

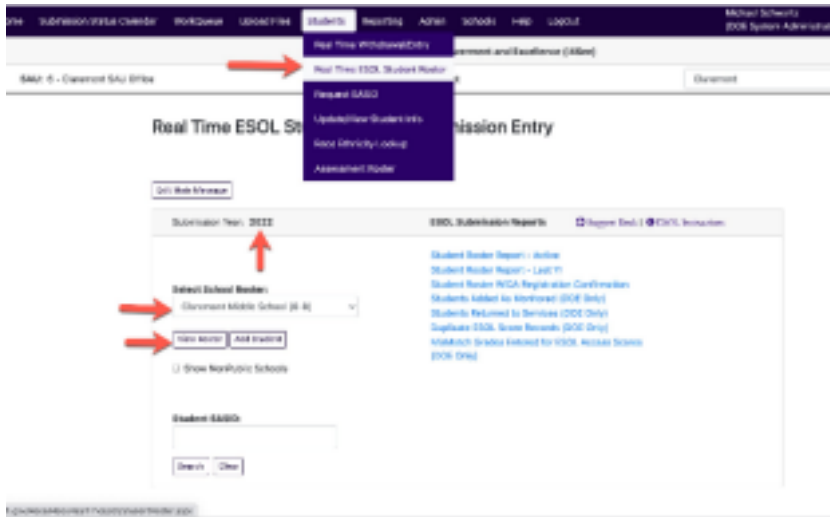
Fall 2021 Updates

- The NHDOE has completed an initial update of the 2021-22 ESOL roster. This initial update included an upload of the 2021 ACCESS scores and an update of EL student status based on those scores. For example, a second year monitor student is now third year; or a student who reached proficiency has been updated to first year monitor.
- The next phase of updates will begin after districts and charter schools submit the October 1st Beginning of Year (BOY) enrollment report. After the BOY reports are certified by your superintendent or charter school leader, the NHDOE will run a second update to “roll over” the roster and advance students’ grade assignments to reflect the 2021-22 academic year. After this phase happens, you will see the “potentially missing students” tab in the ESOL roster update to flag students who have been identified in the BOY as enrolled in your school, but who were not listed on your ESOL roster at the time of the data roll-over. Please review the report and reconcile the report by adding or removing students (see step-by-step directions below).

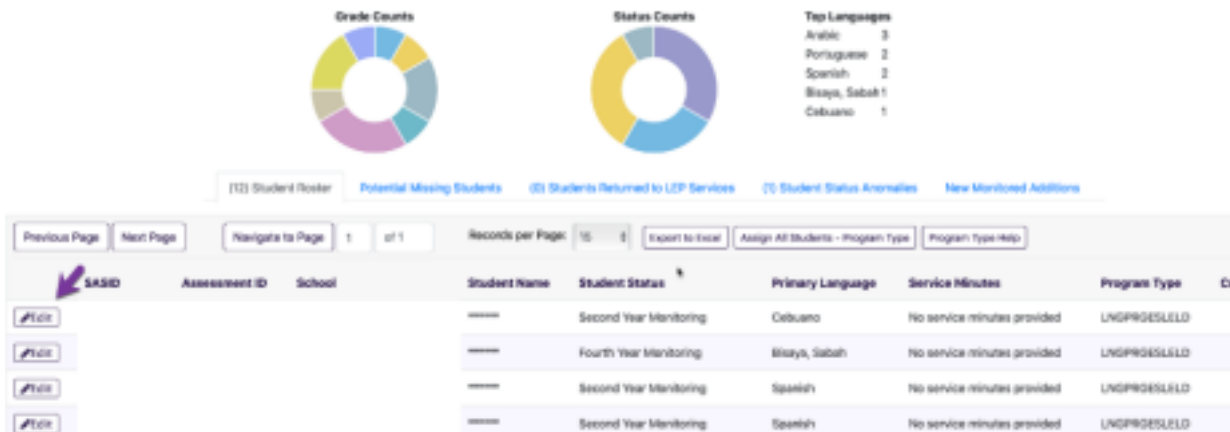
Please Note: Those responsible for maintaining the ESOL database for their district or school can and **should** make updates to the ESOL roster any time there is a change to the enrollment or EL status of a student. The automated updates periodically conducted by the NHDOE and described above will not affect your work in the system.

Technical Assistance Resource: Helpful Reference Tool for i4see Data Stewards

To view your roster visit the [NHDOE Single Sign-on](#) > i4see page.
 Click on Students > Real Time ESOL Student Roster > Choose your school and click 'View Roster'



On the main roster page, you should periodically review your list of students and edit any records to reflect changes in enrollment or EL status; changes in the amount of service minutes students are receiving; and/or changes in the type of Language Instruction Educational Program (LIEP) students are provided.



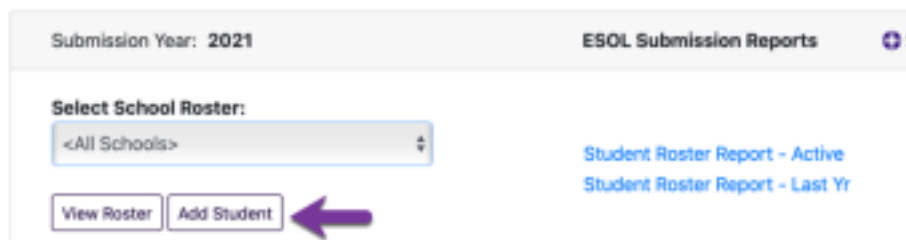
When you view your roster note there are three hyperlinks next to each student:

- The Edit button allows you to edit the ESOL roster information
- The 'i' circle icon allows you to view the roster history of the student including longitudinal ACCESS assessment
- The SASID link will take you to the enrollment history for that student (as reported on the BOY and EOY reports submitted by the LEA)

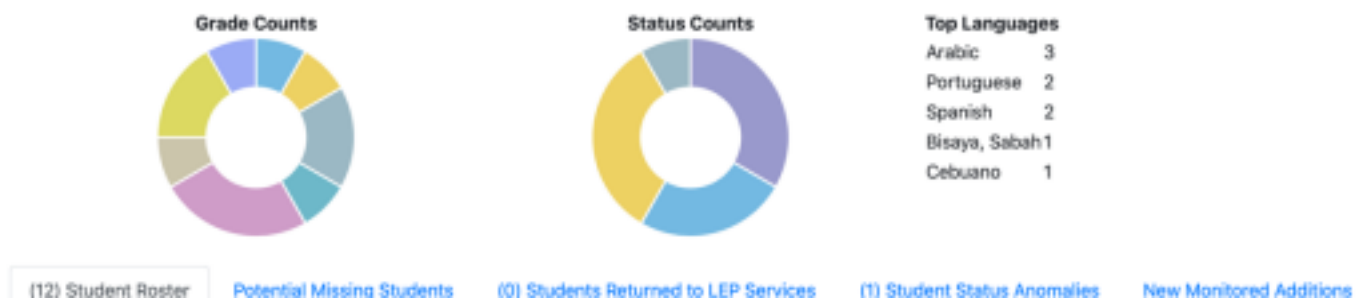


To add a student: Choose the school > Click the Add Student button

Please Note: if the student is already on another school's ESOL roster, but the student is now in your school, you will have to confirm the transfer by clicking on the "take student" pop-up that appears within the "Add Student" window.



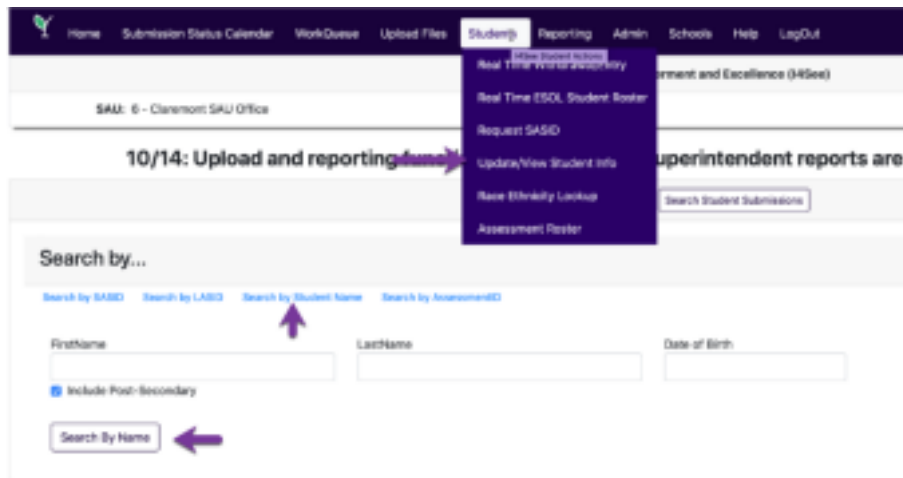
We have added some summary data including enrollment counts by grade, status and top languages. You can view the new summary data on the home page of the ESOL Roster.



All i4see users can search for:

Acronym	Definition	Note
SASID	State Assigned Student ID #	Should never be shared with third party vendor
LASID	Locally Assigned Student ID#	Generated and used @ LEA level
SSID	State Student ID	Assessment ID used in WIDA DRC
SSAID	State Specific Assessment ID	Generic

Click on “Students” tab from the top menu within i4see > Click on, “Update/View Student Info” in the pull-down menu to begin your search.



All student records have been updated with the 2021 ACCESS assessment results, including an indicator of the student’s proficiency and whether or not the student improved based upon their ELP growth target.

Click on the ‘i’ icon next to the student in the ESOL Roster to see scores from last year and an indicator as to whether or not the student reached their target improvement.

Student Roster History									
Year	SASID	School Name	AssessmentID	Status	Primary Language	Improved	Improvement Method	Participate in Testing	Proficient
2021				First Year Monitoring	Arabic				
2020				Currently Receiving Services	Arabic	True	Met Proficiency	True	True

Access For ELLE Test Results										
Year	SASID	SchoolID	School Name	Grade	Status	Listening	Speaking	Reading	Writing	Composite
2020				08	Currently Receiving Services	6.0	4.8	6.0	3.8	4.7

Users can also view the “Student Roster Report – Last Yr” to see the improvement of all the students from last year.

Submission Year: 2021 ESOL Submission Reports [Sup](#)

Select School Roster:
 <All Schools>

[View Roster](#) [Add Student](#)

[Student Roster Report - Active](#)
[Student Roster Report - Last Yr](#)

First Name	Last Name	ESOL Status	Service Minutes	Enrollment Status	Proficient	Improvement Method	Improved	Should Participate	Did Participate	Comments
		Currently Receiving Services	30-60 min/wk	Not Withdrawn/enrolled student	True	Met Proficiency	True	True	True	

NEW! Read Only Access – Your i4see coordinator can now provide Read-Only access to staff. These users can only view the information, but cannot edit students or add students.

Security - Users ←

Search Options x

[Add a New User](#)

Last Name:	First Name:	User Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-Mail:	NH Educator ID:	Account Status:
<input type="text"/>	<input type="text"/>	<input type="text"/>
SAL:	District:	School:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Institution:	System:	User Role:
<input type="text"/>	<input type="text"/>	ESOL MONITOR - Read Only ←

Educator Assignment options

Need Additional Technical Assistance? We are here to help!

Email wendy.perron@doe.nh.gov or Mike.Schwartz@DemonstratedSuccess.com if you need assistance or have questions or submit a [Help Desk](#) ticket.

We also welcome your feedback as we work to enhance the functionality of i4see to meet your needs. Please let us know how we can improve your user experience.