

# **EL STUDENT IDENTIFICATION**

All students deserve equitable access to education. Federal law requires schools to identify English learners and provide them with language instruction to ensure "a meaningful opportunity to participate in educational programs."

School districts must have procedures in place to accurately and timely identify potential EL students. Most school districts use a home language survey at the time of enrollment to gather information about a student's language background and identify students whose primary or home language is other than English.

School districts must then determine if potential EL students are in fact EL through a valid and reliable test that assesses English language proficiency in speaking, listening, reading and writing.

#### ENGLISH LEARNER PROGRAM DATA ENTRY

PATH: Student Information>English Learners

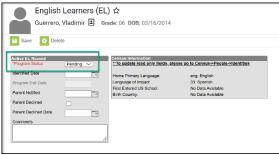
# 1. LANGUAGE

Students who are identified as potential EL students should have a Primary Home Language and Language of Impact entered on the Demographic tab.



### 2. PENDING EL

Students who may be identified as English Learners (EL) should be set to a status of "Pending EL" on the EL tab.



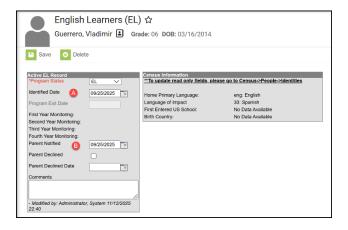
**EDUCATE Team Contact Information** 

(406) 444-3800

opiaimhelp@mt.gov

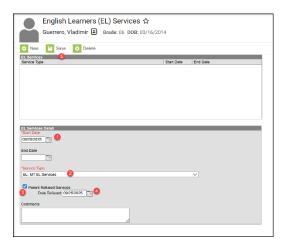
#### 3. EL IDENTIFICATION

If an initial assessment identifies the student as an English Learner (EL), change the student's status to "EL", enter A) an Identified Date (the date the determination was made) and B) the date Parent Notified.



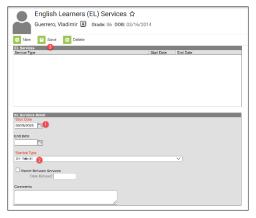
### 4. PARENT DECLINE SERVICES

If a parent declines EL services (they may decline services, but not the identification), create an EL Services Record. Click New, enter 1) Start Date (date parent refused services), select 2) Service Type (MT EL Services), check 3) Parent Refused Services, and enter 4) Date Refused (should be same as Start Date). Click 5) Save.



# 5. TITLE III SERVICES

If a student is identified as EL and is receiving Title III Services, create an EL Services Record. Click New, enter 1) Start Date, select 2) Service Type: Title III, and click 3) Save.

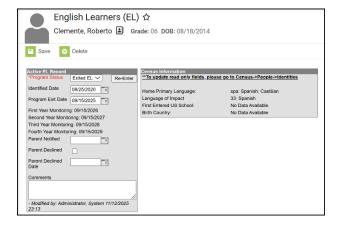


EDUCATE Team Contact Information (406) 444-3800 opiaimhelp@mt.gov

#### 6. EXIT ENGLISH LEARNER

If a student is determined to be proficient, change the student's EL Status to "Exited EL" and enter Program Exit Date.

The First, Second, Third- and Fourth-Year Monitoring will be calculated based on the Program Exit Date.



If the exited student was participating in a Title III program, enter a Service End Date.



For additional questions about the identification of EL students and the services required to be provided to students, contact: <u>Serena Wright</u>, English Learner Specialist, 406-410-4098.