## **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.

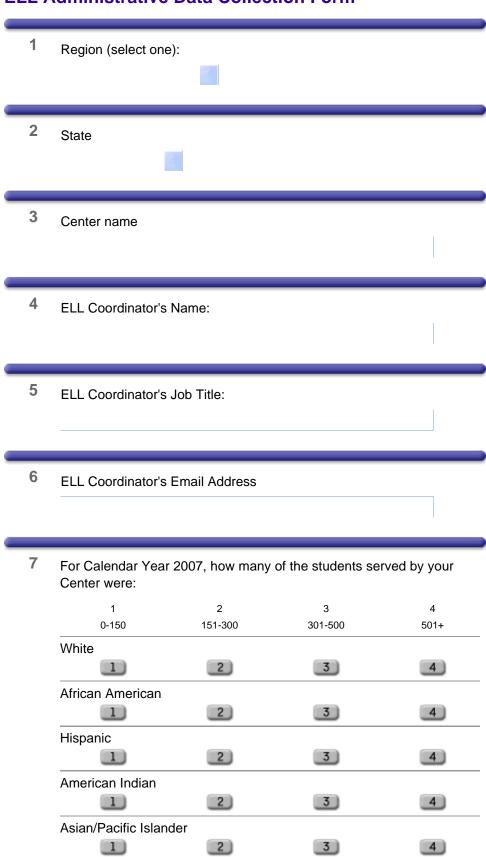




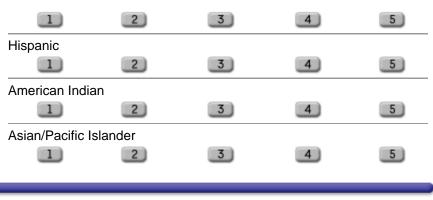
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## **ELL Administrative Data Collection Form**



£				
8	In Calendar Year 20 than proficient in Eng	•	entage of students w ved by your center?	ho were less
	0-20%			
	21-40%			
	41-60%			
	<b>60+%</b>			
9	What percentage of Learners because:	these student	s were identified as E	English Language
	1	2	3	4
	0-20%	21-40%	41-60%	60+%
	a. English was not the	neir first langu	age?	
	1	2	3	4
	b. English was their and/or written comm		, but they were not pr	oficient in oral
	1	2	3	4
10	Dura de the menerate	ana af Ell at		
10	Provide the percenta	age of ELL Sit	idents who were:	
	1 0-20%	2 21-40%	3 41-60%	4 60+%
		21-4070	41-00 /6	00+76
	White	2	3	4
	African American			
	1	2	3	4
	Hispanic			
	1	2	3	4
	American Indian			
		2	3	4
	Asian/Pacific Islande	er		
		2	3	4
11		u <b>r center</b> has	if the number of <b>stud</b> increased, decrease	
		<b>y</b>	3	
	1 Decreased a lot Dec	2 Staye reased	ed about the same Increased	5 Increased a lot
	White			
	1	2	3	5
	African American			



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

Spanish

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1	2	3	4	
Patois				
	2	3	4	
Creole				
1	2	3	4	
Chinese				
1	2	3	4	
Korean				
	2	3	4	
Vietnamese				
	2	3	4	
Russian				
1	2	3	4	
Other Asian language	9			
1	2	3	4	
African dialect				
	2	3	4	
Other European				
	2	3	4	
Other non-English lar	Other non-English language			
1	2	3	4	

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	2
Yes	No
Spanish	
1	2
French	
1	2
Patois	
1	2
Creole	
1	2

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	1	2
	Korean	
	Vietnamese	2
	1	2
	Russian	2
	Other Asian language	2
	African dialect	2
	Other European	2
	Other non-English language	2
18	How often are your ELL plans reviewed and upda	ted?
	Monthly	
	Quarterly	
	Annually	
	Other, please specify	
19	How does your center ensure that the needs of El met? (check all that apply)	L students are being
	CIS Casenotes	
	O C Caccilotec	
	Staff Meetings	
	Staff Meetings	
	Staff Meetings  Evaluation of Student Progress	
	Staff Meetings Evaluation of Student Progress Staff Communication	
20	Staff Meetings Evaluation of Student Progress Staff Communication	check all that apply)
20	<ul><li>Staff Meetings</li><li>Evaluation of Student Progress</li><li>Staff Communication</li><li>Other, please specify</li></ul>	check all that apply)
20	Staff Meetings Evaluation of Student Progress Staff Communication Other, please specify  Do you provide ESL programs and/or services? (compared to the compared to the compare	check all that apply)

	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
	<b>3</b> 1+
22	What number of staff provide ESL programs and services on center?
	0-5
	<b>6</b> -10
	10+
23	How many hours per week is ESL instruction offered?
	0-5 hours
	6-10 hours
	10-15 hours
	15+ hours
	10.110410
24	Have record by the state of the
24	How many hours per week is ESL instruction offered by non-Job Corps staff (e.g. Interpretation services, etc.)?
	O-5 hours
	6-10 hours
	10-15 hours
	15+ hours
25	What is the total number of bilingual staff on center?
	1 2 3
	0-5 6-10 11-15+
	center staff?
	1

contractors and others?

volunteers?

2

3

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		)	2		3
26	Please provid	le the number	of students v	who receive inte	erpretation
	0-20				
	21-40				
	<b>41-60</b>				
	<b>60+</b>				
27	Do your stude		terpretation s	services from th	e following
		1		2	
		Yes		No	
	Bilingual staff	on center?		2	n
	Community A	gency?		_	_
	Community 7	1		2	)
	Contractor?	1		_2	)
	Family?	1		_2	)
	Friends on ce	enter?		_2	
	Other?	1		2	)
28	Of the interpr	etation service	es provided to	o students, wha	t percent are
	1	2	2	3	4
	0-20%	21-4	10%	41-60%	61+%
	Center staff		2)	3	4
	Volunteers		2)	3	4
	Contractors		2	3	4
	Other		2)	3	4

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	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 diveristy training because we have an incorporated Multicultural Awareness on center via the Career Success Standards
		○ N/A
3	30	If you have incorporated the Multicultural Awareness Career Success Standards on center, please explain how and in what areas. If not, why not?
3	30	Standards on center, please explain how and in what areas. If not, why
3	30	Standards on center, please explain how and in what areas. If not, why

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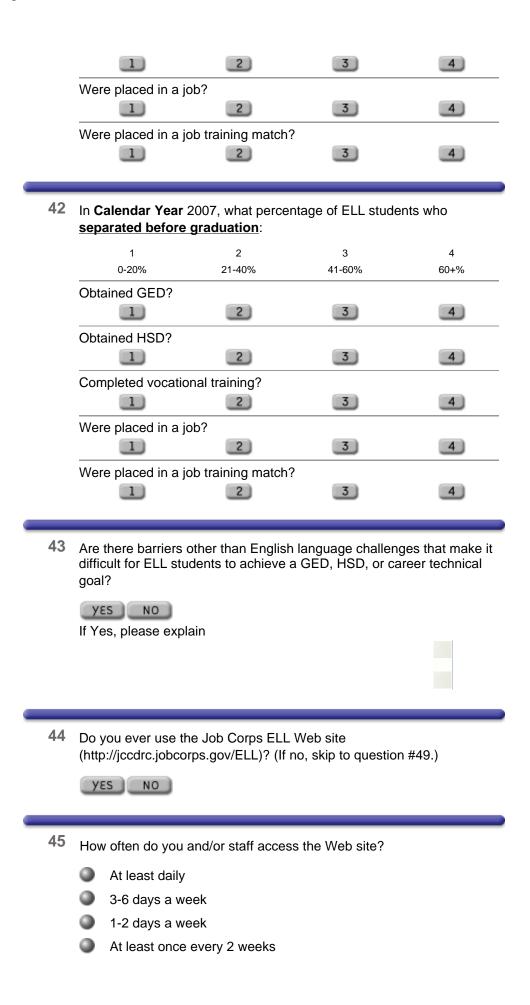
1 To sei	ve your ELL students, do	you have materials translated?
	1	2
	Yes	No
Input 1	orms	
	1	2
Policie	es and procedures	
	1	2
Trainii	ng materials	
	1	2
Acade	mic Curricula	
	1	2
Caree	r Technical Curricula	
	1	2
Other		
	1	2

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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)
	Other community-based org. (please specify)
33	Does your center offer a <b>vocational ESL</b> program?
	YES NO
24	
34	Does your center use specific computer programs to support ESL or VESL instruction?
	Yes, ESL
	Yes, VESL
	Yes, Both
	No
25	
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	2	3	4
	0-10	11-20	21-30	30+
	Number of FTE stat	ff instructors who	provide instruction	S
	1	2	3	4
	Average number of	students in ELL	classes	
	1	2	3	4
38	If ELL programs are proficiency, please			udents who lack
	1	2	3	4
	0-5	21-40	41-60	60+
	Number of hours pe	er week FLL inst	ruction is offered	
	Trainbor or floars pe	2	3	4
			_	
	Number of hours pe staff instructors (inc			
	1	2	3	4
39	What was the avera		y for ELL students a	at your center
	during Calendar Ye	ear 2007?		
40	Was this longer or s ELL) students?	shorter than the	average length of st	ay of other (non
	LLL) students:			
	Longer			
	Shorter			
	About the sam	ι Δ		
	About the same			
41	In Calendar Year 2 graduates:	007, what perce	ntage of ELL stude	nts who were
	1	2	3	4
	0-20%	21-40%	41-60%	60+%
	Obtained GED?			
	1	2	3	4
	Obtained HSD?			
	Obtained HSD?	2	3	4
	Obtained HSD?  Completed vocation	_	3	4

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	A	At least once a month	
		ess than once a month	
	L	ess than once every quarter	
46	For whapply)	hat reasons do you or staff access the Web site? (Check a	all that
	( F	Review resources	
		Download resources	
	lo	dentify training providers	
		Get ideas for training or curriculum we offer here	
	S	See what is new online	
	N	Networking opportunities	
47	Overa	all, how helpful is this Web site to your ELL program?	
	<b>a</b> \	√ery helpful	
	_	Helpful	
	_	Not very helpful	
	0	Not at all helpful	
48		e provide any recommendations you may have regarding vement.	Web site
c			
49	resour	additional types of training, technical assistance, material rces does your center need to better serve and enhance tess of ELL students?	
		SUBMIT	
			Survey Page 2