

Frequently Asked Questions (FAQs)

This document includes frequently asked questions about the requirements for districts to set up Ellevation as a Multilingual Learner Program Data Management System as required by the South Carolina Department of Education.

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1. What is Ellevation?

Ellevation has been selected by the SCDE as the statewide Multilingual Learner Program Data Management System for South Carolina School Districts.

Ellevation is a mission-driven organization, dedicated to helping MLs achieve their highest aspirations. We partner with school district administrators, teachers, and students across the United States, who use our products to manage complex program requirements, build the capacity of teachers to serve multilingual learners, and empower students with the academic language necessary for success in school. Ellevation's ML product suite goes beyond compliance, impacting instruction in every classroom.

As part of the statewide Multilingual Learner Program Data Management System all South Carolina School districts will have access to both the Ellevation Platform and Ellevation Strategies tools.

Ellevation Platform. The Ellevation Platform is a ML program management platform that ensures key ML student data and program information are in one convenient place for specialists and teachers and makes it easy for educators to create and manage ILAPs, generate federally mandated parent notification letters in 40 languages, support critical meeting and monitoring processes, enable accurate reporting, and facilitate instructional planning for multilingual students.

Ellevation Strategies. Ellevation Strategies is a transformational product providing sustained, job-embedded professional development through online professional learning modules that helps every educator develop the capacity to support MLs in their language acquisition and content mastery.

2. What is the timeline for setting up this integration?

The deadline for setting up file exports and signing up for ML Coordinator training is on **October 4th, 2022.**

3. What data is needed to set up Ellevation in my district?

Ellevation requires file exports to be sent from PowerSchool containing student demographic, staff, and schedule information to operate. The Student Demographics file is used to add students to Ellevation and update their profiles. The Student Course Schedules file populates students' course schedules in Ellevation and is used to associate educators with their students. The Staff Roster file is used to associate educators with their schools in Ellevation and to create a list of staff that can become Ellevation users via invitation from an administrator or through self-registration. The required data needed to support Ellevation is listed in the [File Specification Document](#).

4. How do we upload data files to Ellevation?

Ellevation will provide districts with credentials via TeamsID, a business password manager, to connect to our SFTP server. Our SFTP server supports both manual and

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automated imports. All files are evaluated to ensure they meet our minimum file format requirements before they are imported into Ellevation. When your district is ready to send files, reach out to suzyh@ellevationeducation.com to receive your district's SFTP credentials.

*Note: In order to maintain FERPA compliance, **please do not** send data files to Ellevation via the Help Desk or email.*

5. How do I get SFTP credentials for my district?

When your district is ready to send files, reach out to suzyh@ellevationeducation.com to receive your district's SFTP credentials.

6. Do headers in the file need to match the field names specified in this documentation?

No, headers in your files do not need to match the field names specified in this documentation. Please provide definitions for non-intuitive header names (e.g. "stu.nl" = "native language").

Headers should be included in the first row of the file. If this is not possible due to limitations of your data export software, a second file must be provided with a list of headers in the same order as their corresponding values in the data file.

7. Do headers in the file need to match the order specified in this documentation?

No, headers in your files do not need to match the order specified in this documentation.

8. What is the preferred file format?

Comma-separated values files (.csv) with values wrapped in double-quotation marks are preferred. Tab-delimited files (.txt) and Excel files (.xls or .xlsx) are also acceptable.

*Note: Fixed width files **are not supported** with the exception of official ELP assessment or standardized assessment files.*

9. What is the preferred file naming convention?

Please include the data type in your file names (e.g. "student-demographics.csv").

10. I Need More Help Setting up File Exports

After reviewing the [file specifications](#), if you have specific questions or need additional support setting up the required file exports reach out to suzyh@ellevationeducation.com

11. How can I use Ellevation to effectively support my students?

ML Directors and ML Coordinators will need to sign up for a data validation webinar session and in-person training session. These sessions will set up ML teams to be able to use Ellevation to effectively support students in their district. Session sign ups can be found in the [official announcement memo](#)

12. Where can I find the Privacy Policy for the Ellevation Platform?

The Privacy Policy can be found on the [Privacy Page](#) on the [Ellevation Education Website](#).

13. Is there additional data that I can send?

The necessary data to be exported from PowerSchool is located in the [File Specification Document](#). If there are any additions or necessary changes to the file exports from PowerSchool, districts will be notified. Otherwise there is some additional data that lives outside of PowerSchool that districts will want to include within Ellevation including ELP Test Scores and Standardized Test Scores. These scores often do not live within PowerSchool and instead districts will usually opt to send the full state or vendor file to the SFTP server.

14. Where can I ask additional questions?

If you have additional Ellevation specific set up questions contact Suzy Hall at suzyh@ellevationeducation.com.