

Illinois State Board of Education
Division of English Language Learning

TBE/TPI Attendance Center Program Summary
Technical Manual

Instructions for Using Attendance Center
Program Summary Excel Spreadsheets

April, 2003

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Instructions for Using Attendance Center Program Summary Excel Spreadsheets

INTRODUCTION

The Attendance Center Program Summary Excel Spreadsheets were developed to help school districts report accurate data to the ISBE when applying for bilingual education funds. There are four Excel files that correspond to Appendices 2A (Elementary/Middle/Junior High School) and 2B (High School) of the Application for a Transitional Bilingual Education Program (TBE) and the Application for a Transitional Program of Instruction (TPI):

- 1) **Elem_TBEAppendix2A:** Attendance Center Program Summary by Language Group-Elementary School/Middle School/Junior High - TBE
- 2) **HS_TBEAppendix2B:** Attendance Center Program Summary by Language Group-High School - TBE
- 3) **Elem_TPIAppendix2A:** Attendance Center Program Summary by Language Group-Elementary School/Middle School/Junior High - TPI
- 4) **HS_TPIAppendix2B:** Attendance Center Program Summary by Language Group-High School - TPI

The four Excel files are being provided to school districts to streamline the application process and reduce data entry time. When the required data are entered into the Excel files, Appendix 3 and Appendix 4 are automatically generated.

The four appendices required for TBE and TPI applications are described briefly on page 3. The Excel files described in this Technical Manual will produce Appendices 2 (A and B), 3 and 4.

REQUIRED APPENDICES FOR TBE AND TPI APPLICATIONS

There are four appendices: 1, 2, 3, and 4.

Appendix 1

To complete Appendix 1, the Adobe software is needed.

This appendix addresses Program Model, School Improvement Plan, and Staff Coordination Activities. A separate form must be completed for each attendance center operating a TPI or TBE program. This appendix cannot be completed using the Excel files.

Appendix 2 (A and B)

To complete Appendix 2, Microsoft EXCEL 97, or a more recent version, is needed.

Appendix 2A:

Appendix 2A is for elementary, middle and junior high schools (Pre-K through 8). It is the Attendance Center Program Summary (ACPS) by Language Group form. Section I identifies the number of Limited English Proficient (LEP) students receiving bilingual services. Section II identifies those LEP students who are receiving at least 5 class periods of bilingual/ESL services per week and, therefore, are eligible for reimbursement. Sections III, IV, and V identify those staff members assigned to the bilingual program. A separate form must be completed for each language group with 20 more students at an attendance center.

Appendix 2B:

Appendix 2B is specifically for high schools (Grades 9 through 12). It is the Attendance Center Program Summary (ACPS) by Language Group form. As with Appendix 2A, a separate form must be completed for each language group with 20 or more LEP students represented at an attendance center.

Appendix 3

Appendix 3 is the Ceiling Calculator Spreadsheet. It will be generated automatically after Appendix 2A and/or 2B have been completed, i.e., it will automatically retrieve the number of eligible students from Appendix 2A and/or 2B for each attendance center and calculate the maximum funding level your district is eligible to receive.

Appendix 4

Appendix 4 is the Excess Cost Indicator Spreadsheet. It will be generated automatically, i.e., it will automatically retrieve both student and staff information from Appendix 2A and/or 2B, and calculate an excess cost indicator for each attendance center.

SYSTEM REQUIREMENTS

To use the Excel spreadsheets, you must have the following:

- A PC with Microsoft Excel Version 97 (or higher) software installed.

Or

- A MacIntosh compatible computer with Microsoft Excel 98 (or higher) software installed.

INSTALLING TBE/TPI APPENDIX 2A and 2B EXCEL FILES

Downloading from the Internet

Helpful Hint: *If you are using AOL to connect to the Web, we strongly recommend that, upon connection, you minimize AOL and select either the Explorer or Netscape browser on your desktop before you proceed.*

1. Go to the following link: www.isbe.net/bilingual
 - a. **Click:** on the *Applications* button.
 - b. To obtain the TBE/TPI Appendices, scroll down and locate the *Download TBE/TPI Excel* button. **Click:** *Download TBE/TPI Excel*.
 - c. A new window will open. To obtain the TBE Excel forms and Appendices **click:** *Download TBE Excel forms*. To obtain the TPI Excel forms and Appendices, **click:** *Download TPI Excel forms*.
2. A *File Download* window will appear with the following message (or, depending on the version of your operating system, something similar to this message):

You have chosen to download a file from this location: TBE_PROGRAM.exe from www.thecenterweb.org.

*What would you like to do with this file?
Run this program from its current position.
Save this program to disk.*

3. **Click:** *Save this program to disk*.
The files will not work properly if you select “*Run this program from its current position.*”
Depending on the version of your operating system, you may have to also **click:** *OK*.

4. A *Save As* window will appear with the following message (in the top line of the window, after the *Save As* heading): *Save in:*

We suggest that you choose “*Desktop*” from the scrolled possibilities, as this will make it easier to find the file you downloaded on your computer.

Also note that the file name to be saved is: *TBE_PROGRAM.exe*.

Click: *Save* (bottom right corner).

----- *Hint:* Depending on your computer’s default settings, you may receive the following message in the *Save As* window: *A:\ is not accessible*. **Click:** *Cancel* and the correct *Save As* window should appear.

5. A % of *TBE_PROGRAM.exe*. Completed window will appear with the following message:

Saving TBE_PROGRAM.exe from www.thecenterweb.org

Estimated time left: (time will keep scrolling until completion)

Download to C:\Desktop\ TBE_PROGRAM.exe

6. When the file has finished downloading, you may see the message:

Download Complete

7. **Click:** *Close*.

Note: You may just be returned to the Webpage, which means you can skip Step 7.

8. Congratulations! You have successfully downloaded the *TBE_PROGRAM.exe* files into your computer. You may logoff the Internet.

9. Look on the Desktop of your computer for an Exe-type file labeled: *TBE_PROGRAM.exe*.

10. Double click on the *TBE_PROGRAM.exe* file.

11. A *WinZip Self-Extractor* window will appear with the following message:

*To unzip all files in TBE_PROGRAM.exe to the specified folder press the Unzip button
Unzip to folder: C:\TBE_PROGRAM*

12. **Click:** *Unzip*.

13. When you receive the message “2 file(s) unzipped successfully”, **click** *OK*.

14. Close WinZip by clicking *Close*.

15. Congratulations! You have successfully unzipped the *TBE.PROGRAM files* and they are ready for use. You now have in your computer 2 files:

- A. Appendix 2A, 3, and 4 TBE Excel file for elementary, middle and junior high schools;
- B. Appendix 2B, 3, and 4, TBE Excel file for high schools.

16. Go to page 7 of this manual.

INSTALLING TBE and TPI APPENDIX 2A and 2B EXCEL FILES
From a 3 ½ Floppy Disk

1. Insert the TBE or the TPI disk into your computer (in most cases, this is the A: drive). Note: the instructions from this point forward are for TBE files. Follow the same procedures for TPI files, substituting “TPI” for “TBE” as applicable.
2. Double click on the **My Computer** icon.
3. Double click on the **3 ½ Floppy [A:]** icon.
4. Double click on the TBE_PROGRAM file.
5. Click **Unzip**.
6. When you receive the message “2 file(s) unzipped successfully”, click **OK**.
7. Close WinZip by clicking **Close**.
8. Close your A: drive by clicking the **X** in the upper right hand corner.
9. Congratulations! You have successfully installed the TBE_PROGRAM Software.
10. Go to page 8 of this manual.

NOTE: The 3 ½ floppy disk only includes the Excel files. To obtain the Application and/or Technical Manual, you must either download these from the ISBE Website or request printed copies by contacting either Boon Lee or Seng Naolhu at ISBE. They may be reached at (312) 814-3850.

LOCATING AND USING THE TBE_PROGRAM and TPI_PROGRAM EXCEL FILES

1. Double click on the **My Computer** icon.
2. Double click on the **[C:]** icon.
3. Locate the TBE_PROGRAM (or TPI_PROGRAM) folder in the listing of folders of your C: drive. Double click on the TBE_PROGRAM (or TPI_PROGRAM) folder.
4. You will see 2 files labeled as follows:

TBE:

- A. **Elem_TBEAppendix2A**: Attendance Center Program Summary by Language Group-Elementary/Middle School/Junior High - TBE
- B. **HS_TBEAppendix2B**: Attendance Center Program Summary by Language Group-High School - TBE

TPI:

- C. **Elem_TPIAppendix2A**: Attendance Center Program Summary by Language Group-Elementary/Middle School/Junior High - TPI
- D. **HS_TPIAppendix2B**: Attendance Center Program Summary by Language Group- High School - TPI

5. Double click on the file in which you wish to enter data.

*Hint: If you receive the message: **The workbook you are opening contains macros. Some macros may contain viruses that could be harmful to your computer....**, click **Enable Macros**.*

6. You will receive the message: ***The workbook you opened contains automatic links to information in another workbook. Do you want to update this workbook with changes made to the other workbook...***

Click: Yes.

NOTE: You must click *Yes* here so that the calculations in Appendices 3 and 4 are correct.

7. Congratulations! You are now ready to begin entering data.
8. Before you begin entering data, review the “Navigating Through the Files” section of this manual, beginning on page 9. Also, see the Appendix at the end of this manual for: 1) hints on screen resolution, 2) hints on saving data onto a backup disk, 3) instructions on exporting data, and 4) downloading the technical manual.

NAVIGATING THROUGH THE FILES

INTRODUCTION

1. Over 250 school districts are using the Attendance Center Program Summary Excel Spreadsheets. Please do not change any file or folder names, to ensure that the ISBE can properly process your application(s).
2. Screen resolution settings vary dramatically from district to district, and even from computer to computer within the same district. Therefore, you will probably have to use the navigation arrows at the bottom of the spreadsheet in order to locate the section(s) in which you wish to enter data. This section explains key navigation techniques.

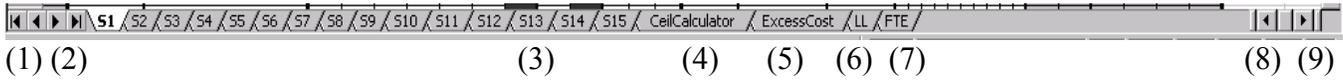
GENERAL NAVIGATION HINTS

1. As explained on page 8, to begin entering data, you need to select the appropriate file.
 - A. To enter TBE Elementary/Middle School/Junior High information, **Double click** on: *Elem_TBEAppendix2A*
 - B. To enter TBE High School information, **Double click** on: *HS_TBEAppendix2B*
 - C. To enter TPI Elementary/Middle School/Junior High information, **Double click** on: *Elem_TPIAppendix2A*
 - D. To enter TPI High School information, **Double click** on: *HS_TPIAppendix2B*.
2. Follow steps 4-6 on page 8 to prepare your file for data entry.
3. On the very bottom of the screen, you will see a navigation bar that looks like this:



You will use this bar to navigate through the file. The bar permits you to scroll through the current screen, and to access additional screens. Page 10 includes an explanation of how to use the navigation bar.

USING THE NAVIGATION BAR



(1) For TBE and TPI spreadsheets, clicking on the symbol “S1” identified by arrow (1) above gives you the screen for entering data for the first school in your district. Clicking on the symbol “S2” identified by arrow (2) gives you the screen for entering data for the second school in your district. The Elementary/Middle School/Junior High TBE and TPI spreadsheets permit you to enter information for up to 15 schools. The High School TBE and TPI spreadsheets permit you to enter information for up to six schools. If you have more than 15 elementary/middle/junior high schools in your district or more than six high schools, contact Boon Lee or Seng Naolhu at ISBE, (312) 814-3850, for instructions on how to enter data for more than 15 schools or five schools, respectively. Note that the high school tabs are labeled “HS1” to “HS6”, while the elementary school tabs are labeled “S1” to “S15”.

(3) For TBE spreadsheets, if the school has TBE programming for more than one language group, click on S13, S14, or S15 to enter up to three language groups for the same elementary/middle/junior high school, and click on HS5 or HS6 to enter up to three language groups for the same high school, or HS3 or HS4 to enter up to two language groups for the same high school.

(4) For TBE and TPI spreadsheets, upon completion of entering all TBE or TPI data for your district (elementary/middle school/junior high and high school), click on “CeilCalculator” to obtain Appendix 3, the Ceiling Calculator Spreadsheet. All calculations will have been performed for you. You merely need to print out this spreadsheet.

(5) For TBE and TPI spreadsheets, upon completion of entering all TBE or TPI data for you district (elementary/middle school/junior high and high school), click on “ExcessCost” to obtain Appendix 4, the Excess Cost Indicator Spreadsheet. All calculations have been performed for you. You merely need to print out this spreadsheet.

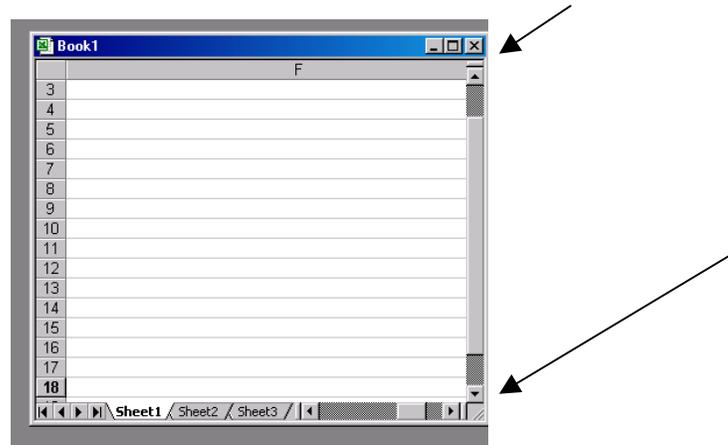
(6) The “LL” tab gives you a list of all languages and language codes for use in Section 1 of Appendices 2A and 2B.

(7) The “FTE” tab gives you extensive information on calculating Section 5. Staff Assigned Position: FTE Portion.

(8) The “left arrow” ◀ permits you to move the spreadsheet towards the left margin. Keep clicking on the left arrow until the section on which you wish to work appears on your computer screen.

(9) The “right arrow” ▶ permits you to move the spreadsheet towards the right margin. Keep clicking on the right arrow until the section on which you wish to work appears on your computer screen.

USING THE SCROLL BAR



All screens have a scroll bar at the right end of the screen (see top arrow on the picture above). Notice that there is an “up arrow” ▲ at the top of the scroll bar and a “down arrow” ▼ at the bottom of the scroll bar. By clicking on the “up arrow”, you can move towards the top of the spreadsheet. By clicking on the “down arrow”, you can move towards the bottom of the spreadsheet.

Note that using the up, down, right and left arrows will permit you to navigate through the spreadsheet.

ADDITIONAL HELPFUL HINTS WHEN WORKING WITH THE SPREADSHEETS

1. If you put your cursor on a field, a “” appears, and there is a small red triangle in the upper right corner of the field, look to the right of the field, and additional hints on entering information correctly (in a yellow box) will appear.

Any field labeled in red and underlined will provide an extensive explanation via a linked page (e.g., list of language codes). Click on the red label to access the link.

2. If you move your cursor to any field labeled in red, look to the right of the field, and additional hints on entering information correctly (in a yellow box) will appear.
3. In most cases, you can use your TAB key to move to the next field for data entry.
4. When you finish entering data, be certain to save your work. Do this by clicking: file, save. You may exit by clicking the “X” at the top of the spreadsheet

APPENDICES 2A and 2B

ATTENDANCE CENTER PROGRAM SUMMARY BY LANGUAGE GROUP

Review page 8 to select the spreadsheet on which you wish to work. This part of the manual takes you step by step as you enter data into each field. For some fields, the entry is the same for TBE and TPI, or for elementary and high school. The manual indicates for which spreadsheets each set of instructions is relevant.

TBE AND TPI:

Pages 27-30 show the blank spreadsheets for Appendices 2A and 2B for TBE and TPI. Select the spreadsheet on which you wish to work (see page 8).

To enter information for the first elementary school, click on S1 (see bottom line of screen) or click on HS1 to enter information for the first high school.

Hint: For TBE and TPI spreadsheets, clicking on the symbol "S1" gives you the screen for entering data for the first school in your district. Clicking on the symbol "S2" gives you the screen for entering data for the second school in your district. The Elementary TBE and TPI spreadsheets permit you to enter information for up to 15 schools. The High School TBE and TPI spreadsheets permit you to enter information for up to six schools. If you have more than 15 elementary schools in your district or more than six high schools, contact Boon Lee or Seng Naolhu at ISBE, 312-814-3850, for instructions on how to enter data for more than 15 schools or six schools, respectively. Note that the high school tabs are labeled "HS1" to "HS6", while the elementary school tabs are labeled "S1" to "S15". Also, remember, for TBE, you need to complete a separate spreadsheet for each language for each school.

TBE ONLY:

For elementary/middle school/junior high operating TBE Programs for 2 or 3 language groups, e.g., Spanish, Polish and Gujarati, tabs S13, S14 and/or S15 must be used to enter data. This will enable the student count for each language group to be totaled to determine the per pupil allocation.

For high schools operating TBE Programs for 2 language groups, e.g., Spanish and Polish, tabs HS3 and/or HS4 must be used to enter data. For high schools operating TBE Programs for 3 language groups, e.g., Spanish, Polish and Gujarati, tabs HS5 and/or HS6 must be used to enter data. This will enable the student count for each language group to be totaled to determine the per pupil allocation.

TPI ONLY:

For elementary/middle school/junior high operating TPI Programs for 1-20 language groups, tabs S1 through S10 should be used to enter data. For schools with 21-45 language groups, tabs S11 through S15 must be used to enter data.

For high schools operating TPI Programs, any one of tabs HS1 thru HS5 can be used to enter data. Up to 45 language groups can be accommodated.

**SECTION 1
DISTRICT PROGRAM INFORMATION AND STUDENTS SERVED**

The first part of Section 1 is similar for all four spreadsheets. Here is Section 1 for the TBE Elementary Spreadsheet:

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
2			SECTION 1 - DISTRICT PROGRAM INFORMATION AND STUDENTS SERVED															
3	(1)		Region County Dist. Code															
4	(2)		District Name & Number															
5	(3)	S1	Attendance Center Name															
6		Attendance Center Summary	All LEP Students Served by the Attendance Center	1/2 Day?		Current Enrollment by Grade Level										Total PreK-8		
7	(4)			Yes	Yes	1	2	3	4	5	6	7	8					
8				PreK	K													
9	(5)	Full-Time Program	Student is more than one year below grade level in three or more subjects	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	(6)	Part-Time Program	Student is more than one year below grade level in no more than two subjects			0	0	0	0	0	0	0	0	0	0	0	0	0
11		Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	(7)		Enter "yes" in box on left if district receives PreK At-Risk funding. PreK LEP students who are served with state PreK At-Risk monies are not															

REGION COUNTY DISTRICT TYPE (RCDT) CODE: The RCDT Code can only be entered on **S1** or **HS1**. The RCDT code entered on **S1** will automatically appear on the remaining elementary/middle school/junior high attendance center data entry forms (**S2** through **S15**) within the file. Likewise, the RCDT code entered on **HS1** will automatically appear on the remaining high school attendance center data entry forms (**HS2** through **HS6**). Enter your district's 11-digit RCDT Code; e.g., 19-022-2050-26. Be certain to enter hyphens.

DISTRICT NAME & NUMBER: Like the RCDT code, the District Name and Number can only be entered on **S1** or **HS1**. The district name and number entered on **S1** will automatically appear on the remaining elementary/middle school/junior high attendance center data entry forms (**S2** through **S15**) within the file. Likewise, the district name and number entered on **HS1** will automatically appear on the remaining high school attendance center data entry forms (**HS2** through **HS6**). Enter your district's name and number here, using up to 26 characters. If you try to enter more than 26 characters, you will receive the following error message:

The value you entered is not valid. A user has restricted values that cannot be entered into this cell.

Hint: Click retry and enter a name with fewer characters.

ATTENDANCE CENTER NAME: Enter the school's name here using up to 26 characters. If you try to enter more than 26 characters, you will receive the following error message:

The value you entered is not valid. A user has restricted values that cannot be entered into this cell.

Hint: Click "Retry" and enter a name with fewer characters.

LANGUAGE: Enter the name of the language. Use the language list spreadsheet (click the language list tab “LL”) to identify the language if you are not certain of the language’s spelling/exact name. The corresponding language code associated with each language is also available on this spreadsheet.

LANGUAGE CODE: Enter the 3-digit language code number here. To view the language list and its corresponding codes, click the cell on the left labeled “Language Code.” You will see a spreadsheet with all language codes included. To print a hard copy that you can use for entering language codes, click “File” and then click “Print”. When you are finished printing, click **S1** on the bottom of the screen to return to the form for School 1, **S2** to return to the form for School 2, etc.

TBE Elementary/Middle School/Junior High – The first ten tabs (**S1** through **S10**) is for elementary attendance centers with only one TBE program. If an attendance center has, for example, both a Spanish and Polish TBE program, go directly to tab **S13, S14 or S15**. Within each of these three attendance center tabs, there are three separate Attendance Center Program Summary By Language Group forms available (one for each language).

TBE High School –The first two tabs (**HS1** and **HS2**) is for attendance centers with only one TBE program. However, if an attendance center has, for example, both a Spanish and Polish TBE program, go directly to tabs **HS3** or **HS4**. Within each of these two attendance center tabs, there are two separate Attendance Center Program Summary By Language Group forms available. For attendance centers with up to three different TBE programs, HS4 and HS5 should be used.

TPI Elementary/Middle School/Junior High - The first ten tabs (**S1** thru **S10**) of the TPI Elementary/Middle School/Junior High Spreadsheet will accommodate up to 20 different languages and language codes for each attendance center. For TPI attendance centers with more than 20 languages represented, **S11** thru **S15** should be used instead.

TPI High School - There are five Attendance Center Program Summary By Language Group forms available. Each form will accommodate up to 45 different languages and language codes.

CURRENT ENROLLMENT BY GRADE LEVEL: Enter the number of students in each column. Note that the table will automatically add the total number of students.

Pre-K and Kindergarten - Note the (blue colored) box to the left of the “*Current Enrollment by Grade Level*” heading “**1/2 Day?**” for PreK and K. If the PreK or K programs in your district are ½ day programs, leave the “Yes” designation in the appropriate boxes. If they are full-day programs, change the “Yes” to “No” by clicking on “Yes” and entering “No”.

FULL-TIME AND PART-TIME PROGRAM STUDENTS SERVED:

TBE FULL-TIME PROGRAM STUDENTS - Enter the number of students being served that are one year below grade level in three or more subjects.

TBE PART-TIME PROGRAM STUDENTS SERVED -: Enter the number of students being served that are one year below grade level in no more than two subjects.

PRE-K AT RISK FUNDING: PreK LEP students who are served with state PreK At-Risk monies are not eligible for reimbursement under the TBE/TPI program. Therefore, include only those PreK students not

ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH PROGRAMS – Just below the “**Total**” heading in Section 1, note the instructions: *Enter “yes” in box on left if district receives PreK At-Risk funding. PreK LEP students who are served with state PreK At-Risk monies are not eligible for reimbursement under the TBE/TPI program.*

HIGH SCHOOL STUDENT CLAIMED FOR REIMBURSEMENT: Include only those students receiving at least five class periods bilingual/ESL instruction/assistance.

STUDENTS RECEIVING 5 OR MORE BUT FEWER THAN 10 PERIODS PER WEEK AND/OR SERVED BEFORE 8/20/99 - Enter the number of students meeting one or both of these two specified criteria.

STUDENTS RECEIVING 10 OR MORE PERIODS PER WEEK AND SERVED AFTER 8/20/99 - Enter the number of students meeting one or both of these two specified criteria.

FULL-TIME AND PART-TIME PROGRAM STUDENTS CLAIMED FOR REIMBURSEMENT:

TBE FULL-TIME PROGRAM STUDENTS CLAIMED - Enter the number of students being claimed for reimbursement that are one year below grade level in three or more subjects.

TBE PART-TIME PROGRAM STUDENTS CLAIMED - Enter the number of students being claimed for reimbursement that are one year below grade level in no more than two subjects.

Note: The number of high school students claimed for reimbursement cannot exceed the total number of students enrolled. If you claim fewer students for reimbursement than the number enrolled, you will receive a message notifying you the number of students receiving fewer than 5 periods. If you claim more students for reimbursement than the number enrolled, you will receive a red error message that the number of students claimed for reimbursement is higher than the number served. You must correct the red error message before proceeding.

**SECTION 2
ELEMENTARY/MIDDLE SCHOOL AND JUNIOR HIGH TBE AND TPI**

STUDENTS CLAIMED FOR REIMBURSEMENT

Section 2 is similar for TBE and TPI ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH. Here is Section 2 for the TBE Elementary/Middle School/Junior High Spreadsheet:

SECTION 2 - STUDENTS CLAIMED FOR REIMBURSEMENT				
# of half-day and full-day students receiving 5+ periods	# of students served before 8/20/99 and/or 5+ periods but < 10 periods	# of students served after 8/20/99 and 10+ periods	Total Number of Students Claimed	
PreK and K	Grades 1-8	Grades 1-8	Total	
0	0	0	0	
0	0	0	0	
0	0	0	0	

STUDENTS CLAIMED FOR REIMBURSEMENT BY CATEGORIES: Enter requested number of students in each column. Please *remember that only students receiving 5+ periods of instruction are eligible for reimbursement.*

Note that the number of students claimed for reimbursement in Section 2 cannot exceed the total number of students enrolled in Section 1. If you claim fewer students for reimbursement in Section 2 than in Section 1, you will receive a message notifying you the number of students receiving fewer than 5 class periods. If you claim more students for reimbursement in Section 2 than in Section 1, you will receive a red error message that the number of students claimed for reimbursement is higher than the number served. You must correct the red error message before proceeding.

STUDENTS RECEIVING 5 OR MORE BUT FEWER THAN 10 PERIODS PER WEEK AND/OR SERVED BEFORE 8/20/99 - Enter the number of students being claimed for reimbursement that meet one or both of these two specified criteria.

STUDENTS RECEIVING 10 OR MORE PERIODS PER WEEK AND SERVED AFTER 8/20/99 - Enter the number of students being claimed for reimbursement that meet one or both of these two specified criteria.

TBE FULL-TIME PROGRAM STUDENTS CLAIMED- Enter the number of students being claimed that are one year below grade level in three or more subjects.

TBE PART-TIME PROGRAM STUDENTS CLAIMED- Enter the number of students being claimed that are one year below grade level in no more than two subjects.

Note: The number of students claimed for reimbursement in Section 2 cannot exceed the total number of students enrolled in Section 1. If you claim fewer students for reimbursement in Section 2 than in Section 1, you will receive a message notifying you the number of students receiving fewer than 5 class periods.. If you claim more students for reimbursement in Section 2 than in Section 1, you will receive a red error message that the number of students claimed for reimbursement is higher than the number served. You must correct the red error message before proceeding.

TPI PROGRAM STUDENTS CLAIMED: Enter the number of students being claimed in each language group. Please *remember that only students receiving 5+ periods of instruction are eligible for reimbursement.*

Note: The number of students claimed for reimbursement in Section 2 cannot exceed the total number of students enrolled in Section 1. If you claim fewer students for reimbursement in Section 2 than in Section 1, you will receive a message notifying you the number of students receiving fewer than 5 class periods. If you claim more students for reimbursement in Section 2 than in Section 1, you will receive a red error message that the number of students claimed for reimbursement is higher than the number served. You must correct the red error message before proceeding.

**SECTION 2
HIGH SCHOOL TBE AND TPI**

COURSE OFFERINGS

Section 2 is similar for TBE and TPI HIGH SCHOOLS. Here is Section 2 for the TBE High School Spreadsheet:

SECTION 2 - COURSE OFFERINGS DURING 2002-03		
(1) Subjects Offered	(2) # of TBE Class Sessions Taught by TBE Teacher Only	(3) # of TBE Class Sessions Taught Via Team Teaching
English/ESL	0.00	0.00
Mathematics	0.00	0.00
Science	+	0.00
Social Science	0.00	0.00
Foreign Language	0.00	0.00
Applied Technology*	0.00	0.00
Fine Arts*	0.00	0.00
American Govt. (.5)*	0.00	0.00
Health Educ. (.5)*	0.00	0.00
Resource*	0.00	0.00
Other*	0.00	0.00
Total	0.00	0.00
*Use .5 for classes that meet only for one semester.		

COURSE OFFERINGS: # OF TBE (OR TPI) CLASS SESSIONS TAUGHT BY TBE (OR TPI) TEACHER ONLY: For each subject offered during school year 2002-03, enter the number of class sessions taught by the TBE or TPI teacher, respectively for the year. Class sessions that met for only one semester, are considered .5 sessions. Class sessions taught for the entire year are considered 1.0 session.

COURSE OFFERINGS: # OF TBE (OR TPI) CLASS SESSIONS TAUGHT VIA TEAM TEACHING: For each subject offered during school year 2002-03, enter the number of class sessions taught by the TBE or TPI teacher via team teaching, respectively for the year. Class sessions that met for only one semester, are considered .5 sessions. Class sessions taught for the entire year are considered 1.0 session.

Note: Do not duplicate the counts from the number of class sessions taught by the TBE (or TPI) teacher only.

**SECTIONS 3 AND 4
STAFF IDENTIFICATION AND STAFF QUALIFICATIONS**

TBE AND TPI SPREADSHEETS

Sections 3 and 4 are similar for all four spreadsheets. Here are Sections 3 and 4 for the TBE Elementary/Middle School/Junior High Spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
12	(7)	Enter "yes" in box on left if district receives PreK At-Risk funding, PreK LEP students who are served with state PreK At-Risk mon															
13		SECTION 3 - STAFF IDENTIFICATION						SECTION 4 - STAFF QUALIFICATIONS									
14		(1)	(2)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)				
15		Enter only the		Enter "X" for Yes			Teacher/Administrator Certification Type			Approval		Spoken					
16		Soc. Sec. #	Teacher	Last Name, First Name	02/04	03	09	10	29	39	75	BIL	ESL	LANGUAG E CODE			
18		T1															
19		T2															
20		T3															
21		T4															
22		T5															
23		T6															
24		T7															
25		T8															
26		T9															
27		T10															
28		T11															
29		T12															
30		T13															
31		T14															
32		T15															
33		Enter only the		Enter "X" for Yes			Teacher Certification Type			Approval		Spoken					
34		Soc. Sec. #	Paraprofessional	Last Name, First Name	02/04	03	09	10	29	39		TA		LANGUAG E CODE			
36		P1															
37		P2															
38		P3															
39		P4															
40		P5															
41		P6															
42		P7															
43		P8															
44		P9															
45		P10															
46		P11															
47		P12															
48		P13															
49		P14															
50		P15															

SECTION 3

STAFF IDENTIFICATION: For each staff member enter the social security number and name, as requested. Note that there are 15 lines for teachers, followed by 15 lines for paraprofessionals for the TBE Elementary/Middle School/Junior High Spreadsheet and the TPI High School Spreadsheet, and 10 lines for teachers, followed by 10 lines for paraprofessionals for the TBE High School Spreadsheet and the TPI Elementary/Middle School/Junior High Spreadsheet.

SOCIAL SECURITY NUMBER: Enter the staff member's 9-digit social security number without including hyphens.

TEACHER/PARAPROFESSIONAL LAST NAME, FIRST NAME: Enter name as requested.

SECTION 4

STAFF QUALIFICATIONS: For each staff member enter the certification information and language codes, as requested. Note that there are 15 lines for teachers, followed by 15 lines for paraprofessionals for the TBE Elementary/Middle School/Junior High Spreadsheet and the TPI High School Spreadsheet, and 10 lines for teachers, followed by 10 lines for paraprofessionals for the TBE High School Spreadsheet and the TPI Elementary/Middle School/Junior High Spreadsheet.

TEACHER/ADMINISTRATOR CERTIFICATION AND APPROVAL TYPES: For each type of certification or approval held by the staff member, enter an “X” in the appropriate box. Note that by putting your cursor on the Teacher Certification Types (in red), a further explanation of the type is given:

02/04=Early Childhood Certificate
03=Standard Elementary Certificate
09=Standard High School Certificate
10=Standard Special
29=Transitional Bilingual
39=Substitute-90 days
75=Administration
BIL=Bilingual Approval
ESL=English as a Second Language Approval

BILINGUAL TEACHER ENDORSEMENT LANGUAGE CODE: Enter up to three 3-digit language code numbers for each language for which a teacher has a bilingual endorsement. Place the entire 3-digit language code in a single cell. To view the language list and the corresponding codes, click the cell on the left labeled “language code.” You will see a spreadsheet with all language codes included. To print a hard copy that you can use for entering language codes, click “**File**” and then click “**Print**”. When you are finished printing, click **S1** on the bottom of the screen to return to the form for School 1.

PARAPROFESSIONAL SPOKEN LANGUAGE CODE: Enter up to three 3-digit language code numbers for each language a paraprofessional speaks fluently. Place the entire 3-digit language code in a single cell. To view the language list and the corresponding codes, click the cell on the left labeled “language code.” You will see a spreadsheet with all language codes included. To print a hard copy that you can use for entering language codes, click “**File**” and then click “**Print**”. When you are finished printing, click **S1** on the bottom of the screen to return to the form for School 1.

TEACHER POSITION CODE: Enter the one-digit position code that best describes the teacher's current position. If an individual has multiple responsibilities, select the position code that best represents his/her teaching responsibility as it relates to this program. When Code 8 (Other) is used, please attach a brief description of the position along with the spreadsheet page as part of the application. Note that by putting your cursor on the "1 thru 8" label (in red), a further explanation of position codes is given:

Native Language

1=Self-contained/Departmentalized native language teacher

2=Itinerant/Resource native language teacher

ESL

3=Self-contained/Departmentalized ESL teacher

4=Itinerant/Resource ESL teacher

Sheltered English

5=Self-contained/Departmentalized sheltered English teacher

6=Itinerant/Resource sheltered English teacher

Dual Language/Other

7=Dual language teacher

8=Other

PARAPROFESSIONAL POSITION CODE: Enter the one-digit position code that best describes the paraprofessional's current position. If an individual has multiple responsibilities, select the position code that best represents his/her primary responsibility as it relates to this program. When Code 4 (Other) is used, please attach a brief description of the position along with the spreadsheet page as part of the application. Note that by putting your cursor on the "1 through 4" label (in red), a further explanation of position codes is given:

1=Native language teacher aide/tutor

2= Monolingual English Speaking Resource Aide/Tutor

3=Home/School Liaison

4=Other

FTE POSITION AT THIS SCHOOL: Enter the FTE at this school/attendance center for this staff member (e.g., 1.0=1 FTE, .5=1/2 FTE at this school, etc.). Leave this cell blank for positions that are vacant/unfilled, e.g., to be hired (TBH).

FTE PORTION WITH ABOVE STUDENTS: Enter the FTE portion at this school/attendance center with the students for the language code specified on this spreadsheet. Click on the "FTE Portion" (red and underlined) for a full explanation of how to enter data in this column. A copy of the explanation is included on page 40 of this manual.

LANGUAGE ASSISTANCE PROVIDED-ESL: Enter an "X" if assistance is provided by this teacher/paraprofessional in ESL.

NATIVE LANGUAGE ASSISTANCE PROVIDED: For each of the possible subject areas (Math, Science, Social Studies, and Language Arts), enter an "X" if native language assistance is provided by this teacher/paraprofessional in the specified subject area.

FOR ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH ONLY:

GRADE LEVELS SERVED: Enter the grade level or range of grade levels served, e.g., if the teacher/paraprofessional serves only grade 3, enter “3”. If the teacher/paraprofessional serves grades 1 through 3, enter “1-3”. If the teacher/paraprofessional serves grades 1, 3 and 5, enter “1, 3, 5”.

APPENDICES 3 AND 4
SUMMING THE DATA ACROSS ALL SCHOOLS AND LANGUAGE GROUPS

On the last line on the spreadsheet, to the right of the tabs for individual schools (S1-S15 for elementary/Middle School/Junior High and HS1-HS6 for high school), note that there are two additional tabs. These are to be used once ALL data for all schools and language groups for your district have been entered.

CEILING CALCULATOR: Click on the **CeilCalculator** Tab and note that all data for your district is summarized and your District TBE or TPI Ceiling is calculated.

EXCESS COST: Click on the **ExcessCost** Tab and note that all data for your district is summarized and your District TBE or TPI Excess Costs are calculated.

APPENDIX TO TECHNICAL REPORT

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Calculating Section 5. Staff Assigned Position: FTE Portion.....	40

TBE Elementary School Screen

APPENDIX 2A - ATTENDANCE CENTER PROGRAM SUMMARY BY LANGUAGE GROUP - ELEMENTARY SCHOOL/MIDDLE SCHOOL/JUNIOR HIGH SCHOOL - TBE FY04																									
SECTION 1 - DISTRICT PROGRAM INFORMATION AND STUDENTS SERVED											SECTION 2 - STUDENTS CLAIMED FOR REIMBURSEMENT														
Region County Dist. Cod: _____ District Name & Number: _____ LANGUAGE CODE: _____ Attendance Center Name: _____ LANGUAGE: _____											# of half-day and full-day students receiving 5+ periods	# of students served before 8/20/99 and/or 5+ periods but < 10 periods	# of students served after 8/20/99 and/or 10+ periods	Total Number of Students Claimed											
Attendance Center Summary		All LEP Students Served by the Attendance Center		#2 Day? YES PreK YES K		Current Enrollment by Grade Level									Total PreK-8		PreK and K		Grades 1-8		Grades 1-8				
(5)	Full-Time Program	Student is more than one year below grade level in three or more subjects		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
(6)	Part-Time Program	Student is more than one year below grade level in no more than two subjects				0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Total				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
*Enter "yes" in box on left if district receives PreK At-Risk funding. PreK LEP students who are served with state PreK At-Risk monies are not eligible for reimbursement under the TBE program.																									
SECTION 3 - STAFF IDENTIFICATION			SECTION 4 - STAFF QUALIFICATIONS							SECTION 5 - STAFF ASSIGNED POSITION															
(1)	(2)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(1)	(2)	(3)	(4)	(5)	ISBE Use Only								
Enter only the numbers	Teacher	Enter "X" for Yes							ESL	Position Code	FTE Position at this School	FTE Partic Above Students	ESL	Not Long Served	Grade Levels Served	FTE Summary by Position Code									
Soc.Sec.#	Last Name, First Name	02/04	03	09	10	29	39	75	BIL	ESL	LANGUAGE CODE	1 thru 8	30hrs/Pwk=10							1	2	3	4	5	6
T1																									
T2																									
T3																									
T4																									
T5																									
T6																									
T7																									
T8																									
T9																									
T10																									
T11																									
T12																									
T13																									
T14																									
T15																									
T16																									
Enter only the numbers	Paraprofessional	Enter "X" for Yes							Spoken	Position Code	FTE Position at this School	FTE Partic Above Students	ESL	Not Long Served	Grade Levels Served	FTE Summary by Position Code									
Soc.Sec.#	Last Name, First Name	02/04	03	09	10	29	39		TA		LANGUAGE CODE	1 thru 4	30hrs/Pwk=10							7	8	1	2	3	4
P1																									
P2																									
P3																									
P4																									
P5																									
P6																									
P7																									
P8																									
P9																									
P10																									
P11																									
P12																									
P13																									
P14																									
P15																									
																	0.00	0.00	0.00	0.00	0.00	0.00			

SCREEN RESOLUTION

The ISBE_TBE_TPI software is set for the standard 800 x 600 pixels screen resolution. If the ISBE_TBE_TPI screens are not fully viewable on your screen (i.e., you need to scroll back and forth to view the entire screen), you may reset your computer's screen resolution. Here are instructions for setting your screen resolution.

1. Go to your desktop and right click on a blank area of your desktop (i.e., don't click on any icons).
2. (Left) Click on **Properties**.
3. The *Display Properties* screen will appear. Click on the **Settings** Tab (top line).
4. Move the *Screen area* bar to 800 x 600 pixels for a 17 inch monitor, or to 1024 x 768 pixels for a 15 inch monitor (do this by moving the bar either "less" or "more"). Click **OK**.
5. You will receive the message: *Windows will now resize your desktop. This could take a few seconds, during which your screen might flicker. If Windows does not reappear correctly, wait 15 seconds, and your original settings will be restored.* Click **OK**.
6. You will receive the message: *You resized your desktop. Do you want to keep this setting?* Click **Yes**. Now go back to the TBE_PROGRAM excel spreadsheets and see if this has helped.

Hint: There are many variations among screens; you may have to try several possible screen area bar settings to find one that works best for you.

SAVING DATA TO A BACKUP DISK

We strongly recommend that you regularly save the data you have entered into TBE_PROGRAM.EXE and TPI_PROGRAM.EXE on a backup disk.

Here are the instructions for saving TBE_PROGRAM data onto a floppy disk inserted into your A: drive.

1. Insert a **blank** floppy disk into your A: drive.
2. Double click on the **My Computer** icon.
3. Double click on the **[C:]** icon.
4. Locate the **TBE_PROGRAM** folder in the listing of folders of your C: drive.
5. Click on the **TBE_PROGRAM** icon, and drag the icon to the **3 ½ Floppy [A:]** icon.

You will see the message: *Copying TBE_PROGRAM from 'TBE_PROGRAM' to 'A:'*

6. Double click on the **3 ½ Floppy [A:]** screen and make certain that the **TBE_PROGRAM** folder has been copied.
7. Remove the floppy from your A: drive and put it in a safe place. If you inadvertently erase or damage the C:\TBE_PROGRAM folder, or any files within the C:\TBE_PROGRAM folder, you may replace it with the folder or file you saved onto your floppy by copying the C:\ TBE_PROGRAM folder in your A: drive back into your C:\ TBE_PROGRAM folder. Obviously, the file in the A: drive will be the last version you backed up. We recommend that you backup your C:\ TBE_PROGRAM folder every day you enter data.

INSTRUCTIONS TO SUBMIT DATA

We hope you have been having a successful experience with the use of the Attendance Center Program Summary Excel Spreadsheets. You will be asked to submit the Excel files to the ISBE when you submit your application(s).

There are two options for sending in the data:

1. E-Mail the data directly to the ISBE Division of English Language Learning; or
2. Copy the data onto a floppy disk and mail it to the ISBE.

We strongly urge you to choose the e-mail option if your computer can access the Internet, as it is the easiest option.

SUBMITTING THE DATA

Here are the instructions for submitting the data.

OPTION 1: UPLOADING THE DATA DIRECTLY TO THE ISBE

1. Log onto the Internet.
2. Go to the following link: <http://www.isbe.net/bilingual/htmls/tbetpi04.htm>
3. **Click:** *TBE/TPI Excel*.
4. **Click:** *SUBMIT DATA FILE*.
5. You will be asked to enter the Program Director's First Name, Last Name, E-mail address, School District Name and #, and RCD Code. Please enter the requested information.
6. You will see the instructions: *Attach File Here*. **Click:** *Browse*.
7. A *Choose file* window will appear. Make certain that the *Look in:* box indicates C: If it does not, use the right scroll bar so that C: appears.
8. Using the right scroll bar that lists all folders in C:, locate the TBE_PROGRAM or TPI_PROGRAM folder. Double click on the folder you wish to send (TBE or TPI). The two Excel files, Elem_TBAppendix2A.xls and HS_TBAppendix2B.xls files will appear. **Double click** on the file you wish to send.
9. **Click:** *Submit*. (*Hint: you may need to wait 3-5 minutes as the file is exported*).

10. You will receive the message: ISBE form Results. Your message was successfully sent. Here is the results summary. The Results Summary box will repeat the information entered in Steps 4 and 7 above.
11. Print the form to obtain verification that your file has been sent.
- 12. Repeat the steps listed above for each file you are submitting.**

OPTION 2: COPYING THE DATA ONTO A DISK

1. Double click on the **My Computer** icon.
2. Double click on the **[C:]** icon.
3. Locate the **TBE_PROGRAM** folder in the listing of folders of your C: drive.
4. Click on the **TBE_PROGRAM** icon, and drag the icon to the **3 ½ Floppy [A:]** icon.

You will see the message: *Copying TBE_PROGRAM from 'TBE_PROGRAM' to 'A:'*

5. Double click on the **3 ½ Floppy [A:]** screen and make certain that the **TBE_PROGRAM** folder has been copied.
6. Mailing the disk with your application to the ISBE Division of Language Learning.

DOWNLOADING THE TECHNICAL MANUAL

1. Go to the following link: <http://www.isbe.net/bilingual/htmls/tbetpi04.htm>
2. **Click:** *TBE/TPI Excel*
3. To obtain the TBE/TPI Attendance Center Program Summary Excel Spreadsheets Technical Manual, **click:** *Technical Manual*.
4. Click the print button to obtain a copy of the manual.

LANGUAGE CODES

LANGUAGE CODE	LANGUAGE	COUNTRY/AREA
076	AFRIKAANS (TAAL)	SOUTH AFRICA
103	AKAN (FANTE,ASANTI,TWI)	GHANA--IVORY COAST
042	ALBANIAN,GHEG (KOSOVO/MACEDONIA)	BALKAN STATES
153	ALBANIAN/TOSK (ALBANIA)	ALBANIA
006	ALGONQUIN	USA
105	AMHARIC	ETHIOPIA
056	APACHE	USA
010	ARABIC	AFRICA--NORTHERN---MID EAST
	ARAMAIC	SEE ASSYRIAN
026	ARMENIAN	ARMENIA (and 29 other countries)
	ASANTI	SEE AKAN
025	ASSYRIAN (SYRIAC, ARAMAIC)	ASSYRIA
107	BALINESE	INDONESIA—BALI
	BANTU	SEE LUGANDA
067	BENGALI	INDIA
152	BOSNIAN	BALKAN STATES (former Yugoslavia)
055	BULGARIAN	BULGARIA
015	BURMESE	BURMA (now Myanmar)
073	CAMBODIAN (KHMER)	CAMBODIA--KAMPUCHEA--KHMER REPUBLIC
021	CANTONESE (CHINESE)	CHINA
036	CEBUANO (VISAYAN)	PHILIPPINES
108	CHAMORRO	GUAM--NORTHERN MARIANA ISLANDS
147	CHAOCHOW/TEOCHIU (CHINESE)	CHINA
097	CHEROKEE	USA
050	CHIPPEWA/OJIBAWA/OTTAWA	USA
087	CHOCTAW	USA
043	COMANCHE	USA
048	CREEK	USA
151	CROATIAN	BALKAN STATES (former Yugoslavia)
098	CROW	USA
020	CZECH	CZECH REPUBLIC
	DAKOTA	SEE SIOUX
041	DANISH	DENMARK
028	DUTCH/FLEMISH	THE NETHERLANDS (Holland)
144	EFIK	NIGERIA
111	ESKIMO	USA
064	ESTONIAN	ESTONIA
052	EWE	GHANA—TOGO
	FANTE	SEE AKAN
031	FARSI (PERSIAN)	IRAN
044	FINNISH	FINLAND
	FLEMISH	SEE DUTCH
	FORMOSAN	SEE TAIWANESE

012	FRENCH	FRANCE
148	FUKIEN/HOKKIEN (CHINESE)	CHINA
102	GAELIC (IRISH)	IRELAND
057	GAELIC (SCOTTISH)	SCOTLAND
005	GERMAN	GERMANY
002	GREEK	GREECE
037	GUJARATI	INDIA
115	GUYANESE	GUYANA
	GYPSY	SEE ROMANY
149	HAINANESE (CHINESE)	CHINA
049	HAITIAN-CREOLE	HAITI
113	HAKKA (CHINESE)	CHINA
080	HAUSA	NIGERIA—NIGER
029	HEBREW	ISRAEL
	HILIGAYNON	SEE ILONGGO
014	HINDI	INDIA
068	HMONG	LAOS
	HOKKIEN	SEE FUKIEN
095	HOPI	USA
019	HUNGARIAN	HUNGARY
085	IBO/IGBO	NIGERIA
070	ICELANDIC	ICELAND
143	ILONGGO (HILIGAYNON)	PHILIPPINES
062	INDONESIAN	INDONESIA—BALI
	IRISH	SEE GAELIC (IRISH)
003	ITALIAN	ITALY
011	JAPANESE	JAPAN
	JJU	SEE KACHE
139	KACHE (KAJE,JJU)	NIGERIA
	KAJE	SEE KACHE
	KANARESE	SEE KANNADA
063	KANNADA (KANARESE)	INDIA
069	KANURI	NIGERIA
066	KASHMIRI	KASHMIR
	KHMER	SEE CAMBODIAN
119	KONKANI	INDIA
008	KOREAN	KOREA
142	KPELLE	LIBERIA—GUINEA
120	KRIO	SIERRA LEONE
121	KURDISH	IRAQ--IRAN-TURKEY
074	LAO	LAOS
038	LATVIAN	LATVIA
122	LINGALA	CONGO
017	LITHUANIAN	LITHUANIA
123	LUGANDA / BANTU	UGANDA
	LUHYA	SEE LUGANDA
	LUHYA	SEE LUYIA
125	LUNDA	ANGOLA

124	LUYIA (LUHYA)	KENYA
054	MAAY (MAYMAY)	SOMALIA
058	MACEDONIAN	MACEDONIA
059	MALAY	MALAYSIA
060	MALAYALAM	INDIA
091	MALTESE	MALTA
030	MANDARIN (CHINESE)	CHINA/TAIWAN
078	MARATHI	INDIA
072	MENOMINEE	USA
146	MIEN (YAO)	LAOS
	MIN NAN	SEE TAIWANESE
051	MONGOLIAN	CHINA – MONGOLIA
061	NAVAJO	USA
077	NEPALI	NEPAL
040	NORWEGIAN	NORWAY
	OJIBAWA	SEE CHIPPEWA
127	OKINAWAN	JAPAN
079	ONEIDA	USA
	ORING	SEE ORRI
128	ORIYA	INDIA
129	ORRI (ORING)	NIGERIA
	OTTAWA	SEE CHIPPEWA
118	PAMPANGAN	PHILIPPINES
053	PANJABI (PUNJABI)	INDIA
131	PASHTO (PUSHTO)	PAKISTAN—AFGHANISTAN
	PERSIAN	SEE FARSI
009	PILIPINO (TAGALOG)	PHILIPPINES
082	PIMA	USA
004	POLISH	POLAND
023	PORTUGUESE	PORTUGAL
084	PUEBLO	USA
	PUNJABI	SEE PANJABI
	PUSHTO	SEE PASHTO
027	ROMANIAN	ROMANIA
093	ROMANY (GYPSY)	EUROPE
035	RUSSIAN	RUSSIA
013	SAMOAN	SAMOA
	SCOTTISH	SEE GAELIC (SCOTTISH)
007	SERBIAN	BALKAN STATES (former Yugoslavia)
150	SHANGHAI (CHINESE)	CHINA
075	SHONA	ZIMBABWE—MOZAMBIQUE
132	SIKKIMESE	INDIA
133	SINDHI	INDIA—PAKISTAN
134	SINHALESE	SRI LANKA
039	SIOUX (DAKOTA)	USA
045	SLOVAK	SLOVAKIA
096	SLOVENIAN	SLOVENIA
135	SOTHO	AFRICA--SOUTH CENTRAL

001	SPANISH	SPAIN--SOUTH & CENTRAL AMERICA
046	SWAHILI	ZANZIBAR—CONGO
024	SWEDISH	SWEDEN
	SYRIAC	SEE ASSYRIAN
	TAAL	SEE AFRIKAANS
	TAGALOG	SEE PILIPINO
047	TAIWANESE/FORMOSAN/MIN NAN (CHINESE)	TAIWAN
094	TAMIL	INDIA
	TELEGU	SEE TELUGU
086	TELUGU (TELEGU)	INDIA
	TEOCHIU	SEE CHAOCHOW
022	THAI	THAILAND
137	TIBETAN	TIBET
104	TULU	INDIA
032	TURKISH	TURKEY
	TWI	SEE AKAN
018	UKRAINIAN	UKRAINE
033	URDU	PAKISTAN—INDIA
034	VIETNAMESE	VIET NAM
	VISAYAN	SEE CEBUANO
114	WELSH	WALES
088	WINNEBAGO	USA
	YAO	SEE MIEN
016	YIDDISH	ISRAEL—GERMANY
126	YOMBE	ZAIRE--ANGOLA--CONGO—MALAWI
090	YORUBA	NIGERIA--BENIN—TOGO
099	OTHER	

Section 5 – Calculating Staff Assigned Positions FTE Portion

In situations where a TBE or TPI teacher is assigned to teach students from only one (TBE/TPI) program at an attendance center, the FTE portion for that teacher would clearly be 100 percent. However, there are times when students at a school from multiple programs are taught by the same teacher. In any given attendance center, when a teacher also serves other students than those reported for a specified TBE/TPI program, please use the following scenarios in determining the appropriate "FTE Portion" for that teacher.

Scenario

A:

Katerina is 1.0 FTE at Jefferson school and serves students only in the Polish TBE program.

Jefferson Attendance Center Program Summary for Polish TBE

Column 2 (FTE at Attendance Center):	1.00	
Column 3 (FTE Portion with Polish TBE students):	100%	FTE Portion
Katerina's Total FTE for Polish TBE (Automatically Calculated):	1.00	

Scenario

B:

Katerina is 1.0 FTE at Jefferson school and serves students in both the Polish and Russian TBE program. Also, Katerina's time is divided evenly between the two TBE programs.

Jefferson Attendance Center Program Summary for Polish TBE

Column 2 (FTE at Attendance Center):	1.00	
Column 3 (FTE Portion with Polish TBE students):	50%	FTE Portion
Katerina's Total FTE for Polish TBE (Automatically Calculated):	0.50	

Jefferson Attendance Center Program Summary for Russian TBE

Column 2 (FTE at Attendance Center):	1.00	
Column 3 (FTE Portion with Russian TBE students):	50%	FTE Portion
Katerina's Total FTE for Russian TBE (Automatically Calculated):	0.50	

Scenario

C:

Katerina is 1.0 FTE at Jefferson school and serves students in three programs. In addition to serving students in both the Polish and Russian TBE program, she also teaches ESL for the TPI program. Approximately 40% of her time is dedicated to the Polish TBE program students, 40%

with the Russian TBE program, and 20% with the TPI program at Jefferson.

Jefferson Attendance Center Program Summary for Polish TBE

Column 2 (FTE at Attendance Center):	1.00	
Column 3 (FTE Portion Polish TBE students):	40%	FTE Portion (Round to nearest 10)
Katerina's Total FTE for Polish TBE (Automatically Calculated):	0.40	

Jefferson Attendance Center Program Summary for Russian TBE

Column 2 (FTE at Attendance Center):	1.00	
Column 3 (FTE Portion with Russian TBE students):	40%	FTE Portion (Round to nearest 10)
Katerina's Total FTE for Russian TBE (Automatically Calculated):	0.40	

Jefferson Attendance Center Program Summary for TPI

Column 2 (FTE at Attendance Center):	1.00	
Column 3 (FTE Portion with TPI Students):	20%	FTE Portion (Round to nearest 10)
Katerina's Total TPI (Automatically Calculated):	0.20	

Scenario

D:

Katerina is 1.0 FTE at Jefferson school and serves students in two programs. In addition to serving students in the Polish program, she also teaches ESL to a number of TPI students. She is always with the Polish TBE program students. The TPI program students come to her for ESL when she teaches ESL to the Polish TBE program students. Approximately 10% of her time is dedicated to the TPI program students.

Jefferson Attendance Center Program Summary for Polish TBE

Column 2 (FTE at Attendance Center):	1.00	
Column 3 (FTE Portion with Polish TBE students):	90%	FTE Portion (Round to nearest 10)
Katerina's Total FTE for Polish TBE (Automatically Calculated):	0.90	

Jefferson Attendance Center Program Summary for TPI

Column 2 (FTE at Attendance Center):	1.00	
Column 3 (FTE Portion with TPI Students):	10%	FTE Portion (Round to nearest 10)
Katerina's Total TPI (Automatically Calculated):	0.10	

Scenario

E:

Katerina is 1.0 FTE at Jefferson school. She teaches in a dual language program. Approximately 50% of the students are Polish TBE students and 50% are native English speakers.

Jefferson Attendance Center Program Summary for Polish TBE

Column 2 (FTE at Attendance Center):	1.00	
Column 3 (FTE Portin with Polish TBE students):	50%	FTE Portion
Katerina's Total FTE for Polish TBE (Automatically Calculated):	0.50	