

## How to Enter Home Language Survey in *Infinite Campus*

Upon enrollment, a **new**, completed (all questions answered, dated and signed) HLS must be collected for students:

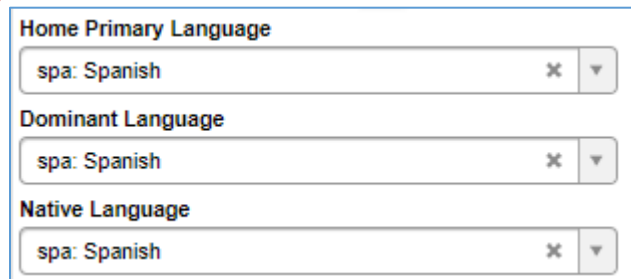
- who left the district for longer than one school year,
- students new to the district,
- students missing a 2017/2018 HLS or more recent HLS in their cumulative folder or uploaded under Person Documents in IC.

All of the data on the HLS must be entered into Infinite Campus. Under Census/Demographics.

*Question 1 on HLS. What is the language routinely spoken in the home, regardless of the language spoken by the students?* Response goes Under **Home Primary Language**

*Question 2 on HLS. What is the dominant language most often spoken by the student?* Response goes Under **Dominant Language**

*Question 3 on HLS. What language was first learned by the student?* Response goes under **Native Language**



Home Primary Language  
spa: Spanish x ▾

Dominant Language  
spa: Spanish x ▾

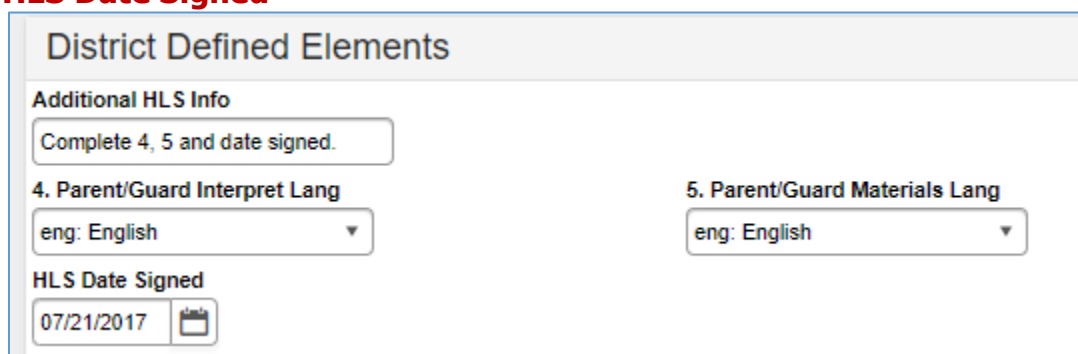
Native Language  
spa: Spanish x ▾

**Please scroll down to District Defined Elements/ Additional HLS Info**

*Question 4 on HLS. Does the parent/guardian need interpretation services?*  
If yes, please enter the language stated      If no, please enter English

*Question 5 on HLS. Does the parent/guardian need translated materials?*  
If yes, please enter the language stated      If no, please enter English

*Date.* Please make sure surveys are correctly dated by parent or guardian and enter date under **HLS Date Signed**




District Defined Elements

Additional HLS Info  
Complete 4, 5 and date signed.

4. Parent/Guard Interpret Lang  
eng: English ▾

5. Parent/Guard Materials Lang  
eng: English ▾

HLS Date Signed  
07/21/2017 

*Question 6 on HLS. What was the date the student first enrolled in a school in the United States?* Please locate the box after Birth State and Date Entered US, the box is titled **Date Entered US Schools**

Date Entered US	<input type="text"/>	Date Entered US School	08/03/2015
	<input type="text"/>	Date Entered State School	<input type="text"/>
		Birth Verification	1: Birth Certificate



**Important Note:** to run the Missing HLS Report Available for your buildings follow this guidelines:

-Under Census/Reports/OKCPS Reports/Missing HLS Information

- ▼ Census
  - People
  - Households
  - ▶ Addresses
  - ▶ Program Participation
  - ▼ Reports
    - Mailing Labels
    - ▼ OKCPS Reports
      - Missing HLS Information (C)

If more information is needed; please contact Dulce Sosa at:

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