In-Compliance Referral and Testing of English Learners

ASSESSMENT CENTER

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Home Language, English Language Proficiency

Topics covered in today's training:

- Home Language Survey (HLS)

- English Proficiency Status

- Data Entry and Research Tools

Do you refer for testing???
QUIZ

- When the HLS Questions 1-3 have another language?

- When Q 1-3 have English and another language?

- When Q 1-3 has English and Q4 has another language?

- Yes

- Yes

- Yes

Home Language, English Language Proficiency

- The HLS and English proficiency testing are required by state law (Calif. Ed. Code 52164.1a).

- Within 2 days of enrollment, schools must ensure:

  - Completion of the HLS

  - Referrals to RUSD Assessment Center (AC)

Here are the steps to follow:

1. HLS must be completed for each student enrolling.

   - It only need be completed one time in a California public school.

   - Parents/guardians must answer each of the 4 questions, sign/date the form.

   - DO NOT COACH PARENTS ON HOW TO ANSWER THE QUESTIONS.

   - Any cross outs require the completion of a new HLS.

Home Language Survey

Riverside Unified School District
Distrito escolar unificado de Riverside

Dept. Research, Assessment, and Evaluation
Departamento de investigación, asesoramiento y evaluación

RUSD
Innovation in Education
Inovación en la educación

Home Language Survey/Encuesta de lengua materna

Instructions for parents/guardians: The California Education Code contains legal requirements which direct schools to determine the language(s) spoken in the home of each student. This information is essential in order for the school to provide adequate instructional programs and services. As parents or guardians, your cooperation is requested in complying with this legal requirement. Please respond to each of the four questions listed below as accurately as possible. For each question, write the name(s) of the language(s) that apply in the space provided. Please do not leave any question unanswered.

Instrucciones para padres y tutores: El Código de Educación de California contiene requisitos legales que guían a las escuelas para determinar el idioma o idiomas que se hablan en el hogar de cada estudiante. Esta información es esencial para que las escuelas puedan ofrecer los programas y servicios educativos adecuados. Como padre o tutor, su cooperación es necesaria para cumplir con este requisito legal. Responda a cada una de las cuatro preguntas siguientes de la forma más precisa posible. Para cada pregunta, escriba el nombre(s) del idioma(s) que corresponde en el espacio suministrado. Por favor, responda todas las preguntas.

Student :_____
Alumno   Last Name *(Apellido)*   First Name *(Primero)*   Middle *(Segundo)*   Grade *(Grado)*   Age *(Edad)*

Student's Address *(Domicilio)*   Apt. #   City *(Ciudad)*   State *(Estado)*   Zip *(Área postal)*   Home Phone *(Teléfono)*

Birth Date *Fecha de nacimiento*   *Date first enrolled in a U.S. School
Fecha de entrada a su primer escuela en EE.UU.*   *Student's Country of Birth (País de nacimiento)*

1._____
Name of Previous School, District Attended   City, State *(Ciudad, Estado)*

2._____
Name of Previous School, District Attended   City, State *(Ciudad, Estado)*

Please read and answer each question carefully to assist the school in planning the most appropriate educational program for your child:
Es necesario que por favor lea y conteste las siguientes preguntas cuidadosamente para que su respuesta ayude a la escuela en planificar el programa educativo más apropiado para su hijo(a):

1. **Which language did your child learn when he or she first began to speak?**
   Cuando su hijo(a) empezo a hablar ¿cuál idioma aprendió primero?   _____

2. **Which language does your child use most frequently at home?**
   ¿Cuál idioma usa principalmente su hijo(a) cuando conversa en la casa?   _____

3. **Which language do you use most frequently to speak to your child?**
   ¿Cuál idioma usa Ud. con mas frequencia cuando habla con su hijo(a)?   _____

4. **Name the language spoken most often by the adults at home?**
   ¿Cuál idioma hablan los adultos con más frecuencia en la casa?   _____

Would you like to have school correspondence sent home to you translated in your home language?
¿Le gustaría recibir correspondencia de la escuela traducido al idioma del hogar? __Yes(SI) __No (No)

X_____ /_____
Signature of Parent/Guardian *(Firma del Padre/tutor)* / Date *(Fecha)*

_____
Printed name of Parent/Guardian *(Nombre escrito del Padre/tutor)*

3. For a student verified as new to California public schools (K-12):

a. If the student has a language other than English for any of the HLS questions (even if in combination with English), go to **Step 4**.

   ▪ This is also a requirement for foreign exchange students who have a language other than English.

b. If the student has "English" as the only answer to all 4 language questions, follow **Steps 4 - 6**.

4. Contact the Assessment Center in these cases:

a. A language "other than English," or in addition to English appears on lines 1, 2, 3, or 4 of the home language survey

b. The student is found, in CALPADS, to have an "Acquisition Code" of EL, I-FEP or R-FEP

c. The student is an English Learner (EL) student returning to RUSD

d. A discrepancy exists between the language on the HLS and the primary language code in CALPADS

5. FAX or scan the completed RUSD Enrollment Form **and** HLS to the Assessment Center (FAX 951-274-4205 outside, or ext. 80881 internal) so the Assessment Center can set an appointment.

a.   The school site is responsible for informing the parent/guardian of the appointment information.

   i.   Use the most current AC Appointment Letter available on the Assessment Center "Power Learning" class.
   ii. Provide a CELDT brochure to the parent (English on Pages 9-10, Spanish on Page 11-12).

b.   At the Assessment Center, the student takes the state's English proficiency test and an assessment in the primary language.

   ▪ Results notification is provided to the site and parent/guardian.

Data Entry By Assessment Center

e. The site populates the CA School Entry Date for all newly-enrolling English-Only (EO) or American Sign Language students.

CA School

f. Assessment Center populates Language Fluency, EL Levels, all other data in Language Assessment.

7. The HLS asks in which language parent/guardian would like to have school-related correspondence sent. That language should be entered in the Correspondence Language ("CorrLng") field in the Student Demographics table.

CorrLng

6. DATA ENTRY BY SCHOOL SITES

- Unless previously populated, the site populates the answers to all four home language questions in the Language Assessment table, "Home Language Survey" area.

Home Language Survey			
First	Primary	at Home	by Adults
Q1	Q3	Q3	Q3

- Place the original HLS in the student's permanent record.

  c. If already populated, **do not** change the language codes.

  d. If the HLS has another language in combination with English for any of the answers (no matter its order on the answer line), the language other than English is populated.

  ▪ Population of the 4 home language questions is mandatory for all newly enrolling students including English-only students.

FOREIGN-BORN STUDENTS

For students born in foreign countries (does not include Puerto Rico or U.S. territories), two pieces of data are required for school sites to enter:

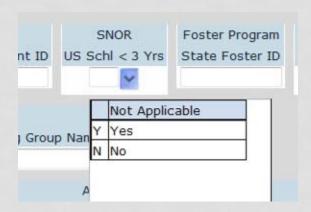1. U.S. School Entry Date in the Language Assessment Page.

   US School

2. The SNOR field in the Secondary Student Data table.

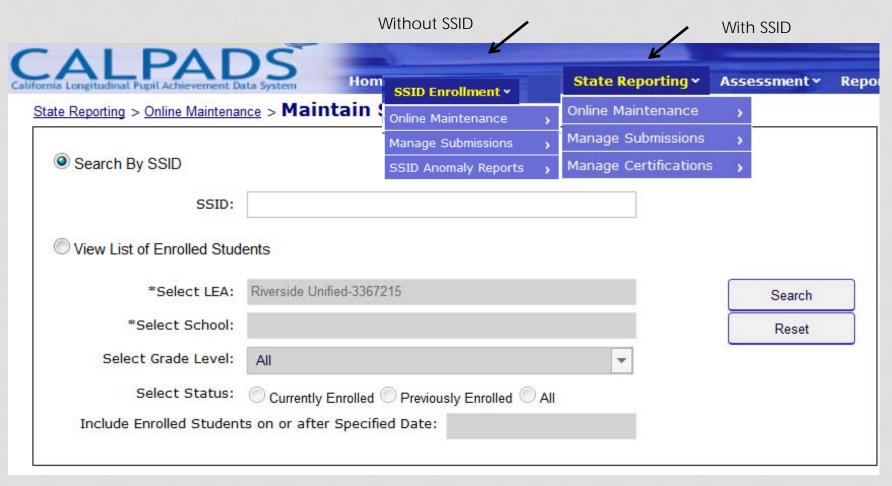The data is available in CALPADS if the student was previously in a California public school

Demographics History

Legal Last Name	Legal First Name	Legal Middle Name	Suffix	Gender	Birth Date	Language	Birth Country	Birth State	Birth City	Student Initial School Enrollment Date	Enrolled in US School Less than 3 Cumulative Years Indicator	Birth Country Special Circumstance Indicator
				M		01	US	US-CA	Colton	8/25/2014		

2. If a foreign-born students has been in U.S. schools < 3 years from U.S. school enter date, then SNOR field is set to "Y." If > than 3 years, it is set to "N."

The default is blank and should stay blank for students born in the U.S., born in U.S. territories/Puerto Rico, or are U.S. citizens born abroad.

2. Research the Student English Language Acquisition (SELA) status information in CALPADS if the student has ever attended a California public school.

After the "Maintain Student Information" screen opens, click on "Student English Language Acquisition."

Selected Student Details

Student	Local ID	SSID	Gender	Birth Date	Language	Grade Level	Enrollment
Parga, Maximilian	446565		M		01	07	8/22/2

- Student Enrollment
- Student Information
    - Demographics
    - Address

- Student English Language Acquisition
- Student Program
- Student Course Section
- Student Career Technical Education
- Student Discipline
- Student Waivers

For a previous or current California public school student, there will be a Student English Language Acquisition (SELA) History.

The "Acquisition Code" indicates the SELA status. "Status Date" is related to the SELA status. The "Effective Start Date" is related to the first day of enrollment

For "English Only (EO)" use the "Status Date" as the CA School Entry in Aeries' Language Assessment table.

Contact the Assessment Center If a student has any of below :
- English Learner-EL
- Reclassified Fluent English Proficient-RFEP
- Initial Fluent English Proficient-IFEP
- To Be Determined-TBD (if HLS shows a language other than English)