

Registration Personnel and Guidance Counselors ESL Training



ENGLISH AS A SECOND LANGUAGE

September 16, 2016

Student Registration Form

Washington County Virginia Public Schools

812 Thompson Drive, Abingdon, VA 24210

*** STUDENT INFORMATION ***

School: _____ Grade Requested: _____ Date: _____ (Male Female)

Legal Name _____

Last First Middle (name please) Name Student Wishes to Be Called _____

Residential Address _____

Street City State Zip _____

Mailing Address (Same as above) _____ Home Phone (_____) _____ Unlisted? _____

County of Residence _____ Birth State _____ Birth Date _____ SSN _____

Birth Country: (USA Other(name) _____ Language spoken to student at home: _____

Please check () if student has not attended school continuously within the US in the past 3 years Exchange Student? (Y N)

Please check all that apply. (Immigrant Migrant (certificate of eligibility required) Refugee Foster (attach form)

Please indicate this student's primary nighttime residence. (Permanent home Doubled-up (living with relatives or friends due to loss of home) Hotel/Motel Shelter Unsheltered (includes campers)

Did student receive any of the following services at a previous school (check all that apply)?

(English as a second Language (ESL) Gifted and Talented Services under an Individualized Education Program (IEP) Other (please specify) _____

- Record Birth Country and Home Language Codes in PowerSchool
- Notify ESL Teacher immediately if Immigrant or Foreign Exchange

Federal Law –Translations if requested

STUDENT HOME LANGUAGE SURVEY

Students' Name _____ Date _____

Grade _____ School _____

Name of Parent/Guardian _____

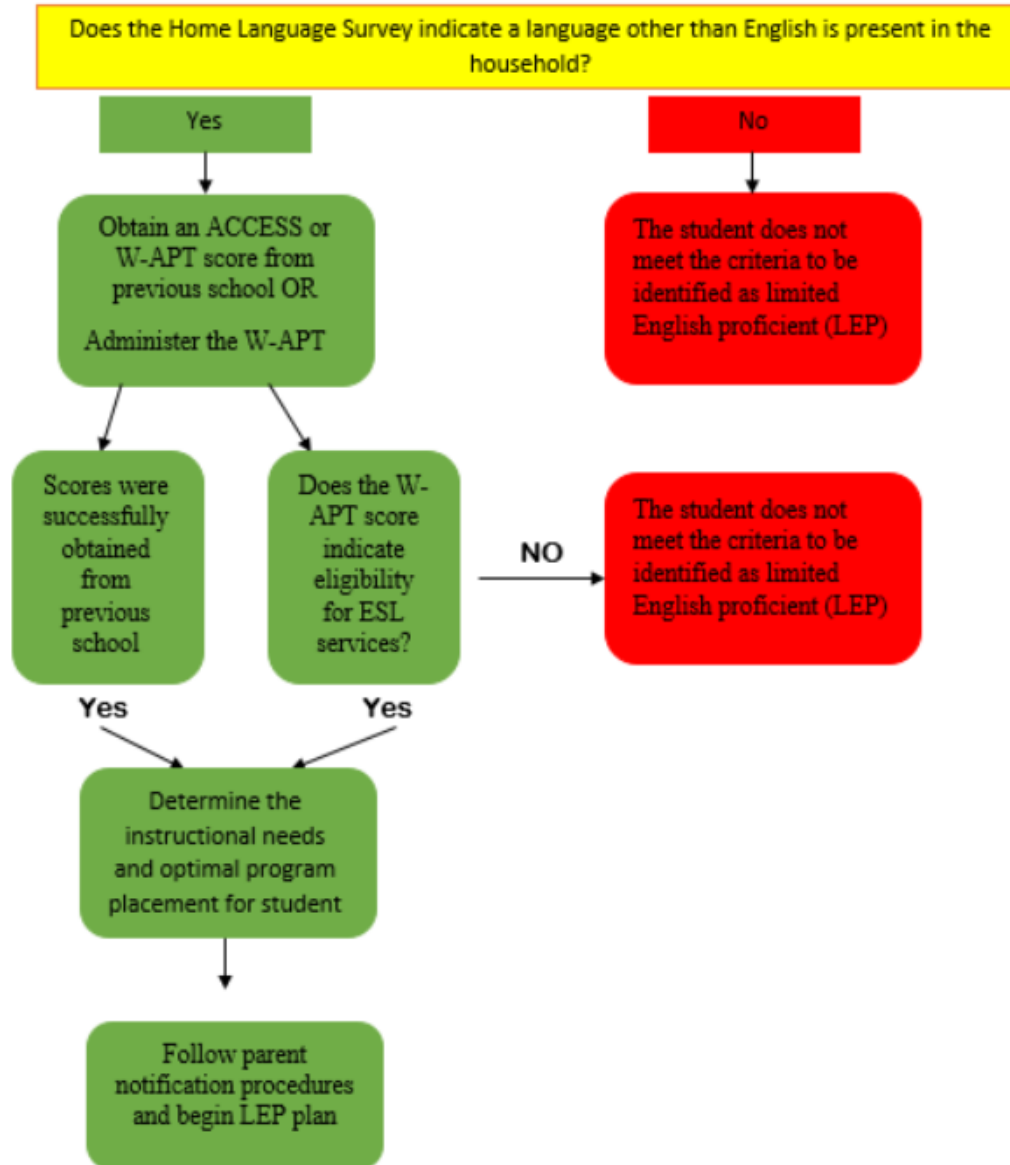
Relationship of Person Completing Survey _____

ASAP--Registrars should notify the school's ESL instructor of any form indicating a language other than English recorded on Home Language Forms

How are students identified for ESL services?

- Identification must take place during the registration process.
- When a student registers in our division a home language survey **MUST** be included in the paperwork
- If a language other than English is indicated on the survey, students **MUST BE GIVEN** the WIDA W-APT screening test **UNLESS**
- Student transfers from another school division in which they have already taken a WIDA language proficiency assessment, those scores are used in place of a screening
- Scores on these assessments are used to determine if a student is eligible for ESL services and accommodations.
- See flowchart handout of the process:

ESL Identification Procedure --Flowchart



ESL Identification Plan -- Handout

Washington County Public Schools ESL Student Identification Plan

Title VI of the Civil Rights Act requires LEP students be identified as part of the enrollment process for all students. All Washington County Public School's principals and registration personnel will be given copies of this ESL Student Identification Plan and adhere to the guidelines listed below. Professional development training will be provided by the Central Office periodically.

STUDENTS NEW TO WCPS

1. Parents/guardians are asked to complete the Home Language Survey (in the Registration Packet) and indicate whether a language other than English is spoken at home and/or that the student was born outside the U.S.
2. School personnel who **manage student registration** information
 - Give a **copy** of the COMPLETED Home Language Survey (HLS) along with a copy of the first page of the Registration form to the ESL teacher assigned to the school. Make sure all information is provided on the forms.
 - Enter home language and birth country in PowerSchool.
 - **Record the date** the HLS and the Registration Form is given to the ESL teacher for student screening. (Registration personnel must either scan and email or personally give a copy of these forms to the ESL teacher **within 3 days of registration in order to meet timelines.**)

Keep a copy of this handout for reference

Registration & Guidance

- Enter student information into PowerSchool, (birth country, home language code).
- ESL teacher will be assigned to screen using W-APT so services can begin.
- Parents must be notified within 10 DAYS of enrollment of the student's ELIGIBILITY FOR ESL SERVICES, regardless if they came from another VA school division.
- Parents of ESL students already identified must be notified within 30 days of the beginning of the school year of eligibility and given a copy of ACCESS scores

Enrolling in Classes & Courses

- ESL students who enroll Preschool thru 8 grade MUST be placed into age/grade appropriate classes
- Foreign Exchange students must be enrolled in Grade appropriate courses
- ESL students who enroll in High School must be placed in courses appropriate for grade, level of language and graduation requirements

ESL-LEP Codes for PowerSchool & SOL Testing

Immigrant Status-Eligible “immigrant children and youth” include those individuals who are aged 3 through 21, who were not born in the United States and who have not been attending one or more schools in any one or more states for **more than three full academic years**.

Formerly LEP- ESL students who have reached level 5 on the composite and literacy either Tier B or Tier C.

- **FLEP must be marked in PowerSchool as a “4” so it will pull into the SDU**

Refused ESL Services-ESL students whose parents have refused services. **Refusal must be marked as “2” in PowerSchool**

Receiving ESL Services— must be marked as a “1” in PowerSchool

SOL Testing Codes

- **SOA Adjustment-LEP:** This field should contain a value of Y if the student is currently classified as LEP and has been enrolled in a Virginia public school for **fewer than 11 semesters**. Students who are in membership for the majority of days in a semester are considered to have been enrolled for that semester.
- **AYP Adjustment-D** (Student Classified as LEP and enrolled in U.S. schools **less than 12 months**). This field should be D for students who are classified as LEP and who have been enrolled in U.S. schools for less than 12 months. This includes LEP students who enrolled in a U.S. school on or after the first day of school in the 2016-2017 school year.
- **AYP Adjustment-C** (Transfer from outside the state): This field should be C if the student was **not enrolled in a Virginia public school on or before September 30** of the school year and **transferred into a Virginia public school after October**.

Federal Law --Translations

Federal law requires schools communicate with parents in a language they understand concerning:

- 1) Disciplinary notices
- 2) Changes in scheduling
- 3) School rules and regulations
- 4) Applications for free and reduced lunch
- 5) Field trip forms
- 6) Health and immunization notices
- 7) Other general information sent to all students.
- 8) Parent conference -- if the parent does not understand English, the school is obligated to provide an approved interpreter with prior notice.

• <https://translate.google.com>

Federal Law – Discipline – Translations

- *An ESL student CANNOT be used to translate DURING A DISCIPLINE MEETING, regardless of the situation.*
- *If a family brings in a family member or friend to help interpret, the district is still responsible for providing an approved interpreter.*

Federal Law – SPED and ELL

- All students who are “dually” identified as SPED and ELL must have BOTH an IEP and a PLEP (ESL student education plan)
- IEP must specify on the PLOP page of the IEP information related to ESL services
- IEPs must list the WIDA Access Information
- IEP Teams must include the ESL teacher

- EL student may be entitled to accommodations on SOL tests --CHECK with the ESL teacher and keep a copy of the PLEP accommodation page

ESL Handbook & Resource Guide



English Language Learners English as Second Language K-12 Resource Guide



Keep a copy for reference