

# Home Language Survey Directions

- 1) When a parent/guardian would like to register their child for school please give them the **Home Language Survey prior to providing them a registration packet. This applies to all students.** It is required by law that all students have a completed Home Language Survey in the cum file.
- 2) If a parent/guardian answers question #2 or #3 with a language other than English (ex. Marshallese or Spanish/English) they could be a potential ELL student.
- 3) If they are at the Elementary (6<sup>th</sup> grade only), Middle or High School level, inform parents they need to register at the FROC which is located at 1807 N Washington, C101. Before they leave the building, call Debbie Battista at 354-6263 or a Language Specialist to set up a registration appointment. Please do not send them directly to the FROC without an appointment.
- 4) If they are at the Elementary level (K-5<sup>th</sup> grade), inform the parents that if they need an interpreter they can register at the FROC, which is located at 1807 N Washington, C101. Before they leave the building, call Debbie Battista at 354-6263 or a Language Specialist to set up a registration appointment. Please do not send them directly to the FROC without an appointment. If they choose to register at the site without an interpreter it is **required** that the parents also fill out a **Student Entry Form**.
- 5) **NEW KINDERGARTEN REGISTRATIONS FOR 2018-2019**  
Have parent/guardian fill out Home Language Survey before handing them or accepting a registration packet. If they mark question #2 or #3 as a language other than English they must register at the FROC which is located at 1807 N Washington, C101. Before they leave the building, call Debbie Battista at 354-6263 or a Language Specialist to set up a registration appointment and inform the parent they need to bring their child to the appointment. Please do not send them directly to the FROC without an appointment. The FROC will register the student, set up busing if necessary, schedule the WAKids conference if the parent needs an interpreter, and do the initial placement testing for the student to see if they qualify for services.