

## SECTION 1: IDENTIFICATION

### 1) Enrollment Procedures

Describe the process or procedures that are followed to register ELLs and administer the Home Language Survey (HLS) and how these procedures compare to those that are followed for non-ELLs.

The Home Language Survey is part of the District's registration form used by all schools. It is available in the top four languages represented in the District: English, Spanish, Haitian Creole and Portuguese. These forms have been included in the ESOL Department Handbook, Appendix A and posted on the Department website [www.broward.k12.fl.us/esol/Eng/ESOL/Handbook.htm](http://www.broward.k12.fl.us/esol/Eng/ESOL/Handbook.htm).

Information on registration and identification of English Language Learners (ELLs) is shared at ESOL Contact Meetings and included in the ESOL Department Handbook.

### 2) Administration of the Home Language Survey

Describe how the HLS is administered at the schools in the district. Include in the description when this is done.

All students register at their respective home school and comply with the requirements outlined in the *Checklist for Enrollment of Students K-12* (as per School Board Policy 5.1). This checklist is available at [www.browardschools.com/info/register.htm](http://www.browardschools.com/info/register.htm). The registration form, which includes the three Home Language Survey questions, is available in English, Spanish, Haitian-Creole, and Portuguese.

**2a)** Describe the procedures that are implemented for processing all affirmative responses to the HLS.

Parents of students who answer "yes" to any of the three HLS questions and/or meet the definition of ELL, are advised that the student will need an aural/oral language assessment of English proficiency to determine eligibility and placement in the district's ESOL Program. The parents are informed orally of the need of a language assessment by the school registrar or ESOL contact/designee or by the guidance counselor. The student is then referred to a trained language assessor at the school. If the assistance of a language assessor from the Multicultural, ESOL and Program Services Department is needed, these services are requested by completing the form *Request for Assessment Form* found at [www.broward.k12.fl.us/esol/Eng/Forms.htm](http://www.broward.k12.fl.us/esol/Eng/Forms.htm).

Identify the title of the personnel responsible for processing all affirmative responses to HLS.  Registrar  Guidance Counselor  Other (Specify)

In addition to the registrar, the ESOL Contact/Designee or Guidance Counselor, as designated by the school administration, is responsible for processing all affirmative responses to the Home Language Survey.

### 3) Provision of Understandable Communication

Describe the process to assist parents and students at the time of registration who do not speak English.

From the time of students' registration, every effort is made to inform and orient parents to the Broward County Public Schools System through the use of materials translated into the district's three predominant non-English languages: Haitian-

Creole, Portuguese, and Spanish. Newcomers Packets and Code of Student Conduct Books are made available to parents in the major languages as well. Schools that have 15 or more students who speak the same language have available bilingual staff to assist with registration. Upon registration in a Broward County Public School, a Home Language Survey (HLS) is completed for all Pre-K through grade 12 students as the first step in identifying a potential English Language Learner (ELL).

#### **4) Student Data Collection**

Describe the procedures implemented for collecting and reporting student demographic data including, but not limited to, native language, country of birth, etc.

Upon registration and assessment, the registrar, guidance counselor or ESOL contact/designee collects student demographic data and provides this information to the school Data Processing Clerk (DPC). The school DPC then inputs pertinent information in the TERMS database and panels required for ELLs

Identify the title(s) of the personnel responsible for collecting and reporting student demographic data.

Registrar    Data Entry Clerk    Other (Specify) Guidance Counselor or ESOL contact/designee