

English Learner Identification Checklist

The checklist is provided 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 parent(s) or guardian(s) were informed of the purposes of the Language Usage Survey.
 - The survey was presented to parents in a language and form that was accessible.
 - For transfer students, previous language survey data and English learner records were requested.
 - To better understand the student's educational needs, staff may inquire about the student's educational experiences by asking supplemental questions below.

2. **Screen.** Students born outside of the United States **or** with languages other than English on the Language Usage Survey take 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 student is identified as an English learner the parent must be notified of services within 30 days of enrollment. If the student enrolls mid-year the parent must be notified 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

Schools may better understand the student’s linguistic experience and educational background with questions related to these areas that impact instruction.

A. **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?

B. **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 received instruction?
- Did your child attend school before kindergarten?
- Does your student have an individualized education program (IEP) or 504 plan?

C. **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?