California Ed Code requires LEAs to make a primary home language determination for all students in kindergarten through grade twelve (K–12) upon first enrollment in a California public school. State and Federal law also require that LEAs administer a test of English language proficiency in the modalities of listening, speaking, reading, and writing to students whose primary home language is other than English within 30 calendar days after first enrolled, or within 60 calendar days before the date of first enrollment in a California public school

**Responsibilities**

**Intake:**

1. ALL new enrollments should be processed at the SCUSD Enrollment Center.
2. If a parent fills out the Home Language Survey (HLS) and lists a language other than English, the students are sent to the Matriculation and Orientation Center (MOC).
3. MOC staff explains the form to the parent to ensure the HLS has been filled out correctly. If a language other than English appears on items 1, 2, or 3 **only** of the HLS, the student should be administered the CELDT (**Initial test** – at the time of registration at MOC or **Annual test** at the school site during the testing window of July 1 – October 31). The MOC does not test students with IEPs as they do not have the information on accommodations or modifications availalble.
4. When the **Initial CELDT** test is administered, MOC staff will hand-score it, fill out the “Initial CELDT Results Notification Letter” and give the original to the parent. MOC will send one copy of the “Initial CELDT Results Notification Letter” to Multilingual Literacy Department, Box 727
5. Parent is given the purple folder with the original registration packet and a copy of the “Initial CELDT Results Notification Letter” to take to the home school.

**Enrollment at the School Site:**

1. If an English Learner has already been to the MOC, they should arrive at the school with a purple folder containing registration forms and CELDT test results (hand scored).
2. If an English Learner comes without this documentation, they should be sent to the MOC for enrollment with the following exceptions:
	1. You have a dual language site.
	2. The student is enrolling in the early kinder program.
	3. You are within the 2-week window of site enrollment and the family is completely unable to come to the MOC.

**\*\*\*It is strongly discouraged to enroll English Learners at the school site.**

1. If you must enroll an English Learner at your site, please follow the steps below:
	1. Explain the Home Language Survey to the parent to ensure it is filled out correctly.
	2. If a language other than English appears on lines 1, 2, or 3 **only** of the HLS, ensure the Initial CELDT test is administered within 30 days of enrollment or the Annual CELDT test is completed within the July 1 – October 31 testing window.
	3. When the Initial CELDT test is administered, hand-score it, fill out the “Initial CELDT Results Notification Letter” and give original to the parent.
	4. Put one copy of the “Initial CELDT Results Notification Letter” and registration packet in the purple folder. Send one copy of the Initial CELDT Results Notification Letter to Multilingual Literacy Department, Box 727
	5. Send the Initial CELDT Student Answer Books to Assessment, Research, and Evaluation for official scoring. Contact melody-hartman@scusd.edu for CELDT pick up dates.

\*\*\*For Annual CELDT procedures, see document titled @Annual CELDT Procedures.