

# English Learner Identification Checklist and Supplemental Questions

This checklist is meant to support English learner services and is not a required part of a student's school record.

1. **Check.** Confirm that the Language Usage Survey was administered properly.
  - ☐ The school informed the student's parent(s) or guardian(s) of the purposes of the Language Usage Survey.
  - ☐ The school presented the survey to parent(s) or guardian(s) in a language and form that was accessible.
  - ☐ (For transfer students) The school requested any previous language survey data and English learner records.
2. **Screen.** Students whose home or primary language is not English are administered the Ohio English Language Proficiency Screener.
  - ☐ Yes, assess the student's English proficiency.
  - ☐ No, do not assess the student's English proficiency.
3. **Notify.** If a school identifies a student as an English learner, the parent or guardian must receive notification of services within 30 days of enrollment. If the student enrolls mid-year, the parent or guardian must receive notification within two weeks of placement into an English language development program.
  - ☐ Yes, the student qualified as an English learner.
  - ☐ No, the student did not qualify.
4. **Record.** Report data in the appropriate Educational Management Information System (EMIS) field as applicable.
  - ☐ Native Language Element (GI270)
  - ☐ Student Language Other Than English Element (GI570)
  - ☐ English Learner (EL) Status Element (FD170)
  - ☐ English Learner Program Codes (GQ060)
  - ☐ Immigrant Status Element (FD200)
  - ☐ Immigrant Education Program (GQ060)
  - ☐ Migrant Element (FD180)
  - ☐ Foreign Exchange Student Element (FD190)

## Supplemental Questions

Staff can use the list of questions below as a reference in conversation with families to better understand a student's language background and prior education.

### LANGUAGE AND LITERACY BACKGROUND

- What is your child's first or primary language?
- Does your child understand and speak a language other than English?
- Does your child read and write in a language other than English?
- Does your child "mix" languages? Describe.
- What language do you use most frequently with your child?
- What other language(s) do you use with your child?
- What other language(s) does your child understand or use?

### PRIOR EDUCATION

- Has your child ever been identified by a school as an English learner?
- Where has your child attended schools in the U.S. or other countries?
- Do you have previous school records?
- How long has your child been in U.S. schools?
- In what languages has your child previously received instruction?
- Did your child attend school before kindergarten?
- Does your student have an Individualized Education Program (IEP) or 504 plan?

### INTERRUPTED FORMAL EDUCATION AND ATTENDANCE

- Was there a period of time when your child did not consistently attend school?
- Before coming to the U.S., was your child separated from other family members?