

Home Language Survey Procedure 2018-2019

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 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 in their cumulative folder.**
2. Please enter HLS information in 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:

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 if he or she meets one of the following (any selection below REQUIRES 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, WAPT or Oklahoma Pre-K Language Screening Tool.						
<input type="checkbox"/> 2. Scored unsatisfactory or limited knowledge in Reading on the Oklahoma State Testing Program (OSTP).						
<input type="checkbox"/> 3. Scored at or below the 35th 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(s) of WIDA Screener or K-WAPT/WAPT or WIDA MODEL	Score(s) on WIDA Screener or K-WAPT/WAPT or WIDA MODEL		
	Composite Score	Literacy Score		Composite Score	Literacy Score	
	1.	2.		1.	2.	
	1.	2.				
Date(s) of Reading OSTP	Score(s) on Reading OSTP				Date of the Oklahoma Pre-K Language Screening Tool	Score on Pre-K Language Screening Tool
	Unsatisfactory	Limited Knowledge	Satisfactory	Advanced		
	Unsatisfactory	Limited Knowledge	Satisfactory	Advanced		
	Unsatisfactory	Limited Knowledge	Satisfactory	Advanced		%
Date(s) of Norm Reference Test (NRT)	Name of the NRT	Reading Total Composite Score(s)%		From Above: Question 1 Reference WAVE code 1036 Question 2: Reference WAVE code 1037 Question 3: Reference WAVE code 1038		

White - Bilingual Count/Accreditation Yellow - Cumulative Folder Pink - ELL Folder

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.

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, and Asian 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.
3. Submit the third copy to your school's ELL Site Coordinator. They will need to place this copy in the student's ELL folder and it will assist them in determining to whom they will need to administer the Pre-K Screening Tool, The K-WAPT or the WIDA Screener.

4. Within District Transfers:

Cumulative folders must be sent from sending schools to receiving schools, along with the student's ELL folder.

- **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). Please ensure that the ELL folder received is submitted to your school's ELL Site Coordinator. If no ELL folder is received, please make a copy of the HLS and submit it to your ELL Site Coordinator.
5. Principals will use the numbers of HLS in Folder 2 to verify fields in the WAVE for bilingual count for accreditation.
 6. 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 ELLs. 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).
 7. LCS will audit, prepare, and present the folder for all Bilingual but not ELL surveys to the state auditors for accreditation and funding.
 8. For questions, please contact Dulce Sosa at dsosa@okcps.org tel: 587-0256