



## Notification of Enrollment Procedures and Services for Multilingual Learners

Dear Parent/Guardian:

Richland County School District One is committed to providing a quality education for ***all*** students. Those students with a home language other than English have equal access to all district programs and services. They receive appropriate academic instruction in line with school-board policy and the district's mission and vision.

Richland One does not deny a student enrollment due to the lack of proof of immigration status. The following documents are required for enrollment in a Richland One school:

- A birth certificate, or other proof of identification and guardianship,
- Written proof of residency,
- The Department of Health and Environmental Control Immunization Form, AND
- A South Carolina Home Language Survey (HLS).

**You are receiving this letter because our records indicate that a language other than English has influenced your child's language learning. Based on this information, the ESOL Program (English to speakers of other languages) may administer an English language assessment and recommend an instructional program for your child.**

The following is an outline of the enrollment process and additional services Richland One offers families who indicate a language other than English on the HLS:

**Home Language Survey:** Upon enrolling for the first time in any U.S. school (this includes all children enrolling in kindergarten), all students (or parent/guardian) must respond to a home language survey. If you are transferring your child into Richland One from another South Carolina school district, this document will be requested from the previous district.

**Language Assessment:** If the HLS indicates that a language other than English has influenced your child's language learning, students new to U.S. schools may be given an English language proficiency assessment, which may identify the student as a Multilingual Learner (ML) and eligible for ESOL services. The ESOL Program may identify the English proficiency of a student based on transfer documents/ test scores and may not administer a new assessment.

**Program Placement:** Based on ESOL eligibility and English proficiency level, the ESOL Program will place students in an appropriate educational program, which may include accommodations to content instruction. Students may additionally qualify for English language development support through the ESOL Program. Students identified as not eligible for ESOL services will receive content instruction only. The ESOL Program may monitor certain students for a period of up to four years and not provide direct ESOL services.

**Parent Notification:** Richland County School District One strives to provide parents with letters, notifications, and school information in a language they understand to ensure informed parental consent and meaningful access to the educational program. Parents of ESOL-eligible MLs will receive annual updates about the English progress of their children until the point at which their child's English proficiency reaches a level determined by the state of South Carolina to be re-designated as "exited/ monitored."

**ESOL Monitoring:** Exited/ monitored students will be classified as such for a period of four years during which the ESOL program will monitor their school performance. All MLs who qualify for ESOL services will also have their performance in content courses monitored. Following four years of exited/ monitored status, students are designated as "Former English Learner (EL)" for the remainder of their time in U.S. schools.

**Support of Families:** The Richland One ESOL Program is available to provide information and support for families of children from non-English backgrounds in a variety of areas- including-

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|----------------------------------|----------------------------------|-------------------------------|
| • Parent-School Involvement      | • Literacy and School Curriculum | • Supporting Teachers at Home |
| • College and Career Preparation | • State and Local Testing        | • Community Resources         |

Parents and guardians have the right to express opinions and voice concerns about any educational services their children receive; for this or to find out how you can be better involved in your child's education, please contact the International Welcome Center at (803) 212-1475 or [esol@richlandone.org](mailto:esol@richlandone.org).

Parent/Guardian Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_