

ELL Plan Dev (District ELL Plan)

2012-2015

SECTION 1: IDENTIFICATION [Rule [6A-6.0902](#), FAC]

Enrollment Procedures and Administration of the Home Language Survey

Describe the district's procedures to register English Language Learners (ELLs), including the following questions:

How is the Home Language Survey (HLS) administered? (Max length 2000)

Upon students registering for school, a Home Language Survey is included in the registration packet, which the parent fills out while at the school. Each school does their own registration.

During the school year, guidance counselors are responsible for the enrollment process and during the summer months when guidance counselors are on summer break, the registrar at each school becomes responsible for the enrollment process. This process is ongoing as students move into the district throughout the year.

The computer operator at each school processes the Home Language Survey and checks for those surveys that have "yes" checked for questions 1, 2, and/or 3. If any of those questions are checked "yes," the computer operator flags the student in the computer as LP and notifies the guidance counselor of that particular student who will need to be screened for possible ELL services.

How do district procedures compare to those followed for non-ELLs? (Max length 2000)

Registration procedures are common for all students and are conducted at each school site. Guidance counselors are responsible for coordinating student registration.

Is the HLS translated into other languages?

Yes

If answered "yes," list languages. (Max length 2000)

The Home Language Survey is translated into the following languages: Arabic, Chinese, Hmong, Japanese, Korean, Russian, Spanish, and Vietnamese.

How does the district assist parents and students who do not speak English? (Max length 2000)

Provisions to communicate in the home language of parents and students will be implemented as needed through the use of school personnel and professional translation services in the district,

whenever feasible, and as per state requirements.

It is asked on the HLS in which language the parent would prefer to receive communication in.

Student demographic data is gathered at the time of registration and is entered into the student database either by the registrar or the computer operator at each school.

If a professional translation service is needed, schools will contact the District ESOL contact person in order to procure a translator.

Otherwise, school-based personnel are utilized, whenever feasible, to assist parents with the enrollment process.
