HOME LANGUAGE SURVEY INSTRUCTIONS

ANALYZING PARENT RESPONSES:

1. If the parent/caregiver responses on the HLS for the ***first three items*** show a language other than English, the student is considered an English Learner (EL) and will be registered at the MOC.

    a. ***If the student is EL, then follow the instructions on the back of this page for entering the EL status in Infinite Campus.***

2. If the parent/caregiver responses on the HLS for the ***first three items*** are all "English" then the student is **NOT** considered an English Learner and will be registered by the Enrollment Center.

3. If the parent/caregiver response on the HLS shows two languages for the ***first three items***, and the parents speak fluent English, will need to ask for clarification to determine which is the language ***most used***. See below:

CLARIFICATION QUESTIONS WHEN PARENT WRITES TWO LANGUAGES AND PARENT SPEAKS FLUENT ENGLISH:

I.   In your opinion, does your child speak English as well as a native English speaking child?
   a. If parent responds **no**, child should be classified as an English Learner. No need to ask additional questions.
   b. If parent responds **yes**, go on to next question.

II. Do you believe your child should be identified as an English Learner?
   a. If parent responds **yes,** child should be classified as an English Learner. No need to ask additional question.
   b. If parent responds **no,** go on to next question.

III. Do you feel your child needs help learning English and should receive separate English Language Development instruction?
   a. If parent responds **yes,** child should be classified as an English Learner.
   b. If parent responds **no,** child should be classified as an English Only student.

Be sure to enter the student's **Home Primary Language** in Infinite Campus, instructions follow on the back of this page.

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Entering English Language Status from the Home Language Survey

1. Under **Student Information**>>**Program Participation**>>**LEP**
   a. From the "Program Status" drop down, select **ONE** of the following:
      i. **Pending**: if the student has not yet been CELDT tested**
      ii. **IFEP/LEP/or RFEP**: if you have a record or documentation of the student's CELDT result
   b. Enter **Identified Date**

**Pending status needs to be updated, once you test or receive confirmation of the student's CELDT result.

Entering Home Primary Language

1. Under **Census**>>**People**>>**Demographics**, select the language from the drop down.

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