

# English Learner (EL) 101 Part II: Enrolling ELs

# OVERVIEW

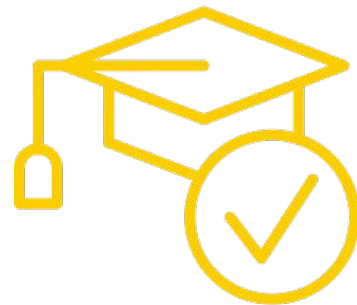
- Enrolling New EL Students
- The Home Language Survey (HLS)
- HLS Frequently Asked Questions (FAQs)



## GRADE LEVEL PLACEMENT

ELs should be placed in their age-appropriate grade level regardless of their English-language ability.


At the high school level, it is important to review transcripts from previous school in home country in order to identify how many credits may be transferred and to determine grade level based on the number of credits. Refer to the High School Credit and English Learners document for further guidance.



# THE HOME LANGUAGE SURVEY (HLS)

The **HLS** is given to all students at the time of initial enrollment in Indiana schools.

- A HLS is not administered every year to a returning student.
- When a student moves between Indiana school corporations, the HLS is required to be transferred with the student in their cumulative folder. Contact must be made with previous school to locate the original HLS.

 Indiana Department of Education  
Dr. Katie Jenner, Secretary of Education

**Home Language Survey (HLS)**

The Civil Rights Act of 1964, Title VI, Language Minority Compliance Procedures, requires school districts and charter schools to determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students as outlined Plyler v. Doe, 457 U.S. 202 (1982).

The purpose of this survey is to determine the primary or home language of the student. The HLS must be given to all students enrolled in the school district / charter school. The HLS is administered one time, upon initial enrollment in Indiana, and remains in the student's cumulative file.

Please note that the answers to the survey below are student-specific. If a language other than English is recorded for ANY of the survey questions below, the WIDA Screener will be administered to determine whether or not the student will qualify for additional English language development support.

**Please answer the following questions regarding the language spoken by the student:**

1. What is the native language of the student? \_\_\_\_\_
2. What language(s) is spoken most often by the student? \_\_\_\_\_
3. What language(s) is spoken by the student in the home? \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing here, you certify that responses to the three questions above are specific to your student. You understand that if a language other than English has been identified, your student will be tested to determine if they qualify for English language development services, to help them become fluent in English. If entered into the English language development program, your student will be entitled to services as an English learner and will be tested annually to determine their English language proficiency.

**For School Use Only:**

School personnel who administered and explained the HLS and the placement of a student into an English language development program if a language other than English was indicated:

Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Indiana Department of Education

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# ADMINISTERING THE HLS

- The HLS purpose and questions must be adequately explained in a language understood by the parent or guardian.
- Any staff that administer the HLS must be well-trained in order to clearly explain the procedures and purpose to the parent or guardian.
- Upon completion, the HLS must be kept in the student's cumulative folder as part of the permanent record and should follow the student to receiving school in cases of school transfer.



# LANGUAGE REPORTING REQUIREMENTS

- If a student's HLS includes a language other than English on any of the three questions, then the non-English language should be reported to IDOE as the primary language via the Student Information System (SIS) data flowing to the state via Data Exchange.
- If multiple non-English languages are included on the HLS, the first language should be coded as the primary language.
- Regardless of EL status, the students will be assigned that language and reported on the Multilingual Learner report via Data Exchange annually until graduation.

# HLS FAQs



## HLS FAQs

**Question:** A parent marked a language other than English on the HLS, but now some time later would like to re-complete the survey so that it indicates all “English.” Can the HLS be re-completed?

**Answer:** No. Be sure to always explain the purpose of the HLS thoroughly, as a parent cannot “go back” and change their original answers that were indicated.

## HLS FAQs

**Question:** A local education agency (LEA) receives a student from outside of Indiana with an HLS from previous state. Should a new HLS be given?

**Answer:** Yes. Indiana does not accept an HLS from outside of Indiana.

## HLS FAQs

**Question:** An LEA receives a student from a different LEA in Indiana, and there is no HLS. Is a new HLS issued?

**Answer:** No. When a student arrives at an LEA from a previous Indiana LEA, the HLS should be located within the student's cumulative file. Make every effort to contact the student's previous school for the HLS.

## HLS FAQs

**Question:** A student enrolls that attended an Indiana LEA, then moved out of state, and then returned to Indiana. What should be done?

**Answer:** A student's cumulative folder follows the student wherever he or she goes. The current LEA should attempt to contact the previous school where the student attended outside of Indiana to obtain the cumulative folder. Once received, the current LEA should look for the original HLS that was given to the student from the Indiana LEA where the student originally attended.

## HLS FAQs

**Question:** Should the HLS be in the registration packet?

**Answer:** It is highly recommended that the HLS is NOT in the registration packet. The HLS should only be administered once. Therefore, the HLS should NOT be available in the registration packet that a parent fills out when they enroll their child at an LEA each year.

## HLS FAQs

**Question:** What guidelines are recommended when the HLS is online?

**Answer:** With electronic registration, allow for the registrant to indicate that the student is enrolling for the first time in an Indiana school. This should trigger the HLS for completion. Remember that the HLS must be adequately explained, signed by the parent or guardian (electronic signature is sufficient), and must be accessible.

# HLS AMENDMENTS

## Purpose of HLS Amendment Form

- The HLS Amendment Form should only be used in very rare cases when a true language assignment mistake has been reported to the Indiana Department of Education (IDOE).
- The school district must submit an amendment request form with parent and district administrator sign-off, including the reason for misidentification, student English language proficiency assessment data if applicable, and the original HLS for review by IDOE's English Learner team.

## NEXT STEPS

**To find out what to do once an EL has been properly enrolled, proceed to the “Identifying ELs” module.**







***QUESTIONS?  
CONTACT US!***

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