

## Procedures for Identification of ESOL Students Cheat Sheet

<p><b>Is this the student's first-time enrolled in a U.S. school?</b></p>	<ol style="list-style-type: none"> <li>1. Administer the HLS (Home Language Survey).</li> <li>2. If a language other than English is indicated for any of the first three questions on the survey, the student has a Primary Home Language Other Than English (PHLOTE) and needs to be screened for ESOL eligibility.</li> <li>3. Administer the WIDA Screener (or Kindergarten W-APT).</li> <li>4. Follow the state guidelines for eligibility.</li> </ol>
<p><b>Has the student been enrolled in a GA school before?</b> <b>(In-state transfer)</b></p>	<ol style="list-style-type: none"> <li>1. Identify if the student is an English Learner or <b><u>not based on transferring LEA records and/or the original HLS (Home Language Survey), original screener, or the latest ACCESS scores.</u></b></li> <li>2. Claim the student in GUIDE to see if he/she has an EL status code in Georgia or not.</li> <li>3. Check the student's previous enrollment history in SLDS.</li> <li>4. Check the student's records in SLDS to see if there are any former ACCESS test results. Check prior ACCESS test results against state or LEA entrance/exit criteria for that year.</li> <li>5. When applicable, open the SLDS EL Tab and check to see if the student was previously screened.</li> <li>6. If no information is available, administer the HLS (Home Language Survey).</li> <li>7. If a language other than English is indicated for any of the first three questions on the survey, the student has a Primary Home Language Other Than English (PHLOTE) and needs to be screened for ESOL eligibility.</li> <li>8. Administer the WIDA Screener (or Kindergarten W-APT).</li> <li>9. Follow the state guidelines for eligibility.</li> </ol>
<p><b>Has the student been enrolled in a U.S. school in another state?</b> <b>(Out-of-state transfer)</b></p>	<ol style="list-style-type: none"> <li>1. Identify whether the student is an English Learner or not <b><u>based on transferring LEA records.</u></b></li> <li>2. Call the previous school and ask about:             <ol style="list-style-type: none"> <li>a. The original HLS (Home Language Survey)</li> <li>b. Screening documents</li> <li>c. English Language Proficiency testing results</li> </ol> </li> <li>3. If no information is available, administer the HLS (Home Language Survey).</li> <li>4. If a language other than English is indicated for any of the first three questions on the survey, the student has a Primary Home Language Other Than English (PHLOTE) and needs to be screened for ESOL eligibility.</li> <li>5. Administer the WIDA Screener (or Kindergarten W-APT).</li> <li>6. Follow the state guidelines for eligibility.</li> </ol>

**Special Note: Students should not automatically be enrolled in ESOL courses if they have not been given the WIDA Screener or if there is no evidence that the student was previously served in ESOL courses from previous school.**

**If you have any questions or concerns, please contact the ESOL Program Specialist:**

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