

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 the *Checklist for Enrollment of Students K-12 (as per School Board Policy 5.1)*. This checklist is available at www.browardschools.com/info/register.htm. 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 from the Bilingual/ESOL Department is needed, these services are requested by completing the *Request for Assessment Form* found at <http://esol.browardschools.com>. (Department Handbook)

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 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 US School (DEUSS) and country of birth at the time of registration. The school’s registrar enters all information in the district platform (TERMS).

How is Date Entered US 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 Public Schools is used as the DEUSS.

Please include a link to your HLS.

<http://www.browardschools.com/Parents-Students/Parent-Student-Pages/Register-My-Child-In-School>