

Did my school receive ESOL funding in the last ESOL funding period?

YES

NO

Do you have your current Status List?

NO

YES

Ask your school's Secure Data Portal User to download the Status List.

Get started with your application.

Download the ESOL funding **application form for new students** from the ESOL website.

Enter **school information and your contact details** on the first tab.

Enter and save students' details and ELLP assessment scores **into the appropriate tabs:**

- New NZ-born
- New migrants
- New former refugees

To continue the funding for existing ELLs: Go to the **"Status List"** tab and enter each student's updated ELLP scores for listening, speaking, reading and writing.

To discontinue the funding: Enter the funding ceased code in the "Reason Ceased Code" field on your Status List. Funding ceased codes are available on the first tab **"Funding Instructions"**.

For corrections and changes: Record any corrections or changes to the Status List tab in the "Comments" field.

Do you have new ELLs?

YES

NO

Save the completed application on your computer/desktop and share it with your Secure Data Portal User.

Ask you school's Secure Data Portal User to **upload (submit)** the completed application form in Excel format.

Process complete

NEW STUDENTS

STUDENTS ON MY STATUS LIST

