samegoal

Pending Reclassification

The LPAC Annual Review is due by the end of the school year. If a student's placement decision is dependent on a review of upcoming state assessment results, you can do a Pending Reclassification workflow. In this case, you can select **Pending Reclassification** as the Decision, and make a temporary decision regarding Next Year's Placement.

Document a Pending Reclassification student

Steps *To document that a student is Pending Reclassification:*

1. While working on a student's LPAC Annual Review, under **Decision**, select **Pending Reclassification**.
2. Select one of the options under **Next Year's Placement** based on what you expect their placement to be.
3. Fill out the remaining required fields in the document.
4. Mark the document complete.

When the document is completed, the student will have a deadline to amend the **LPAC Annual Review** within two weeks of the start of the next school year.

Bulk update Pending Reclassification students

Pending Reclassification students can have their **LPAC Annual Review** document amended one-off in order to document a finalized placement decision for next year.

However, there are often many Pending Reclassification students who need their placement decision updated at the same time. In order to save time, these students can be updated in bulk.

Steps *To bulk update Pending Reclassification students:*

1. Ensure the most up-to-date test scores have been loaded. If needed, these scores can be bulk loaded.
2. Navigate to **Reports** > **Emergent Bilingual** > **Pending Reclassification**.
3. Run the report.
    - This report lists students who have 'Pending Reclassification' selected in their **LPAC Annual Review** document and pulls state test scores from a student's **Details** tab (which is why it's important that updated scores are bulk loaded first).
4. Download the report results and open them in a spreadsheet (e.g. Excel or Google Sheets).
    - If you are working in Excel, the results can be downloaded as an XLSX or CSV and opened directly in Excel.
    - If you are working in Google Sheets, the results can be downloaded as an XLSX or CSV and imported into Sheets by going to **File** > **Import**.
5. In the spreadsheet, use updated test score information to make a decision about each student's next year placement and document the updated decision in the last five columns of the spreadsheet with one of the allowable values:
    - **New Decision Date** *(required)*
        - Should be in the MM/DD/YYYY format
    - **New Decision** *(required)*
        - English learner
        - Continue as non-EB
        - English proficient
        - Exit non-EB elective language program
    - **New Next Year Placement** *(required)*
        - Continue BEP

        - Continue ESL
        - Exit BEP and enter ESL
        - Parental denial
        - Exit BEP
        - Exit ESL
        - Continue DLI
        - General education (reclassified parental denial)
    - **New Next Year Program Model (if applicable)** *(optional)*
        - Transitional bilingual/early exit
        - Transitional bilingual/late exit
        - Dual language immersion/two-way
        - Dual language immersion/one-way
        - ESL/content-based
        - ESL/pull-out
    - **Alternative Methods** *(optional)*
        - Yes
        - No *(default)*
6. Leave each of the other columns as is. Only update the last five columns.
7. Once you have updated the spreadsheet with next year placement information, save the file as a CSV.
    - You can download the spreadsheet as a CSV in Google Sheets by going to **File** > **Download** > **Comma Separate Values (.csv)**.
8. Log in to SameGoal as an administrative user and navigate to **Settings** > **Data Loader**.
9. Select **Other: EB Pending Reclassification** as the **Import Type**.
10. Click **Choose File** and upload the CSV file from your device.
    - The file should be in the correct format as long as you downloaded the results from the **Pending Reclassification** report, used that file to provide updated placement information, and didn't change columns around.
11. Select the **Overwrite manual data** checkbox.
    - This import will update existing **LPAC Annual Review** documents to include a new **Decision** section with updated placement information. However, by default, the Data Loader tool does not overwrite manually entered data. If you choose to overwrite manually entered data, in addition to including a new **Decision** section, it will also replace test score information. This is helpful because test score information in the document is likely from before the end of the school year, and test score information in the import should be up to

date if recent test scores were bulk loaded prior to running the **Pending Reclassification** report.

12. Before starting the import, click the blue **Preview** button. If there are any errors that will cause the import to fail or warnings that will cause specific lines in the import to fail, you will see an **Errors** or **Warnings** table.
13. Update and fix any issues as necessary. If there are no errors or warnings, you will only see an **Info** table with a summary of the changes to be made.
    - You may need to make updates to the file, save your changes, and re-upload the updated file on the **Data Loader** page.
14. Click **Start Import**.

When the import runs, it will update the associated **LPAC Annual Review** documents by:

- Adding an amendment table on the cover page with the import date and a note that says “Reclassification decision entered via bulk update”.
- Replacing test score information with updated test score information generated in the report (if **Overwrite manual data** was checked before the import was started).
- Adding a new **Decision** section that is populated with new placement decision information and a note that says “Reclassification decision entered via bulk update”.

Tip After the data loader import has finished, deadlines and program enrollment information will be updated accordingly, but it can take up to several hours to see this change. Changes to the documents themselves can be seen immediately.