

# SECTION 1

## REGISTRATION AND IDENTIFICATION PROCEDURES

**In this section, you will find information on the following:**

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- Identification and Registration of ELLs
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## SECTION 1

### IDENTIFICATION

#### **META Requirement**

All students who are classified as ELLs are **required** to participate in a program of English for Speakers of Other Languages (ESOL). To comply with the requirements of the *League of United Latin American Citizens (LULAC) et al. v. State Board of Education Consent Decree*, and corresponding Florida State Board of Education rules on ELL services, all schools with students classified as ELLs **must** provide an appropriate ESOL program to meet the specific needs of such students in language learning, academic achievement, and cultural integration. To download a copy of the Florida Consent Decree log on to <http://www.fldoe.org/core/fileparse.php/7582/urlt/Consent-Decree.pdf>.

Students in the ESOL program are required to meet the same curriculum standards as any other student in English/language arts and content area instruction.

#### **Identification and Registration of ELLs**

The Home Language Survey is the first step in identifying a potential ELL, and it must be completed for all students in grades Pre-K through 12 entering a Broward County Public School for the first time. The Home Language Survey includes three questions. The questions are as follows:

1. Is a language other than English used in the home?
2. Does the student have a first language other than English?
3. Does the student most frequently speak a language other than English?

These questions are on the [Student Registration Form](#) completed by a parent or guardian. This form must be made available in the home language when feasible. The translated forms (Haitian Creole, Portuguese, and Spanish) can be found on the district website Form #4709.

The school registrar is encouraged to interview the student informally during the intake process to better ascertain language proficiency.

In order to be in compliance with *META Consent Decree*, all new students, regardless of language or origin, must be registered at their home school.

#### **Prohibited Registration Practices**

A social security card/number is **NOT** required to register a student for school or to qualify for free or reduced breakfast/lunch. Please make sure the school registration form does not list a social security number as a prerequisite for registration. Do not photocopy a student's social security card.

**Do not** ask students or parents for their immigration status; **do not** document any information regarding immigration status; and **do not** ask to see their passports. If they

volunteer the passport, it may be used as proof of age; however, a photocopy of any portion of the passport cannot be made or kept as documentation. A notation can be made on the registration form that the student's age was verified through the passport.

Request and write the student's birthplace on the registration form as part of the registration process.

### **Transient ELLs**

**ELLs who leave the state and/or country** for 90 or more school days, and then return and re-enroll, should be re-assessed for English language proficiency due to an interruption of ESOL services. However, all measures must be taken to honor time in an ESOL program.

The original ENTRY DATE and the DEUSS date on TERMS must **not** be modified. Update the PLAN DATE on TERMS and print an A07 Panel to document interrupted schooling.

All prior documentation shall be maintained in the ELL and/or cumulative folder with an explanation of new data. If a student has been withdrawn but attended another Florida school district, no interruption of ESOL services should occur. Send home *Notification of English Language Program Placement or Continuation* if the student will continue receiving services or *Notification of English Language Program Exit* if the student will be exited. Forms can be generated on ELlevation.

If a parent answers "no" to all three questions on the Home Language Survey, the student is not considered a potential ELL student. This student will NOT be assessed for English language proficiency.

There should be **at least one** district-trained oral language assessor at each school site.

Aural/oral assessments for Pre-IPT are only required for Pre-K students recommended for ESE testing and can be requested by emailing the [Request for Assessment Form](mailto:esolrequests@browardschools.com) to [esolrequests@browardschools.com](mailto:esolrequests@browardschools.com). All other Pre-K students see section 11.

### **Collection and Monitoring of Student Data (TERMS and ELlevation)**

Schools are responsible for collecting individual student data and maintaining complete and accurate student information in students' cumulative folders, the state database/TERMS, and ELlevation.

The Bilingual/ESOL Department assists in this process by coordinating the procedures for data collection and maintenance in order to ensure minimal data reporting errors. District ESOL Instructional Facilitators visit schools and assist the ESOL Contact or school Designee with the monitoring, updating, and reporting of accurate ELL data by utilizing the ELlevation platform.

The school Information Management Technician/Specialist (IMT/IMS) enters the following information on the Demographics (A03) screen State Database (TERMS):

1. **LAN:** Student Language
2. **PAR:** Parent Language
3. **CO:** Country Code
4. **LG SRVY:** date on the Home Language Survey
5. **IM:** Immigrant Status. **Immigrant** children and youth means individuals who
  - a. Are ages 3-21; and
  - b. Were not born in any State or U.S. territory or possession; and
  - c. Have not been attending one or more schools in any one or more States for more than 3 full academic years.
6. **DT US SCHL:** the date a student enter a US school (**DEUSS**)
  - a. ELLs to be included in the State Accountability System.
  - b. Used to identify students for Extension of Services (REEVALs).
  - c. Used to identify which students are eligible for Good Cause Promotion.
  - d. Used for Immigrant Information.
  - e. DEUSS date is **NOT** used for calculating weighted FTE **funding**.

The Information & Technology Department records and retains student data in order to send the information required by the state and to generate reports.

#### **Transfer of Student Records Guidelines**

As of April 2014 in accordance with School Board Policy 5100.2 the transferring of student records, to include ESE and ESOL files, guidelines are as follows:

Out of District Transfers – Private, Charters, Out of Country, Out of State:

- Transfer of Elementary (K-5) – Upon request for educational records from a school outside of Broward County, all records are forwarded to Record retention for processing.
- Transfer of Middle and High School/Secondary level (6-12) – Upon request for educational records from a school outside the district, an official transcript and copies of records are forwarded to the receiving school. The original records are retained at the school until notification is received from record Retention.

Lateral Transfer (K-12) – District School to Another District School

***Transfer of educational records within the District must follow the student. Schools will send the entire cumulative (CUM) record via Pony to the enrolling school.*** The Bilingual/ESOL Department provides training to school administrators, teachers, guidance staff, registrars, front office staff, and IMT/IMS on the requirements of the ESOL Program with an emphasis on the importance of accurate database documentation and entries to ensure minimal data reporting errors. Refer to the *State Database Guidelines for English Language Learners* for more information.

## **Frequently Asked Questions**

### **Section 1: Registration and Identification Procedures**

**Q: Must all 3 questions on the Home Language Survey be checked “yes” before a student is referred for testing for aural/oral language proficiency in English?**

**A:** No. If a parent answers “yes” to any of the 3 questions, then the student is assessed to determine eligibility for ESOL program.

**Q: Can parents refuse ESOL services for a student who has been classified as ELL?**

**A:** No. According to LULAC and the State Board of Education Consent Decree, all students classified as ELL, must be provided with comprehensible education in the ESOL Program. This is not an opt-out program.

**Q: Is recently arrived immigrant data and DEUSS data required for all students regardless of ESOL status?**

**A:** Yes. It is vital to record both recently arrived immigrant data and DEUSS data for all students as this information impacts funding as well as other instructional decisions and practices pertaining to the student’s educational plan.

**Q: How is the information imported into ELlevation?**

**A:** All pertinent information entered on TERMS (language classification, class schedule, and test scores, etc.) transfers electronically from TERMS into ELlevation within 48 hours.