



Department of Special Programs
Tomball ISD Home Language Survey Correction Protocol

If a parent believes they made an error when completing the Home Language Survey, they may request a correction, in writing, only if;

- 1.) their child has not yet been assessed for English proficiency; **and**
- 2.) their written correction request is made within two calendar weeks of the child's enrollment date.

Steps to Correcting a Home Language Survey per Parent Request

- Registrar will ensure the request has been made within two calendar weeks of student's enrollment.
- Registrar will contact ESL and/or Bilingual Specialist on campus to verify the student has not been assessed for English Proficiency.
- Attach written parent request to **original** Home Language Survey. See example below.
- Using blue ink, registrar will make corrections to the **original** Home Language Survey. See example below.
- Registrar will initial and date the corrections on the **original** Home Language Survey. See example below.
- Registrar will write a short notification that the Home Language Survey has an attachment. See example below.
- Registrar will update e-School to reflect the changes on the home language survey.

NOTE: PLEASE INDICATE ONLY ONE LANGUAGE PER RESPONSE.

1. What language is spoken in the child's home **most of the time**? English Spanish SDB

2. What language does the child speak **most of the time**? English

John Doe
Signature of Parent/Guardian

8/21/2018
Date

8/31/18-Please see attached parent request.
Date of HLS change.

John Doe
Signature of Student if Grades 9-12

8/21/2018
Date

Requested change of language

Registrar's initials

Notification that HLS has an attachment.

NOTE: If you believe you made an error when completing this Home Language Survey, you may request a correction, in writing, only if: 1) your child has not yet been assessed for English proficiency, and 2) your written correction request is made within two calendar weeks of your child's enrollment date.