

4 STEPS TO IDENTIFYING ENGLISH LEARNERS

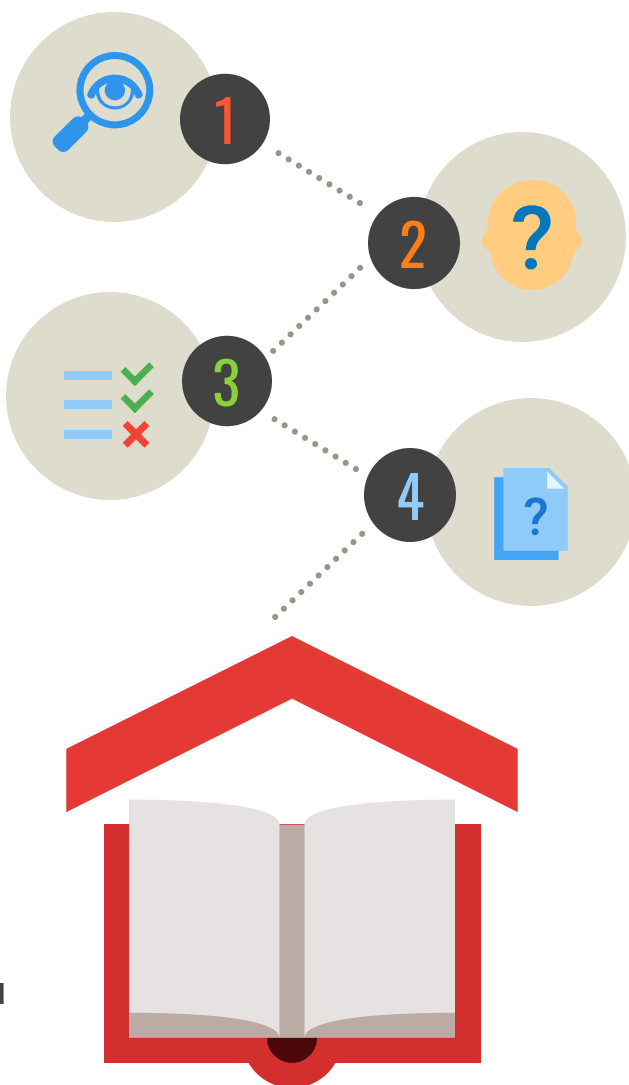
The Elementary and Secondary Education Act (ESEA) of 1965 was enacted to ensure equitable educational opportunity by providing additional resources to the most vulnerable students. With that, schools are required to identify English Learners within 30 days of the start of the school year or 10 days if enrolled after the start of the school year.

1. Look at the Home Language Survey (HLS)

Is any language other than English spoken at home? Do the parents or students need a translator? If NO, proceed enrollment as normal. If YES, proceed to Step 2. (File HLS in the student's cumulative folder).

3. Assess student for English Proficiency

Based on data from the LAS Links screener, is the student Proficient in English? If YES, file screener results in student's cumulative folder. If NO, begin Identification documentation (TransAct), conduct a Parent Meeting, and notify Director of ELs. **Identify student in SAM and proceed to Step 4.**



2. Has the student been previously identified as EL?

If student is transferring in, look at previous school's documents and ask the parents if the student has been previously identified. If transfer from out of state or new to the country, proceed to Step 3.

4. Is student an Immigrant?

- a. Is the student between the ages of 3 - 21?
 - b. Was the student born outside of the United States?
 - c. Has the student been in the U.S. less than 3 years?
- If YES to all three, identify student in SAM and notify Director of ELs.**

