

# ***Transfer Students from Another Indiana School Corporation (at any point in their education)***

1. Check the student's cumulative folder for the original HLS
- OR
2. If the original HLS cannot be located, call the student's previous school to obtain the original HLS.

## **Original HLS Indicates a Language Other Than English**

The previous Indiana school was required to have already administered the English language proficiency placement assessment. Check the cumulative folder for the assessment results. \* A copy of the original HLS should be placed in

## **HLS Indicates All English**

The student should not be given the English language proficiency placement Assessment and nothing further should be done. Report as FEP until graduation on DOE-LM.

*\*A copy of the original HLS should be placed in the student's cumulative folder*

## **Student Scored as limited English proficient**

Student does not score proficient on the Placement Test, the student is considered Limited English Proficient (LEP), must begin receiving federally required English language development, and will be annually assessed. Check for annual assessment scores, if available.

## **Student Scored proficient on Placement Test**

If student scores proficient on the Placement Test, nothing further should be done. The student is not considered LEP. Report as FEP until graduation on DOE-LM

## **Student Identified as LEP**

An ILP should be created for any student that has been identified as LEP. The ILP needs to document accommodations or strategies that the student is able to use both in the classroom and on state assessments.

1. If original HLS cannot be obtained from student's previous school, administer a new HLS to the student. Documentation must be kept indicating the dates and times calls were made to the student's previous school in order to obtain the original HLS.

2. Students identified as Limited English Proficient will be annually assessed until they score as fluent English proficient (FEP).