



Memorandum

From the Office of Curriculum and Instruction

Stafford Public Schools

Date: September 6, 2022
To: All School Secretaries
All School Administrators
From: Steven Autieri, Director of Curriculum & Instruction
CC: Steven Moccio, Superintendent of Schools
Kathie Gabrielson, Director of Pupil Services
Emily Wallach, District Registrar
Maura Martinez, EL Teacher
Re: English Language Learner Placement Procedures

As schools begin to process new student registrations for the 2022-2023 school year, specific procedures and guidelines have been established by the Connecticut State Department of Education for the identification and screening of students designated as English Learners. The U.S. Department of Education, Office of Civil Rights and Connecticut state law, require school districts to collect information about a student's language background at the time of enrollment/registration in order to determine whether the student is a potential English learner or is someone who potentially may need English language assistance services. Connecticut has chosen to use the **Home Language Survey** to gather this information. The Home Language Survey (HLS) is available in languages other than English and can be provided based on family request. If the parent or guardian is not able to access the written HLS, the HLS can be administered orally.

As per the CT Home Language Survey guidelines, if any of the responses indicate a language other than English, the HLS should automatically go to the Office of Curriculum & Instruction for making the determination of potential eligibility (e.g., district EL coordinator/director). The EL coordinator will determine the next steps which will include a screening assessment. **FOR ANY STUDENT REGISTERING PRIOR TO THE START OF THE ACADEMIC YEAR, THESE FORMS MUST BE RECEIVED IN THE CURRICULUM OFFICE WITHIN THE FIRST 30 DAYS OF THE SCHOOL YEAR.** If a student transfers from another CT school district, they should have already received administration of the HLS. The HLS is only administered **one time** in a student's academic career and does not need to be administered again.

All families requesting language accessibility services such as document translation or interpreters for parent meetings, are required to be provided those services by the school district. Please contact the Office of Curriculum & Instruction for translation services for parent conferences and other school events.

Please see the attached Stafford Public Schools EL Identification flowchart for specific steps utilized in the identification process. All students identified as learners of the English language will be provided in classroom and pull-out support to support second language acquisition as students in Stafford. **All schools will need to submit a formal EL Success Plan to the Curriculum Office no later than October 1, 2022.**

Should you have any questions, or require any additional information or forms, please do not hesitate to contact the Curriculum Office.

SPS IDENTIFICATION PROTOCOL

