

Procedures for Using the Special Populations Language Dominance Questionnaire

Initial Language Classification of “Unable To Be Classified” Students

Attempt to give the student a formal language assessment test of aural/oral proficiency if the student is at least three years old.

If the student’s verbal skills are too limited in any language to complete a formal language test of aural/oral proficiency, document this on the *Initial Language Classification Assessment Form*. The student’s language classification is “unable to be classified.”

Ask the parent/guardian to respond to the *Parent Information Form for English Language Learners*. This questionnaire is available in Spanish, Haitian-Creole and Portuguese and each language version includes English translations of the items. The questionnaire should be given in the parent’s native language, and must be signed and dated.

The Language Assessor should complete the top portion of the *Special Populations Language Dominance Questionnaire School Form*. Include the student’s name, date of birth, current school placement, grade level, length of time in English-speaking school setting and conditions that prevent formal testing.

Send both the *Special Populations Language Dominance Questionnaire School Form* and the *Parent Information Form for English Language Learners* along with the *Initial Language Classification Assessment Form* to Bilingual/ESOL Department.

The Bilingual/ESOL Department Support Service Team members will review this information, make the recommendation of “Yes” English Language Learner (LY) or “No” (ZZ) and return forms to the school or appropriate location.

A student’s English proficiency should be re-assessed with a formal language assessment test of aural/oral proficiency if his/her verbal skills improve over time.

Language Reclassification of “Unable To Be Classified” ELLs

A school based professional (e.g. speech-language pathologist, ESE/ESOL teacher) will decide if the student has sufficient verbal skills to complete a formal language assessment test of aural/oral proficiency on an annual basis.

If it is possible to obtain a language classification of A₁ - C₂, for the student, proceed with regular language reclassification procedures.