

## LEP Student Identification, Assessment and Placement in ESL Program (Flow Chart)

Parents/guardians of all new students enrolling in Nash-Rocky Mount Public Schools must complete a Home Language Survey (HLS) Form, which is part of every student's enrollment packet. The person enrolling the student must ensure that all the questions on the form are completed.

If the parent/guardian answers a **LANGUAGE OTHER THAN ENGLISH** to all or any of the questions in the survey, the person who enrolls the student must hand a copy of the HLS Form to the ESL teacher **immediately** after the enrollment.

If the parent/guardian answers **ENGLISH** to **all** the questions in the survey, the student is considered fluent English proficient (FEP) and no further action is needed. The survey should be filed in the student's permanent records.

**The ESL teacher completes the information in the box labeled "ESL Department use only" (on the HLS) as follows:**

- (a) The ESL teacher or qualified ESL staff reviews the responses, interviews the parent if necessary and/or observes the student to determine the home language. If the parent lists more than one language other than English, the ESL teacher must determine which one is the student's home language;
- (b) if the student's home language is other than English, the ESL teacher checks the appropriate home language on the form;
- (c) if the student's home language is other than English, the ESL teacher assesses the student with the W-APT (WIDA ACCESS Placement Test) within 30 days of the first day of school or 14 days after enrollment, in order to determine if the student is limited English proficient (LEP) or fluent English proficient (FEP);
- (d) upon testing the student, the ESL teacher checks the appropriate designation on the form (LEP or FEP) based on the English language proficiency test results.
- (e) the ESL teacher signs and dates the HLS form and files it in the student's permanent records.

If the student scores **LEP** with the English language proficiency placement test, he/she is eligible to receive ESL services. The ESL teacher notifies the parents of their child's test results and his/her eligibility to receive ESL services. **The parent/guardians have the option to refuse services.**

If the student scores **FEP** with the English language proficiency placement test, no further action is needed.

The ESL Committee/ESL Teacher in each school determine and implement the most appropriate available ESL services for the student according to local, state, and federal guidelines. Multiple criteria need is considered in determining ESL services delivery.