

Supporting English Language Learners and Multilingual Learners

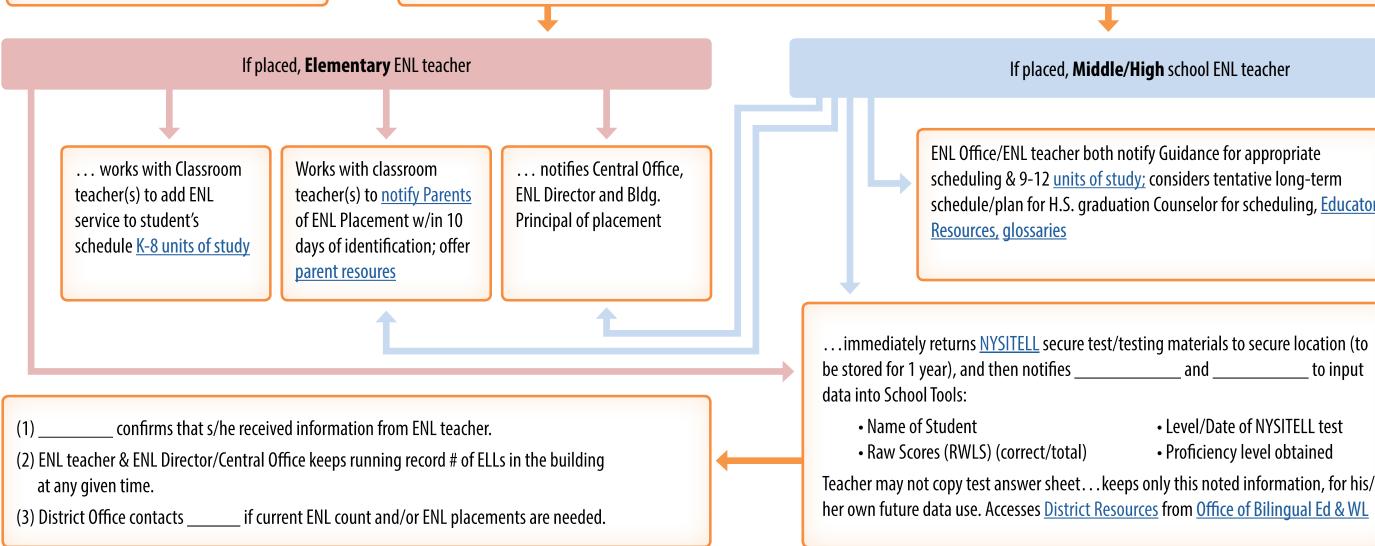
Parent/Guardian arrives @ Example Central Office and/or Building Office for Registration (depending on time of year)

(1) Central Registrar or Building Office will give parents the HLQ to complete (Available in 41 different languages, including English. http://www.nysed.gov/common/nysed/files/programs/bilingual-ed/hlg_english_1.6.16.pdf) (2) HLQ and student records are forwarded to building and ENL Office which is to be maintained in student's cumulative record. The *ENL teacher/director reviews the HLQ. (*Qualified personnel = must have a solid understanding ESL/SLA/Diversity. [CR 154.3(j)]. See guidance doc for more.

(3) Following the ELL flow chart identification process, (quidance doc available), If after initial individual interview, (or reentry identification: an ELL who is reenrolling in a NYS public school after not having been enrolled in a NYS public school at any time during the preceding immediate 2 continuously enrolled school years 154-2.3) it is determined the student **might** need ENL services, then... (Screening Students w/IEP,p.6) Created by: Sally Doran

Central Office immediately notifies Bldg. Principal or counselor & ENL teacher

ENL teacher makes arrangements to administer correct NYSITELL level w/in 10 days of registration, following the <u>NYSITELL</u> protocol* (\approx 2hrs.)



Note: ENL teachers take inventory & request principal to order # of NYSITELL tests needed @ closing of each school year. Memo for ordering http://www.p12.nysed.gov/assessment/nysitell/1360-14.pdf

If placed, Middle/High school ENL teacher

schedule/plan for H.S. graduation Counselor for scheduling, Educator

and to input

- Level/Date of NYSITELL test
- Proficiency level obtained

GUIDE

ENL: English as a New Language

ELL:

English Language Learner

ML:

Multilingual Learner