

## **TOOL 2: IDENTIFYING ENGLISH LEARNERS**

Schools must have a process in place to ensure that all potential EL students are identified and assessed within 30 days of the start of the school year.

How to Identify Potential EL Students: Administer Home Language Survey (HLS) to all enrolling students

- Schools should clearly communicate the purpose and use of the HLS.
  - Let families know that the HLS is used solely to offer appropriate educational services, not for determining legal status or for immigration purposes.
  - Let families know that if their child is identified as needing EL services, they may decline those services.
- The HLS should be translated into home languages of students/parents.
- Qualified oral interpreters should be available when needed to help families complete the HLS.
- There should be standard and uniform procedures for administering and interpreting the HLS results.
  - Procedures should describe who is responsible for administering the HLS, how it is to be done, and in what forms it should be administered (i.e., orally, written, in English, or in a home language translation).
  - Procedures should describe how staff are trained to administer the HLS and how often refresher trainings will occur.
  - Procedures should provide specific guidelines for interpreting HLS responses (for example, what responses trigger an assessment; what happens if responses are unclear or contradictory, etc.).
  - Procedures should include methods to record results in student's records and to record translation/interpretation needs of the parents in the student information system.
- The Home Language Survey should include the following questions:
  - Is a language other than English used in the home?
  - Was the student's first language a language other than English?
  - Does the student frequently speak a language other than English?