samegoal

Emergent Bilingual Identification and Placement

TEA Beginning-of-Year (BOY) Checklist

Beginning of Year (BOY) - Identification and Placement

A "Home Language Survey" (HLS) is completed for all students upon school enrollment via districtwide enrollment workflows. If a student is a potential English learner, complete this document in SameGoal to start the LPAC process.

Steps *To complete BOY documentation in SameGoal:*

1. **Home Language Survey**
    - Create document.
    - Enter basic information from district HLS.
    - Optionally attach original HLS.
    - Mark document complete.
2. **LPAC Initial Review**
    - Create document.
        - Tip If you need to create several at once, you may bulk create them.
    - Hold a meeting.
    - Enter enrollment and assessment information in the **Results** tab.
    - During LPAC meeting on **Decision** tab:
        - Select whether the student is an **English Learner** or **English Proficient**.
        - If the child is an English Learner, select whether they should enter the **Bilingual Education Program** or the **English as a Second Language Program**.
        - If the child is English Proficient, select **English Proficient (non-EB electing into language program)** if they will opt into the Dual Language program.
    - Enter meeting notes.

- Enter name and sign.
- Mark document complete.

3. **Parent Notification of Initial Identification and Approval of Placement**
    - Create document.
        - There are two form variants; one for **Bilingual** and one for **ESL**. Use the correct variant based on the placement recommendation of the **LPAC Initial Review**.
        - Tip If you need to create several at once, you may bulk create them.
    - If the **LPAC Initial Review** has been marked complete, all language assessment results will automatically copy into this notice. If the initial review has not yet been marked complete, do so. Then, revisit this parent notice and click the **Update from LPAC Initial Review** button in the top left to copy information from the newly complete initial review.
    - Enter basic remaining information.
    - Share the document with parent(s).
    - Mark **Date received by campus** or **No parent response** in form bottom right.
    - Mark document complete.
        - If the parent agrees with the recommended placement, no further documentation is needed until the annual review at the end of the year.
        - If the parent does not agree with placement, parent denial must be confirmed.