the submission process.

If updates to data need to be made after a due date has passed, contact PSC.

8.0 Downloading Data

To download a copy of the saved or submitted metadata responses, select **Download Data** from the kebab menu on the Metadata Submission List (see fig 8.1).

Select **DOWNLOAD** from the pop-up menu and follow the browser's prompts to view and/or save a copy of the excel spreadsheet.

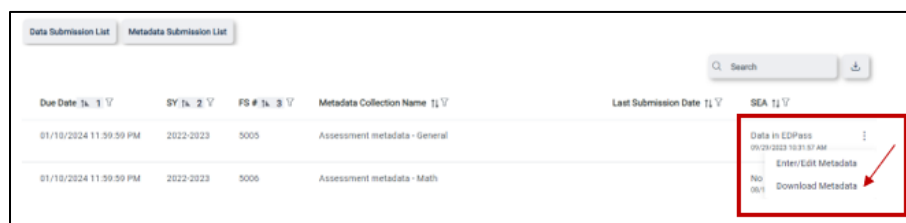


Figure 8.1 Selecting Download Data from the kebab menu on the MSL

Note! There are three columns in the downloaded report that are standard:

- `sy_planned_for_change_to_content_standards`

- sy_planned_for_change_to_achievement_standards
- sy_planned_for_change_to_assessment

These three columns will appear in the downloaded report regardless of the responses to the change questions at the bottom of the metadata pages.

8.1 Accessing Prior Year's State Reports

Download a copy of the SY 2022-23 responses by selecting Download Data from the kebab menu for the SY 2022-23 collection on the Metadata Submission List. Select the Submitted version of the data to download from the pop-up menu (see fig 8.2). Follow the browser's prompts to view and/or save a copy of the excel spreadsheet.

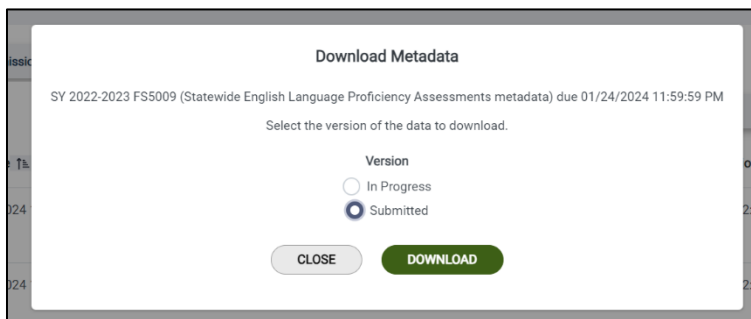


Figure 8.2 – Selecting Submitted Data from the pop-up menu

Appendix A – Access to and Navigation in EDPass

This appendix explains how to access and navigate in EDPass. For additional information about EDPass see the EDPass User Guide.

Technological Requirements

EDPass works on internet browsers Google Chrome and Microsoft Edge, versions released 2022 and later.

Availability

EDPass is unavailable from 8:00 a.m. ET to 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

After a due date, EDPass will be unavailable for uploading, adding and/or editing data notes and submitting data that were due. SEA EDPass Managers may still make changes and additions to users and role management. Authorized users can still make changes to the SSP.

Concurrency

EDPass is designed to allow multiple users within the SEA to access the application. For instance, one user can upload data files while another is resolving data quality errors by adding data notes. However, if two users work on the same screen (or page) simultaneously, there is a risk that one of the users' inputs will be omitted; the data saved last will be the data written into the database. To avoid confusion and omission of data, assign responsibilities to try and avoid two users working on the same pages at the same time.

Signing into EDPass

Upon accessing the EDPass website, accept the *Terms of Service* agreement by selecting the checkbox next to "I agree."

Click **SIGN IN WITH LOGIN.GOV** and the system will direct you to enter your LOGIN.GOV credentials. Enter one form of multi-factor authentication (previously set up). Once accepted, the system will redirect to the EDPass landing page.

EDPass Landing Page

After successfully logging in, the landing page will display (see fig 9.2).

The top of the landing page contains links to:

- Administration (if an SEA EDPass Manager)
- Submission List
- Upload
- Your EDPass Account

The middle of the page contains:

- **Quick Links**
 - Links to *EDFacts* reporting documentation
 - Links to EDPass-related documentation
- **We are here to help**
 - *EDFacts* PSC contact information

The bottom of the page provides the Paperwork Burden Statement (see fig 9.2).

EDFacts EDPass
US Department of Education

Administration ▾ Submission List Upload **AE** ▾

Hello, Alaska. Your last login was 07/05/2023 11:45:10 AM

Alaska Home

Quick Links

- [EDFacts Reporting Documentation](#)
- [EDFacts Business Rules Single Inventory and Guide](#)
- [EDFacts File Specifications](#)
- [Acronym List](#)
- [Data Submission Organizer](#)
- EDPass Documentation**
- [EDPass User Guide](#)
- [Technical Assistance Documentation](#)

We are here to help

EDFacts Partner Support Center

Hours: Monday - Friday, 8:00 AM to 6:00 PM ET
Phone: (877) 457-3336
Email: EDFacts@ed.gov

Paperwork Burden Statement

The National Center for Education Statistics (NCES), within the Institute of Education Sciences (IES), a part of the U.S. Department of Education (ED), has received OMB approval for its annual *EDFacts* data collection. Subject to the requirements of the Paperwork Reduction Act, a federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 1850-0925 (expiration 06/30/2025). Public reporting for this collection of information is estimated to be approximately 2,000 hours, annually, per respondent.

Figure 9.1 - EDPass Landing Page

Your EDPass Account

In the upper right corner of the page header is a circle with your initials. Hover on the circle and a drop down with options to view your user account or to log out of EDPass will appear. To review your information, select **View User Account**. If there are errors in your user information, contact your SEA EDPass Manager.

Your EDPass permissions are set by your SEA EDPass Manager. Permissions are assigned via a role defined by data areas and by functions. You will only be able to work on data areas and perform functions that your SEA EDPass Manager has granted to you. Only your SEA EDPass Manager can change your permissions.

Signing out of EDPass

To minimize security risks, sign out of EDPass when the application is not being used. To sign out, click the user icon on the top right-hand corner of the screen and select **Logout** from the drop down. Before signing out, be sure to save changes to avoid losing work.

After 2 minutes of inactivity, a timer in red font will appear in the upper right-hand corner counting down to when EDPass will automatically sign out the user (see fig. 9.1). Users are automatically signed out after 20 minutes of inactivity. Simply moving the computer mouse resets the timer.

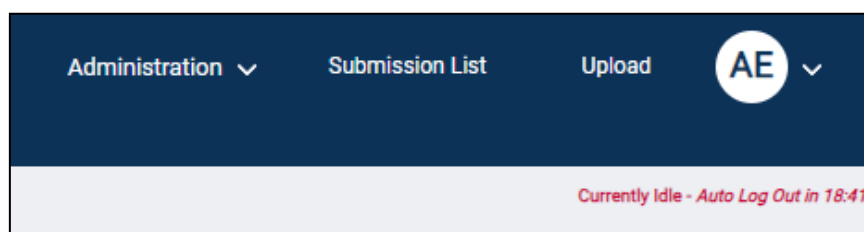


Figure 9.2 - Inactivity timer appears in the top right corner and counts down

Appendix B – Metadata Collection

ASSESSMENT METADATA COLLECTION

This appendix contains a copy of the metadata collection information from Attachment C of the approved OMB EDFacts data collection package.

English Proficiency assessment metadata survey

This metadata collection relates to the collection of data the statewide English proficiency assessment. This information is collected annually and is used to evaluate and use the data.

Statewide English Language Proficiency Assessments

This metadata collection relates to the following files:

- FS050 - Title III English Language Proficiency Results
- FS137 - English Language Proficiency Test
- FS138 - Title III English Language Proficiency Test
- FS139 - English Language Proficiency Results

Question 1 - For the files above, what is the name of the regular English Language Proficiency Assessment for each of the grade levels listed below:

Grade Level	Select from list	If Other, provide name of assessment
K	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
1	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
2	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text

3	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
4	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
5	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
6	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
7	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
8	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
9	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text

10	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
11	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text
12	Select one: <ul style="list-style-type: none"> • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column 	Text

Question 2 - For the files above, what is the name of the Statewide Alternate English Language Proficiency Assessments for Students with the Most Significant Cognitive Disabilities for each of the grade levels listed below

Grade Level	Select from list	If Other, provide name of assessment
K	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next 	Name
1	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name
2	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name
3	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name
4	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next 	Name
5	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next row 	Name

Grade Level	Select from list	If Other, provide name of assessment
6	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name
7	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name
8	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name
9	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name
10	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name
11	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name
12	Select one: <ul style="list-style-type: none"> • WIDA Alt ACCESS • Other - Fill in the next column 	Name

Revised! Changes to Statewide English language proficiency (ELP) Assessments

Added guidance! SEAs should enter current year assessment changes for **alternate assessments** in the related file specification’s SSP.

This section covers adjustments or significant changes to the state’s Statewide English language proficiency (ELP) assessments (i.e., English language proficiency standards, achievement standards and/or assessments) under ESEA section 1111(b)(3) for assessments to be administered in any of the three school years following this reporting year.

Adjustments or significant changes to a State’s Statewide assessment system are described in the Department’s *A State’s Guide to the U.S. Department of Education’s Assessment Peer Review Process*.

Question 1 – Is the SEA planning to make adjustments or significant changes for English language assessments to be administered in any of the three school years following this reporting year for regular or alternate assessments?

- Regular English Language Proficiency Assessment
- Statewide Alternate English Language Proficiency Assessments for Students with the Most Significant Cognitive Disabilities (Either assessment type checked, continue to question 2)
- No, end of metadata survey

Question 2 - Report as many assessments that were marked as changed in question 1. Repeat as many rows as necessary.

Assessment	Type of change (Select one or more)	School year planned for change (Select one)
Each assessment marked in question 1	ELP standards	<ul style="list-style-type: none"> • SY after current SY • Second SY after current SY • Third SY after current SY
Each assessment marked in question 1	ELP Achievement standards (cut scores used on ELP assessments)	<ul style="list-style-type: none"> • SY after current SY • Second SY after current SY • Third SY after current SY
Each assessment marked in question 1	ELP Assessments	<ul style="list-style-type: none"> • SY after current SY • Second SY after current SY • Third SY after current SY

Revised! Change Questions

After entering assessment information in the Assessment tables, the following questions must be answered for regular assessments:

- 1. Is the SEA is planning to make adjustments or significant changes for English language assessments to be administered in any of the three school years following this reporting year for alternate assessments?
 - No (no additional questions will be displayed)
 - Yes; If selected, these additional questions must be answered:
- 2.a. Is the SEA planning to change its ELP Standards?
 - No
 - Yes; If selected, the following question must be answered:
 - 2.a.1. Which school year is planned for this change?
 - SY after current SY
 - Second SY after current SY
 - Third SY after current SY
- 2.b. Is the SEA planning to change its ELP Achievement Standards (cut scores used on ELP assessments)?
 - No
 - Yes; If selected, the following question must be answered:
 - 2.b.1. Which school year is planned for this change?
 - SY after current SY
 - Second SY after current SY
 - Third SY after current SY
- 2.c. Is the SEA planning to change its ELP Assessments?
 - No
 - Yes; If selected, the following question must be answered:
 - 2.c.1. Which school year is planned for this change?
 - SY after current SY
 - Second SY after current SY
 - Third SY after current SY



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