



North St. Paul  
Maplewood  
Oakdale

Independent School District No. 622

ISD 622 Education Center  
2520 E. 12<sup>th</sup> Avenue  
North St. Paul, MN 55109  
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ISD 622 English as a Second Language

**DATE:** June 8, 2007  
**TO:** ESL Teachers  
**FROM:** Kate Jensen, ESL Coordinator and  
Jeanette Dalton, Special Services Clerk  
**RE:** Student Rosters

It's very important that LEP data is reported accurately; it effects the funding we receive from MDE.

***Below is a checklist to use as a guide when sending roster additions and changes to Jeanette:***

- Please fill in all items of information when *adding* students to your school roster. Use the blank roster form that is enclosed. (Feel free to make copies of the form.)
- Use the hard copy version and hand write the information. If you use your computer to enter data onto the spreadsheet, you must still send a hard copy. It's OK to fax, but don't use pencil or highlighting.
- Use the *key to coding* when students move (M), exit (EX), have a parent waiver (EW) or are on monitor status (TLL).
- Make sure the dates are entered when students *move* from our district, are *exited*, are *immigrants*, or are put on *TLL* (monitor) status.
- If a student moves to a different school in our district, just change the school name and teacher initials. The student should not be added as a new entry to the new school. That results in a double entry on the roster.
- If a student is on the roster and has *not* received services within the school year, they will be deleted. Just draw a line through the appropriate row. If they received services at any time (even just one day) during the school year, they remain on the roster with an exit date, until the end of the school year.
- **The ESL roster and the MARSS report much match perfectly. The only exception would be if the student order is different. If you have any discrepancies, call Kate or Jeanette.**

Thanks for your assistance. If you have questions please call **Jeanette 748-7460** or Kate 748-7593.