

## Section 1: Identification (Rule 6A-6.0902, F.A.C.)

### Enrollment Procedures and Administration of the Home Language Survey (HLS).

Describe the Local Education Agency (LEA) registration procedures to register English Language Learners (ELLs). Responses should include the following:

How do LEA procedures compare to those followed for non-ELLs?

*Procedures for registration are the same. All students register at their respective home school and comply with the requirements outlined in School Board Policy 5.1. Information can be found at <https://www.browardschools.com/Page/36242>. Parents of students who answer "yes" to any of the three HLS questions and/or meet the definition of ELL, are advised that the student will need an aural/oral language assessment of English proficiency to determine eligibility and placement in the district's ESOL Program. The student is then referred to a trained language proficiency assessor at the school. If the assistance of a language proficiency assessor is needed, a request is made to the Bilingual/ESOL Department.*

*At the time of registration all parents/guardians complete a Student Enrollment/Registration form at their child's school which contains the Home Language Survey:*

*(a) Is a language other than English used in the home?*

*(b) Did the student have a first language other than English?*

*(c) Does the student most frequently speak a language other than English?*

Into what languages are the HLS translated?

***The HLS is translated in Spanish, Haitian-Creole, and Portuguese***

How does the LEA assist parents and students who do not speak English in the registration process?

*From the time of students' registration, every effort is made to inform parents about the Broward County Public School system. Newcomers' Packets, Code of Student Conduct Books, and other materials are made available to parents in the top three major foreign languages. Upon registration in a Broward County Public School, a Home Language Survey (HLS) is completed for all Pre-K through grade 12 students as the first step in identifying a potential English Language Learner (ELL). Schools that have 15 or more students who speak the same language have available bilingual staff to assist with registration.*

How do you identify immigrant students?

*The registration form collects the Date Entered in U.S. School (DEUSS) and country of birth. The form is completed at the time of registration. The school's registrar enters all information in the district platform (TERMS).*

*The term immigrant children and youth means individuals who:*

*(A) are ages 3 through 21; and*

*(B) were not born in any State, the District of Columbia or Puerto Rico; and*

*(C) have not been attending one or more schools in any one or more States for more than 3 full academic years.*

How is Date Entered U.S. School (DEUSS) obtained in the registration process?

*This information is requested on the registration form. If parents do not provide the information, the first day of school in Broward County Schools is used as the DEUSS.*

*DEUSS date is defined as the month, day, and year the student entered school in the United States (any of the 50 states and the District of Columbia, excluding U.S. territories and possessions).*

Please include a link to your HLS. <https://www.browardschools.com/Page/36242>