

Initial Enrollment (i.e. KDG Students) and Out of State Transfer Students

Initial Home Language Survey

A Home Language Survey should be provided to parents for completion, ensuring that the purpose of the HLS is clearly explained.

HLS Indicates a Language Other Than English

The student should be administered the Placement Test to determine English proficiency
**If the student is coming from a WIDA consortium member state, check to see if the student has current ACCESS or W-APT scores*

HLS Indicates All English

The student should not be given the 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 a limited English proficient on Placement Test

If student scores as limited English proficient on the Placement Test, the student is considered Limited English Proficient (LEP) and must begin receiving federally required English language development and will be annually assessed.

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 should document accommodations or strategies that the student is able to use both in the classroom and on state assessments.