

Initial Identification

The **Language Usage Survey** is given for all students upon district enrollment. The district has a responsibility to provide necessary support to students who are not yet proficient in English.

Language Usage Survey

Steps *To complete the Language Usage Survey:*

1. For students who are potential English learners, create a **Language Usage Survey** in SameGoal.
2. If the parents already completed the survey outside of SameGoal, upload an attachment of the original and fill the document out to match.
3. If the survey has not yet been completed, share the document with the parents so they may fill it out.
4. They should provide background information and information about the child's language usage and preferences.
5. The parents should then sign the document.
6. Once the parents return the document, based on the responses, indicate if the student's English proficiency should be assessed.
7. Sign the document and mark it complete.

If the decision is made that the student should be assessed, when the document is completed:

- The student will be placed under eligibility review for the English Learners program.
- The student will need to complete an OELPS screener through TIDE.
- An **Initial Identification Notification** will need to be completed within 30 days of student enrollment.

Notification and Consent

Once a student has completed the OELPS screener, you'll need to notify the parents of the results and obtain consent to provide specific English learner supports.

Steps *To notify the parents and obtain consent:*

1. Create an **Initial Identification Notification**.
2. Indicate the child's overall performance on the OELPS and optionally, detail the child's specific performance by domain.
3. Provide information about which programs the district offers to help the child develop their language skills.
4. Enter contact information and share the document with the parents.
5. The parents can then either grant or deny their consent and add their signatures.
6. Once the parents have filled out the document, it can be completed.

If the student is determined to have emerging or progressing English proficiency, when the document is completed:

- The student will be enrolled in the English Learners program.
- You will need to complete an initial **English Learner Plan** within 14 days.
- You will need to complete a **Continuing English Learner Identification Notification** by the end of the school year as specified in the school calendar. If there is no calendar, it will be due within one year.

Tip If the parents deny consent, the student will not be unenrolled from the program and the school will still be required to complete a plan. The student will not participate in an English language development program, but the school still has a responsibility to support and accommodate the child as necessary.