

## English Language Learners (ELL) Enrollment/Identification Procedures

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When students are enrolling it is important that we identify any students who have Limited English Proficiency (LEP) skills. In order to identify and provide support for these students the following enrollment and identification procedures should be followed:

- 1) Enrollment card is completed by student's parent(s).
- 2) Principal will designate staff to review enrollment cards for primary language indicated.
- 3) All new enrollees to the district must complete a Home Language Survey indicating primary language used in the home.
- 4) If a language other than English is noted on the Home Language Survey, a copy of the completed Home Language Survey is sent to the local ELL Coordinator **within two (2) weeks of enrollment.**
- 5) Coordinator of Pupil Support will review Survey(s), compile list of students requiring English proficiency screening, and notify district ELL instructor. Screening will be administered by district designee (i.e. ELL teacher, counselor) using state approved screening tool. Screening should take place within thirty (30) days of enrollment or identification for LEP.
- 6) Screening results reviewed by the Coordinator of Pupil Support and ELL teachers. ELL teacher will share results with regular education teacher, and building principal. If the student meets criteria for LEP assistance, parents will be notified by letter or phone call within two (2) weeks.
- 7) Parent(s) must notify district whether they agree to or decline participation in ELL program. If parent(s) decline participation in the ELL program, no further action is taken.
- 8) Upon receipt of parent approval, an Individual Learning Plan will be developed that best suits the level of English proficiency for the student. Input for this plan will be solicited from administrators, teachers, parents and other staff knowledgeable about the student's needs and will be aligned with Missouri English Language Proficiency Standards.
- 9) Building administrator, regular education teacher, ELL teacher and other appropriate staff will meet with the parents to review the screening results and provide information regarding the instructional program including the Individual Learning Plan (ILP).
- 10) The student's progress will be monitored throughout the year by ELL teacher as well as regular education teachers, and parents will be notified of progress on a quarterly basis.
- 11) Student will be assessed annually in the spring for English proficiency progress using the Missouri testing tool and screened in the fall using district screening tool until acceptable level of English proficiency is met and maintained for a period of two (2) years. Individual Learning Plans will be revised in conjunction with student progress.
- 12) Students will continue to receive ELL program assistance until levels of English proficiency, along with progressive classroom assessments, are attained.