



Notification of Enrollment Procedures and Services for English Learners

Dear Parent/Guardian:

Richland County School District One is committed to providing a quality education for *all* students. Those students with a heritage or home language other than English have equal access to all district programs and services and are provided with 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:

- The Department of Health and Environmental Control Immunization Form
- A birth certificate, or other proof of name and age, and
- Written proof of residency.

You are receiving this letter because our records indicate that a language other than English is spoken in your home. Based on this information, a language assessment may be administered and an instructional program will be recommended for your child. The following is an outline of the enrollment process and additional services Richland One offers families like yours.

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 an outside school district, this document will be requested from the previous district.

Language Assessment: If the survey indicates that a language other than English is spoken at home, students new to U.S. schools will be given an English language assessment which will either identify them as an “English learner (EL)” or as “bi-lingual/ English proficient”. Transferring students will have EL identification documents requested from their previous school and will not be given an English language assessment.

Program Placement: Based on EL identification, students will be placed in an appropriate educational program and provided with accommodations and modifications to mainstream instruction. Students may additionally qualify for various levels of support through the English for Speakers of Other Language (ESOL) Program. Students identified as “bilingual/ English proficient” will receive mainstream instruction only. Newly enrolling kindergarteners cannot qualify immediately as “bilingual/ English proficient;” rather, they will be monitored by the ESOL program for a period of four years before receiving this designation.

Parent Notification: Parents will receive letters, notifications, and school information in a language they understand (unless clearly not feasible) to ensure informed parental consent and meaningful access to the educational program. Parents of ELs 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 ELs who qualify for ESOL services will also have their performance in mainstream academics monitored. Following four years of exited/ monitored status, students are designated as “bi-lingual/ English proficient” 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-

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

As parents, you have the right to express opinions and voice concerns about any educational services your child is receiving; for this or to find out how you can be better involved in your child’s education, please contact Xenia Nation at (803) 212-1475 or xenia.nation@richlandone.org.

Parent/Guardian Name: _____ Student Name: _____

Signature of Parent/Guardian: _____ Date: _____