

## English Learner Management System (ELMS) Appeals Instructional Sheet

**The purpose of this instructional sheet is for school districts/charters to correctly request a change to a student’s EL record on the English Learner Management System (ELMS).**

### Key Details to keep in mind while submitting an appeal request to the SDE:

- ✓ The turnaround time for an appeal is two weeks
- ✓ Only WIDA scores (screener or ACCESS) are accepted for entry into EL program
- ✓ Student with Out of State non-WIDA information must be screened with WIDA screener
- ✓ Out of State non-WIDA scores can be used to exit students if they have an official exit letter
- ✓ Any name changes, EDUID or birthdays need an OTIS ticket not an ELMS appeals

### Four types of ELMS Appeals:

Designation Removal for Erroneous Identification	<p>Process allows districts/charters to remove the EL designation from student whose Home Language Survey (HLS) prompted language screening resulting in an EL placement, but due to certain circumstances was incorrect.</p> <p>This process cannot be used to remove the EL designation from an EL student whose parent/guardian merely does not want their child qualified as an EL any longer.</p> <p>*The original HLS must be included in this appeal or it will be returned.</p>
Status change based on Out of State records	<p>Allows districts to request an EL status change for a student who was:</p> <p>Option 1: Previously identified as an English Learner in another state and arrived in the district/charter with no screener assessments in the cumulative file but does have ACCESS scores in their cumulative file. Requires ACCESS scores file upload.</p> <p>Option 2: Exited from their LIEP in another state. Requires Exit form and/or Exit letter file upload.</p> <p>Option 3: Previously identified as an English Learner in another state and exited from their LIEP in another state. Requires entry documentation and exit form/letter file upload.</p>
Exit Appeal	<p>A district/charter may appeal to have a student’s current EL status (L1, LE, EW) changed to an exit status (X1, X2, X3, X4, FL) with proper documentation to support the exited status.</p>
Other Appeal	<p>Other appeals including requested changes to existing EL Entry Date, EL Exit date, Screened Out Year, or Language.</p> <p>Any name changes, EDUID or birthdays need an OTIS ticket not an ELMS appeals</p>

## How to fill out ELMS APPEALS

**Step #1** Log into ELMS (<https://apps.sde.idaho.gov/ELMS/Home/Home>) using your username and password. Please contact your district's ISEE administrator if you need access to ELMS.

**Step #2** Go to “Admin Actions” and click on “Find Child”

### Admin Actions

Select District

Find Child

Pending Appeals

Admin Find Child

Manage Calendar

District Summary

State Reports

**Step #3** Fill out child's information: birthdate, first name, and last name are required.

#### Find Child

EduId:

Prior Zip Code:

Birthdate: - required

First Name: - required

Middle Name:

Last Name(s): - required

Prior School

Select District:

Select School:

Hint: hit the spacebar for a complete list of schools in the selected district.

Search

**Step #4** Once you find the student, in the “Actions” tab click on “Appeals.”

#### Current Work In Progress

Click column heading to sort by that column

EduId	Given Name	Family Name	Birth Date	Entry/Exit Date	Current EL Status	Actions
						EL History   Screeners   <b>Appeals</b>   EL Plans   Waiver   Notes   Edit   - WP
						EL History   Screeners   Appeals   EL Plans   Waiver   Notes   Edit   - WP

## Step #5 Click on the type of appeal that best fits the student's circumstance, keeping in mind the key details.

Student Appeals	
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
Add New Appeal	
Appeal Type	Description
<a href="#">Designation Removal for Erroneous Identification</a>	This process allows districts/charters to remove the EL designation from students whose Home Language Survey prompted language screening resulting in an EL program placement, but due to certain circumstances was incorrect. It is important to note that this process absolutely <b>CANNOT</b> be used to remove the EL designation from an EL student whose parent/guardian merely does not want their child qualified as an EL any longer. In accordance with Office for Civil Rights obligations, EL students are entitled to appropriate language development services. If parents do not wish their child to participate, parents do have the right to waive English language development services offered by the district. This would result in parents completing a Parental Waiver of EL Services form instead of an Appeal.
<a href="#">Status change based on Out of State records</a>	This request allows districts to request an EL status change for a student who was: <ul style="list-style-type: none"><li>Option 1: Previously identified as an English Learner in another state and arrived in the district/charter with no screener assessments in the cumulative file but does have ACCESS scores in their cumulative file. Requires ACCESS scores file upload.</li><li>Option 2: Exited from their LIEP in another state. Requires Exit Form and/or Exit Letter file upload.</li><li>Option 3: Previously identified as an English Learner in another state and Exited from their LIEP in another state. Requires Entry documentation file upload and Exit Form/Letter file upload.</li></ul>
<a href="#">Exit Appeal</a>	A district/charter may appeal to have a student's current EL status (L1, LE, EW) changed to an exited status (X1, X2, X3, X4, FL) with proper documentation to support the exited status.
<a href="#">Other Appeal</a>	Other appeals including requested changes to existing EL Entry Date, EL Exit Date, Screened Out year, or Language.

## Step #6 Click on Request Detail and fill in the information for your appeal.

Request description is crucial because there needs to be justification and explanation to the SDE as to why the EL designation needs to be changed. Please ensure you are completing every section that is included in the specific appeal. Depending on the appeal type will determine what information you need to provide.

General Info | Request Detail | Supporting Files | Assessments

Print Preview

Note: Tabs must be activated before being printed.

██████████

Save

\*\*\* Auto-completes, start typing and pick from list

District:\*\* School:\*\* Grade:

Request Description:

Please include a brief overview indicating the reason the student's EL designation should be changed.  
Attach any additional supporting documentation on the "Supporting files" tab.

Language on Original HLS:\*\* Date on Original HLS:\*\*

Example of "Request Description" narrative for designation removal:

### Request Description:

Please include a brief overview indicating the reason the student's EL designation should be changed.

Attach any additional supporting documentation on the "Supporting files" tab.

Please include the reason student should not have been screened. The reason cannot include "parent does not want student in the program." Parents have the opportunity to waive services, if district was correct in screening based on HLS answers. We will ALWAYS ask to include the original home language survey. If an original HLS cannot be provided, this appeal will not be approved.

Example-

Student was mistakenly screened by new teacher. Upon further investigation, the original home language survey shows "English" on all questions. Please see attached original HLS in supporting files.

**Step #7** Include a proper description about the documents you have attached. Attach all documents into one PDF file. Please highlight exact dates and test scores you want us to look at.

**Step #8** Once all steps have been completed, please make sure to click “Save” and “Submit” to finalize appeal. Please note, you will have to click “Save” before the “Submit” button appears.