samegoal

Auto-Create HLS

SameGoal supports auto-creation of Home Language Surveys for districts that integrate with Skyward Qmlativ.

Enable HLS auto-creation

Steps *To configure HLS auto-creation:*

1. Log in as an admin user.
2. Ensure a demographics integration has been configured for Skyward Qmlativ.
3. Navigate to **Settings** > **District Information**.
4. Scroll down to **Administrative Options**.
5. Under **Auto-Generate Home Language Surveys**, provide the required information:
    - **Assignee**: email address of the user whom these documents and their associated deadlines should be assigned to.
    - **Cutover Date**: a HLS will be auto-created for qualifying students if their enrollment date falls after this date.
6. Select the **Enable** checkbox.

A **Home Language Survey** will be created for a student anytime they have an enrollment or language change if:

- Their enrollment date is after the cutover date
- They have a non-English language set
- They do not currently have an incomplete HLS
- They do not already have a completed HLS for a non-English language

When Home Language Surveys are auto-generated, they will be marked complete and only filled out with basic enrollment and language information. When the document is created, a deadline for **LPAC Initial Review** will be calculated for four calendar weeks after the student's initial enrollment.

Tip If a student has an HLS for a non-English language, then their language changes to English, a HLS will be created in order to clear their deadlines.