



English Learner In-take Procedures at Non-ESOL Schools

Enrollment and Referral to the International Welcome Center (IWC)

- Welcome **all** students and their parents regardless of their language background, ethnicity, national origin or immigrant status.
- Check proof of residency and **assist with infosnap registration processes**.
- Accept any **one** of the following documents to secure student name and date of birth: passport, birth certificate, national ID card **or** other official document.

- **For all families enrolling in U.S. schools for the first time**, administer Home Language Survey (HLS).
- If the HLS indicates a language other than English for any of the first 3 questions, refer the family to the IWC for English proficiency testing and ESOL program placement after infosnap registration.

- **For students transferring from another U.S. school, do not administer a new Home Language Survey;** interview the family:
 - Does the child speak a language other than English at home?
 - Has the child ever been served by an ESOL program?
- If the family does not have an English-speaking interpreter with them and communicating is difficult due to a language barrier, refer them to the IWC for assistance. Telephone interpretation services are available in certain cases. Contact the IWC by phone at (803)-212-1475.
- If the parent states that the child speaks a language other than English or was served by ESOL at a previous U.S. school, refer the family to the IWC for English proficiency testing and ESOL program placement.
- Submit a records request to the previous school for the HLS on file there along with other documents. When you receive the transfer HLS, check for languages other than English to determine if the student needs to be referred to the IWC.

International Welcome Center

2612 Covenant Rd.
Columbia, SC 29206

We are located in the lower level of the
Adult Education Center.

Hours: 8:00 a.m. -12:00 p.m.

Phone: (803)-212-1475

Fax: (803)-252-2951



Things to Remember:

- English learners (ELs) at non-ESOL schools, must have up-to-date waivers (signed annually) on file within 10 days of enrollment; otherwise, they will be referred to the ESOL center serving their zone.
- Waived ELs must be coded 'W' in PowerSchool (after the waiver is signed and faxed to the IWC).
- Non-ESOL schools have certified ESOL Contacts in place to monitor ELs in their school.
- IWC staff will send an ESOL Blue Folder with EL identification documents to be maintained by the ESOL contact as part of the student's permanent record.

**EL identification documents must be on file and ESOL services provided within
10 days of enrollment (30 days at the start of a school year).**