

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.

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.**

The screenshot shows the LEP record form with the following details:

- Program Status Key:**
 - Not LEP = IFEP
 - LEP = EL
 - Exited LEP = RFEP
 - Pending = TBD
- Census Information:**
 - Home Primary Language: 00: English
 - First Entered US School: 11/20/2002
 - EL enrolled less than 3 years: N

Entering Home Primary Language

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

The screenshot shows the Demographics form with the following details:

- Person Information:** PersonID 131980
- Race/Ethnicity (Edit):** State Race/Ethnicity: Federal Designation: 6: White, Race(s): White, Hispanic/Latino: N: No, Race/Ethnicity Determination: 04: Unknown
- Birth Country:** US: United States
- Birth State:** US-CA: California
- Date Entered US:** 09/02/2008
- Date Entered US School:** 09/02/2008
- Date Entered State School:** 09/02/2008
- Birth Verification:** 1: Birth Certificate
- Home Primary Language:** 00: English (highlighted with a blue arrow)
- Birth City:** Sacramento
- Nickname:**