



# PROCEDURE EL IDENTIFICATION, ENROLLMENT, AND PLACEMENT ISS-P008

Procedures are continually revised and improved. For the most recent version, please visit <http://www.salemkeizer.org/qam/qam-documents>

## 1.0 SCOPE:

1.1 This procedure outlines the process for EL student identification, enrollment and placement.

## 2.0 DEFINITIONS:

2.1 **EL: English Learner**

## 3.0 PROCEDURE:

### 3.1 EL Identification

- 3.1.1 All schools in Salem-Keizer must have evidence that every student, K-12, has completed a Home Language Survey.
- 3.1.2 All students who have identified a language other than English on the Home Language Survey, must be assessed for English Proficiency. A trained staff member will determine the proficiency of the child through the use of the Woodcock-Muñoz Language Assessment, and determine whether or not the child qualifies for services under Title III.

### 3.2 EL Enrollment

- 3.2.1 Students must be enrolled in an appropriate level of service within thirty days of the start of the school year, or within two weeks following the date of mid-year enrollment if:
  - 3.2.1.1 The student has been identified as eligible for English Language Acquisition services under Title III, **and**
  - 3.2.1.2 The parent/guardian has signed permission for the placement in services (Parent Confirmation of Student Placement.) A copy must be given to parent/guardian.

### 3.3 EL Placement

- 3.3.1 Parent/guardian must be given adequate information regarding the benefits of the programs for English Learners.
  - 3.3.1.1 If a program is available at that grade level for supporting a student's primary language (native language instruction), the district and school must facilitate the placement.
  - 3.3.1.2 If native language instruction is only available at a school other than the neighboring school, the parent must be informed of this option, as well as the district's responsibility to provide transportation to and from the school at no cost.
  - 3.3.1.3 If this option is provided to a parent, and they choose to forgo primary language instruction, the student should be placed in their school of residence and receive services under the ESOL program model.
- 3.3.2 Parent/guardian must also be informed of their right to refuse these services. If parent/guardian chooses to refuse services, a designated staff member will review this option with them. The disclaimer must be stated and signed on the Parent Confirmation of Student Placement. A copy must be given to the parent/guardian.



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**4.0 MEASUREMENT:** None

**5.0 ASSOCIATED DOCUMENTS:**

5.1 Parent Confirmation of Student Placement

5.2 Home Language Survey

5.3 Woodcock-Muñoz

5.3.1 Test

5.3.2 Results

**6.0 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Disposition	Protection
Parent Confirmation of Student Placement	Blue ELL Folder in student CUM folder	Until CUM folder destroyed	Shred	N/A
Home Language Survey	Blue ELL Folder in student CUM folder	Until CUM folder destroyed	Shred	N/A
Woodcock-Muñoz Test	Blue ELL Folder in student CUM folder	Until CUM folder destroyed	Shred	N/A
Woodcock-Muñoz Results	Blue ELL Folder in student CUM folder	Until CUM folder destroyed	Shred	N/A

**7.0 REVISION HISTORY:**

Date	Revision Ref.	Description
		See archives for document history
2/11/14	B	8.0 Changed "Indefinitely" to "Until CUM folder destroyed." Changed all ELL to EL.

**8.0 FLOWCHART:** None

**9.0 APPROVAL AUTHORITY:**

11.1 Instructional Services, Director

Approval on file  
 Signature \_\_\_\_\_ Date \_\_\_\_\_