

Oklahoma City Public Schools

Home Language Survey Procedure 2019-2020

Home Language Survey (HLS). Parents must complete the HLS for students who left the district for longer than one school year, students new to the district, and students missing a 2017/2018 HLS or more recent HLS in their cumulative folder.

Please do not use an old version of this form.

- 1 Upon enrollment, front office staff must collect a completed (all questions answered, dated, and signed) new Home Language Survey form for **all new students, students who left the district for longer than one school year, or students who are missing 2017/2018 HLS or more recent HLS in their cumulative folder.**
- 2 Please enter HLS information in Infinite Campus and Upload HLS into Infinite Campus. If there is information missing on the HLS, it must be obtained and entered before registration is complete.
- 3 Please complete the "School Use Only" section on the HLS:

Please note: Documentation of test results are only needed for "less often" students - testing **may** have to be done before this can be filled out.

SCHOOL USE ONLY			
<i>Please have test score documentation available for the Regional Accreditation Officer to review.</i>			
<input type="checkbox"/> Other language than English indicated TWO OR MORE times on questions 1 – 3 above. The student is classified as "more often" and automatically qualifies as bilingual on the accreditation report.			
<input type="checkbox"/> Other language than English indicated ONLY ONCE on questions 1 – 3 above. The student is classified as "less often" and only qualifies as bilingual on the accreditation report <u>if he or she meets one of the following</u> (any selection below <u>REQUIRES</u> appropriate documentation):			
<input type="checkbox"/> 1. Designated English Learner on one of the Oklahoma English language proficiency assessments: ACCESS for ELLs 2.0, Alternate ACCESS for ELLs, WIDA Screener, WIDA MODEL, K-WAPT, W-APT or Oklahoma Pre-K Language Screening Tool (PKST).			
<input type="checkbox"/> 2. Scored Basic or Below Basic in ELA on the Oklahoma State Testing Program (OSTP).			
<input type="checkbox"/> 3. Scored at or below the 35 th percentile (or equivalent) composite reading score from <u>spring</u> of the previous school year on a state approved norm-referenced test (NRT).			
DOCUMENTATION OF A TEST RESULT FOR STUDENTS MARKED LESS OFTEN			
Date(s) of Kindergarten ACCESS, ACCESS for ELLs 2.0, or Alternate ACCESS Test	Score(s) on Kindergarten ACCESS, ACCESS for ELLs 2.0, or Alternate ACCESS	Date of WIDA Screener or K-WAPT/WAPT or WIDA MODEL	Score(s) on WIDA Screener or K-WAPT/WAPT or WIDA MODEL
	Composite / Overall Score		Composite / Overall Score
	1.		1.
	1.		
	1.		
Date(s) of ELA OSTP	Score(s) on ELA OSTP		
	Below Basic	Basic	Proficient
	Below Basic	Basic	Proficient
	Below Basic	Basic	Proficient
	Below Basic	Basic	Proficient
	Below Basic	Basic	Proficient
	Below Basic	Basic	Proficient
	Below Basic	Basic	Proficient
	Below Basic	Basic	Proficient
	Below Basic	Basic	Proficient
Date of the Oklahoma Pre-K Language Screening Tool	Score on Pre-K Language Screening Tool		
	%		
Date(s) Norm Reference Test (NRT)	Name of the NRT	Composite / Percentile Score(s)	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> Question 1: Reference WAVE code 1036 Question 2: Reference WAVE code 1037 Question 3: Reference WAVE code 1038 </div>			

Oklahoma City Public Schools

4. The original copy of the HLS for all students must be kept in the school office in one of two folders:

Folder 1 will contain **English-only HLS**, alphabetized by last name.

Folder 2 will contain all **non-English HLS**, alphabetized by last name and sorted by ethnicity and gender (Hispanic/Latino male/female, African American/Black male/female, Native Hawaiian/ Pacific Islander, male/female, American Indian/Alaskan Native male/female, Caucasian/White male/female, Asian male/female, and 2 or More Races male/female).

For English-only students (folder 1):

1. Place a copy of the HLS in the student's cumulative folder.
2. Place the original copy in Folder 1, alphabetized.
3. Dispose of extra copy.

For languages other than English (folder 2):

1. Place a copy of the HLS in the student 's cumulative folder.
2. Place the original copy in Folder 2, alphabetized and sorted by ethnicity and gender.

5. Within District Transfers (Before October 1):

Cumulative folders must be sent from sending schools to receiving school.

-Sending School, please ensure the original survey is in the cumulative folder before sending it to the Receiving School. You will need to pull the original copy from either Folder 1 or Folder 2 and put inside cumulative folder for the receiving school to use.

-Receiving School must leave one copy of HLS in the cumulative folder and place the original in Folder 1 or Folder 2 (depending upon language indicated, Folder 1 = English only, Folder 2 = Languages other than English).

6. Principals will use the numbers of HLS in Folder 2 to verify fields in the WAVE for bilingual count for accreditation.

7. After the Superintendent certifies the bilingual count for the district, a list will be generated of students that are Bilingual but not Ells, and sent to principals/ secretaries. School staff will pull these surveys from Folder 2 and create the new folder with surveys of students that are Bilingual but not Ell's. The new folder will have the original surveys, alphabetized by last name, corresponding to the list that was sent by Language and Cultural Services. The folder will be brought to Language and Cultural Services (LCS).

8. LCS will audit, prepare, and present the folder for all Bilingual but not ELL surveys to the state auditors for accreditation and funding.

9. For questions, please contact Dulce Sosa at dsosa@okcps.org tel: 587-0256