Maintain EAL/D User Guide

Purpose:

The EAL/D (English as an Additional Language or Dialect) screen provides users with the ability to update EAL/D phase data and to review and print other data relevant to EAL/D students. The screen has been designed to assist schools organise EAL/D programs and to complete EAL/D New Arrivals Program surveys and the EAL/D Annual Survey.

Access Maintain EAL/D from the ERN menu

After logging into ERN choose Maintain EAL/D from the menu

After selecting “Maintain EAL/D” from the ERN menu the following “Maintain EAL/D” screen appears with the option to enter the required search criteria:
How to select EAL/D students

- Choose EAL/D students by selecting from the available drop lists for;
- Scholastic Year, Student Group (Note: Students must already be assigned to a group within ERN for the Group function to operate).

or

- Enter a Student name
- Click GO and the page will load with your selection.

In the example below Scholastic Year 6 has been chosen, GO was clicked and the page populated.
Data fields included on the EAL/D Maintenance page

Data is presented in the following fields:

**SRN**
Unique Student Registration Number. This is generated when details from the Application to Enrol are first entered into the ERN system.

This field cannot be amended.

**Student Name**
Surname appears in bold, then given name

This field cannot be amended from the EAL/D Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

**EAL/D Phase Information:**
- **TBA** - To Be Assessed
- **EAL/D NR:** - EAL/D support is Not Required
- **BSL, BLL, E, D, C**


**Receiving Support**
Indicates the student is receiving EAL/D support

Amend by checking the box

**Last Assessment Date**
The date of last assessment so that the currency of EAL/D Phase data is indicated.

**Date of Aus Arrival**
Indicates the date the student arrived in Australia. This information is usually found on travel documents and should be collected at enrolment.

This field cannot be amended from the EAL/D Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

**Date of 1st Enrol**
Indicates the date the student enrolled in his/her first Australian school. This information should be collected at enrolment.

This field cannot be amended from the EAL/D Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.
Visa Sclass
Indicates the visa subclass. This information is found on travel documents and should be collected at enrolment. It is used to determine eligibility for enrolment in a NSW government school and whether fees must be paid. Some Temporary Resident students may not be eligible for entry to school, or require An Authority to Enrol from the Temporary Resident Program at DET International prior to enrolment. The visa subclass is also used to determine eligibility for EAL/D New Arrival program support. More information on visa categories and how to find the visa subclass on travel documents is available from the DET Temporary Resident Program, at


http://www.detinternational.nsw.edu.au/study/schools/temporary-residents

This field cannot be amended from the EAL/D Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

Refg Ind
Indicates if the student entered Australia as a refugee.

This field cannot be amended from the EAL/D Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

ISC
Indicates if the student is an International Student. International Students require an Authority to Enrol from DET International and fees must be paid. More information is available from

http://www.detinternational.nsw.edu.au/schools/study_options/international_students/interactive.htm

This field cannot be amended from the EAL/D Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

CoB
Indicates Country of Birth.

This field cannot be amended from the EAL/D Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

1st lang Spk Hm
Indicates the student’s language background.

This field cannot be amended from the EAL/D Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.
How to edit EAL/D data

Data that can be edited.

The only data that can be edited are the seven indicators (TBA, EAL-NR, BSL, BLL, E, D, C) relating to the “EAL/D Phase” information, the indicating “Receiving Support” and the “Last Assessment Date”.

All other fields on the page relate to information collected at enrolment, and must be edited in the Student Enquiry section of ERN. Information in these fields is required to be completed for EAL/D New Arrivals Program Surveys and the Annual EAL/D survey.

General process for editing data:

All EAL/D indicators can be edited by clicking on the box to activate it. Deselect (change to blank) by clicking on any previously selected box.

Note: Only one of the EAL/D Phase boxes (TBA, EAL-NR, BSL, BLL, E, D, C) can be selected at any time.

Each student record can be amended individually, by clicking the box in against that student.

A Global Change for any EAL/D indicator can be made for all students displayed by clicking the indicator box in the header bar (See below). Where large numbers of students have the same entry the most efficient way to amend data may be to make a Global change first, then change individuals where required.
When a user selects to make a global change they will be prompted to accept the global change or cancel the operation, see below.

Confirm changes made on the screen by clicking the SAVE button at the bottom of the page.

**EAL/D Phase information:**

Choose the EAL/D Phase Information relevant to your student and click on the box.

You may choose from:

- **TBA** To Be Assessed.
  - Click to select when the student’s EAL/D phase is yet to be assessed.
  - If this field is blank one of the other six fields relating to EAL/D Phase information must be selected.

- **EAL/D NR** EAL/D Support Not Required.
  - Click to select when EAL/D support is not required for this student. If EAL/D support is required for this student leave this field blank and choose a Phase descriptor (BSL, BLL, E, D or C).

- **EAL/D Phase**
  - **BSL** Beginner Some print Literacy in first Language
  - **BLL** Beginner Limited Literacy background in first language.
  - **E** Emerging
  - **D** Developing
  - **C** Consolidating

  Choose the Phase level descriptor appropriate to the student’s ability in English. More information is provided at:

Receiving Support EAL/D Indicator:

Click to select the box Receiving Support when the student is included in an EAL/D program within the school. Leave blank (or de-select by clicking) to show that the student is not included in any EAL/D program at the school.

Last Assessment Date:

This field shows the date the student was last assessed against the EAL/D criteria. Edit by clicking the calendar box beside each student and choosing the appropriate date, or make a Global change for all students by using the calendar box in the header line below the field title.

How to create an EAL/D report in Excel format

To view your data in Excel format, click the small Excel icon found on the left side of the data fields menu bar.

Your report will appear and can be saved to your desktop or other folders for your future use and reference.
How to use Maintain EAL/D screen

1. Highlight all the records in the spreadsheet that need to be sorted.

2. Select the Custom Sort option from the Sort & Filter menu option in the Excel Header Bar.

3. The following Sort dialogue box will be displayed to enter your custom sort criteria.

4. Add the sort levels for the EAL/D Phases and the Date of 1st Enrolment in an Australian school. The sort dialog box should match the screen below:-
5. Select OK to sort the spreadsheet. The sheet will be sorted as below.

ESL Historical Data

The previous ESL Phase data prior to the EAL/D implementation in November 2013 has been archived as historical information against each student. The historical data is available from the Report menu option in ERN.

How to write a report to extract the historical Data.

Select Reports from the ERN Menu. The following screen will display the Student Details Report under Dynamic Reports.

We will use the Student Details Report to extract the historical ESL Phase data.

Scroll down to find the Language Criteria section.

Click on the X in the Language Criteria box to expand the section.
The following screen will be displayed:-

Select X in the Historical ESL box to expand.

Change the LBOTE indicator in the Language Criteria Section to YES (Only include LBOTE students in the Report)

Change “Report on Historical ESL” to Yes. All other options in the Historical ESL section will become active.

Check the boxes for ESL Received, ESL Phase and ESL Assessment Date.
The screen should now be as follows:-

Select any other information for the student that you would like displayed in the report by checking the boxes in the report setup. e.g Scholastic Year and Roll Class.

If you want to restrict the report by scholatic year you can select the scholatic year that you would like to report on.
Enter a name for the report and change the Report Format to CSV. See Below

Press the Schedule Report button to schedule the report to run now.

Once the report has run it will be available in My Reports, it can be opened in Excel....