

## ELL Administrative Data Collection Form

The National Office is requesting information from centers regarding their ELL programs. The purpose of this data collection is to update the current nationwide status of services to support ELL students, to better understand the needs of ELL students and the types of services currently being provided by centers, and to identify the gaps remaining for centers to more effectively support ELL students.

Many of the items on this form require you to research and report data specifically about the number and nature of English Language Learners you had on center during Calendar Year 2007. This form is NOT designed to be saved and returned to at a later time. Therefore, it is highly recommended that you review the questions on the form to identify those requiring research. Upon completion of your research, you can complete the form online at one sitting. Excluding research time, completing this form will take approximately 30 minutes or less.

All surveys must be completed and submitted by **Friday, June 20, 2008**.



[Online Surveys](#) | [Customer Satisfaction Surveys](#) | [SMS Mobile Surveys](#) | [Online Panels](#)

Copyright © 1999- 2008 [MarketTools Inc.](#) All Rights Reserved. [Privacy Policy](#) | [Terms Of Use](#) | [Help](#)

## ELL Administrative Data Collection Form

1 Region (select one):

2 State

3 Center name

4 ELL Coordinator's Name:

5 ELL Coordinator's Job Title:

6 ELL Coordinator's Email Address

7 For Calendar Year 2007, how many of the students served by your Center were:

	1 0-150	2 151-300	3 301-500	4 501+
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8 In Calendar Year 2007, what percentage of students who were less than proficient in English were served by your center?

- 0-20%  
 21-40%  
 41-60%  
 60+%

9 What percentage of these students were identified as English Language Learners because:

1	2	3	4
0-20%	21-40%	41-60%	60+%

a. English was not their first language?

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
-------------------------	-------------------------	-------------------------	-------------------------

b. English was their first language, but they were not proficient in oral and/or written communication?

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
-------------------------	-------------------------	-------------------------	-------------------------

10 Provide the percentage of ELL students who were:

1	2	3	4
0-20%	21-40%	41-60%	60+%

White

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
-------------------------	-------------------------	-------------------------	-------------------------

African American

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
-------------------------	-------------------------	-------------------------	-------------------------

Hispanic

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
-------------------------	-------------------------	-------------------------	-------------------------

American Indian

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
-------------------------	-------------------------	-------------------------	-------------------------

Asian/Pacific Islander

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
-------------------------	-------------------------	-------------------------	-------------------------

11 Using the scale provided, indicate if the number of **students requiring ELL services at your center** has increased, decreased, or stayed the same over the past 5 years.

1	2	3	4	5
Decreased a lot	Decreased	Stayed about the same	Increased	Increased a lot

White

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
-------------------------	-------------------------	-------------------------	-------------------------	-------------------------

African American

	1	2	3	4	5
Hispanic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American Indian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asian/Pacific Islander	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12 When does a student's initial formal assessment take place?

- OA
- First 30 days
- First 60 days
- First 90 days
- Other, please specify

13 Who (give Job Title) is responsible for the initial formal ELL assessment?

14 Which formal assessment tool(s) does your center use? (check all that apply)

- TABE
- BEST
- CASAS
- LAS
- None
- Other, please specify

15 Indicate the percentage of ELL students currently at your center who speak **one** of the following as their primary language:

	1 0-20%	2 21-40%	3 41-60%	4 60+%
French	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spanish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Patois	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Creole	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Chinese	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Korean	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Vietnamese	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Russian	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Other Asian language	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
African dialect	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Other European	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Other non-English language	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

- 16 For students who do not speak English, do you have a formal method for testing their level of literacy in their native language? (If no, please skip to question 18)

YES  NO

- 17 If answer to number 16 (above) is yes, which languages do you have the resources to test?

	1 Yes	2 No
Spanish	<input type="radio"/> 1	<input type="radio"/> 2
French	<input type="radio"/> 1	<input type="radio"/> 2
Patois	<input type="radio"/> 1	<input type="radio"/> 2
Creole	<input type="radio"/> 1	<input type="radio"/> 2
Chinese		

	<input type="radio"/> 1	<input type="radio"/> 2
Korean	<input type="radio"/> 1	<input type="radio"/> 2
Vietnamese	<input type="radio"/> 1	<input type="radio"/> 2
Russian	<input type="radio"/> 1	<input type="radio"/> 2
Other Asian language	<input type="radio"/> 1	<input type="radio"/> 2
African dialect	<input type="radio"/> 1	<input type="radio"/> 2
Other European	<input type="radio"/> 1	<input type="radio"/> 2
Other non-English language	<input type="radio"/> 1	<input type="radio"/> 2

**18** How often are your ELL plans reviewed and updated?

- Monthly
- Quarterly
- Annually
- Other, please specify

**19** How does your center ensure that the needs of ELL students are being met? (check all that apply)

- CIS Casenotes
- Staff Meetings
- Evaluation of Student Progress
- Staff Communication
- Other, please specify

**20** Do you provide ESL programs and/or services? (check all that apply)

- On center by staff
- Off center
- On or off center through other agencies/partners

Do not offer ESL programs or services

**21** What is the average number of ESL students in your ESL class each week?

- 0-10  
 11-20  
 21-30  
 31+

**22** What number of staff provide ESL programs and services on center?

- 0-5  
 6-10  
 10+

**23** How many hours per week is ESL instruction offered?

- 0-5 hours  
 6-10 hours  
 10-15 hours  
 15+ hours

**24** How many hours per week is ESL instruction offered by non-Job Corps staff (e.g. Interpretation services, etc.)?

- 0-5 hours  
 6-10 hours  
 10-15 hours  
 15+ hours

**25** What is the total number of bilingual staff on center?

	1 0-5	2 6-10	3 11-15+
center staff?	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
volunteers?	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
contractors and others?			

1

2

3

26 Please provide the number of students who receive interpretation services.

- 0-20
- 21-40
- 41-60
- 60+

27 Do your students receive interpretation services from the following (check all that apply)?

	1 Yes	2 No
Bilingual staff on center?	<input type="checkbox"/>	<input type="checkbox"/>
Community Agency?	<input type="checkbox"/>	<input type="checkbox"/>
Contractor?	<input type="checkbox"/>	<input type="checkbox"/>
Family?	<input type="checkbox"/>	<input type="checkbox"/>
Friends on center?	<input type="checkbox"/>	<input type="checkbox"/>
Other?	<input type="checkbox"/>	<input type="checkbox"/>

28 Of the interpretation services provided to students, what percent are provided by:

	1 0-20%	2 21-40%	3 41-60%	4 61+%
Center staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



29 Please check all that apply regarding diversity training on your center.

- Operator/center staff provide diversity training to staff
- Operator/center staff provide diversity training to students
- Center staff receive staff training from external trainers
- We do not conduct formal diversity training because we have an incorporated Multicultural Awareness on center via the Career Success Standards
- N/A

30 If you have incorporated the Multicultural Awareness Career Success Standards on center, please explain how and in what areas. If not, why not?

SUBMIT

Survey Page 1

## ELL Administrative Data Collection Form

31 To serve your ELL students, do you have materials translated?

	1 Yes	2 No
Input forms	<input type="radio"/>	<input type="radio"/>
Policies and procedures	<input type="radio"/>	<input type="radio"/>
Training materials	<input type="radio"/>	<input type="radio"/>
Academic Curricula	<input type="radio"/>	<input type="radio"/>
Career Technical Curricula	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

32 If your current ESL program is delivered off site, which of the following types of agencies provide direct services? (Check all that apply)

- Community College
- Other education agency
- Faith-based organization
- Private contractor
- Refugee resettlement program
- Other community-based org. (please specify)

---

33 Does your center offer a **vocational ESL** program?

- YES  NO

---

34 Does your center use specific computer programs to support ESL or VESL instruction?

- Yes, ESL
- Yes, VESL
- Yes, Both
- No

---

35 If Yes above, what software is used for ESL? VESL?

---

36 What program support does your center offer for ELL students whose first language is English? (Check all that apply)

- Remedial reading
- Remedial mathematics
- ESL
- Tutoring
- None
- Other (please specify)

- 37 If ELL programs are used to serve English-speaking students who lack proficiency, please complete the following:

1 0-10	2 11-20	3 21-30	4 30+
Number of FTE staff instructors who provide instructions			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Average number of students in ELL classes			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

- 38 If ELL programs are used to serve English-speaking students who lack proficiency, please complete the following:

1 0-5	2 21-40	3 41-60	4 60+
Number of hours per week ELL instruction is offered			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Number of hours per week ELL instruction is offered on center by non-staff instructors (including volunteers and non-contracted instructors)			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

- 39 What was the average length of stay for ELL students at your center during **Calendar Year 2007**?

- 40 Was this longer or shorter than the average length of stay of other (non ELL) students?

- Longer  
 Shorter  
 About the same

- 41 In **Calendar Year 2007**, what percentage of ELL students who were **graduates**:

1 0-20%	2 21-40%	3 41-60%	4 60+%
Obtained GED?			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Obtained HSD?			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Completed vocational training?			

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Were placed in a job?			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Were placed in a job training match?			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

- 42** In **Calendar Year 2007**, what percentage of ELL students who **separated before graduation**:

1 0-20%	2 21-40%	3 41-60%	4 60+%
Obtained GED?			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Obtained HSD?			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Completed vocational training?			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Were placed in a job?			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Were placed in a job training match?			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

- 43** Are there barriers other than English language challenges that make it difficult for ELL students to achieve a GED, HSD, or career technical goal?

YES  NO

If Yes, please explain

- 44** Do you ever use the Job Corps ELL Web site (<http://jccdr.jobcorps.gov/ELL>)? (If no, skip to question #49.)

YES  NO

- 45** How often do you and/or staff access the Web site?

- At least daily
- 3-6 days a week
- 1-2 days a week
- At least once every 2 weeks

- At least once a month
- Less than once a month
- Less than once every quarter

---

46 For what reasons do you or staff access the Web site? (Check all that apply)

- Review resources
- Download resources
- Identify training providers
- Get ideas for training or curriculum we offer here
- See what is new online
- Networking opportunities

---

47 Overall, how helpful is this Web site to your ELL program?

- Very helpful
- Helpful
- Not very helpful
- Not at all helpful

---

48 Please provide any recommendations you may have regarding Web site improvement.

---

49 What additional types of training, technical assistance, materials, or resources does your center need to better serve and enhance the success of ELL students?

 SUBMIT

Survey Page 2