



English Learner Information in MiSiS

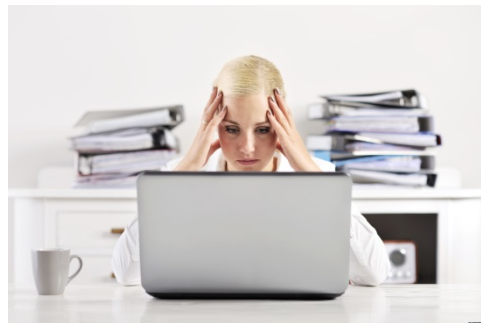
Multilingual & Multicultural Education Department

Intent

- To understand what English Learner information needs to be entered into MiSiS.
- Provide a coherent and consistent understanding for entering Home Language Survey information in MiSiS.

Implications

- **Student Primary Language** identifies potential EL students.
- Missing or incorrect data entered into MiSiS results in:
 - **unnecessarily tested**
 - **students not tested**
 - **incorrect student placement/services**
 - **inaccurate reporting to CalPads**
 - **Impacts funding**
- **Assessments** not completed in a timely manner (30 calendar days)
- **Parents** not receiving information in a timely manner (30 calendar days)



Enrollment Procedures for English Learners

Enrollment Packet

- Home Language Survey (HLS)
- If language other than English in first three questions, refer for language assessment(s)

Instructional Program Options for English Learners

- Brochures & Videos
- Meeting Log (*required*)
- When 20 or more EL parents request an alternative, you must begin process to establish program
- RECLASSIFICATION CRITERIA
- SEI Letter

Assessment

- **CELDT (*required*)**
- LAS Links Espanol (optional but highly recommended)
- BINL (optional for other languages)
- DPI to help with placement (secondary)

Who at your school site supports each step of the process?

Initial Parent Notification Letters

- Parental Exception Letter (if applicable)
- Initial CELDT results & Confirmation of Program Placement
- RECLASSIFICATION CRITERIA

EL Program Placement

- SEI classroom
- ELD 1-4 courses
- LTEL Courses (Literacy & Language or Advanced ELD)
- Sheltered content courses

Instructional Support Services

- CLR
- ELD
- SDAIE/Access to Core
- Primary language support
- Intervention Services

New to LAUSD



- New enrollees
 - **Home Language Survey (HLS)** should be completed by the parent or guardian
 - If the questions to the first three questions is a **language other than English**, the student is referred for a **language assessment**
 - If **reasonable doubt** exists as to whether a student speaks another language other than English, the EL Coordinator needs to be alerted and the student can be tested
 - HLS is to be annotated with ***"being tested due to reasonable doubt"***

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STUDENT'S NAME: _____ DATE OF BIRTH: ____/____/____

LOS ANGELES UNIFIED SCHOOL DISTRICT STUDENT ENROLLMENT FORM

6. SIBLING INFORMATION Page 2 of 2

Brother(s)			Sister(s)				
Last Name	First Name	Age	Older/Younger	Last Name	First Name	Age	Older/Younger
_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>

7. HOME LANGUAGE SURVEY

What language did this student learn when he or she first began to talk? _____

What language does this student most frequently use at home? _____

What language do you use most frequently to speak to this student? _____

Which language is most often used by the adults at home? _____

Has this student received any formal English language instruction (listening, speaking, reading, or writing)? ☐ Yes ☐ No

8. PREVIOUS SCHOOL INFORMATION

Has student previously attended this school? ☐ Yes ☐ No If yes, when? _____

Date of first U.S. school enrollment _____

Please list last two schools student attended (include pre-school, if applicable):

Name of school	City/State	Dates attended	Which grade level(s)?
_____	_____	_____	_____
_____	_____	_____	_____

Has student previously attended any other school in the Los Angeles Unified School District? ☐ Yes ☐ No If yes, please list most recent school attended in the District:

Name of school	Dates attended	Which grade level(s)?
_____	_____	_____

9. SPECIAL SERVICES (If you have any questions on this section, please refer to the brochure entitled, "Are You Puzzled By Your Child's Special Needs?")

A. Did this student receive special education services at his/her previous school? ☐ Yes ☐ No

B. Did this student have an Individualized Education Program (IEP) at his/her previous school? ☐ Yes ☐ No

If YES, do you have a copy of the student's IEP with you? ☐ Yes ☐ No

C. Did this student have a Section 504 Plan at his/her previous school? ☐ Yes ☐ No

If YES, do you have a copy of the student's Section 504 Plan with you? ☐ Yes ☐ No

D. Does this student have difficulties that interfere with his/her ability to go to school or to learn? ☐ Yes ☐ No

E. Has this student been identified for gifted and talented educational services (GATE)? ☐ Yes ☐ No

10. SIGNATURE

I verify that this information is true and correct.

X _____ Date _____

SIGNATURE OF: (CHECK ONE) ☐ PARENT ☐ LEGAL GUARDIAN ☐ OTHER

Entering HLS in MiSiS

7. HOME LANGUAGE SURVEY

What language did this student learn when he or she first began to talk? Spanish and English

What language does this student most frequently use at home? Spanish and English

What language do you use most frequently to speak to this student? Spanish and English

Which language is most often used by the adults at home? Spanish

Has this student received any formal English language instruction (listening, speaking, reading, or writing)? ☐ Yes ☒ No

[Students](#)[Admin](#)[Reports](#)[Support](#)

VERONICA AREVALO [59:46]

[Student Enrollment Information - Quick E](#)[Parent/Guardian Information](#)[Student Home Language](#)[Student Educational Information](#)[Previous School Information](#)[Additional Correspondence](#)[Students](#)[Admin](#)[Reports](#)[Support](#)

VERONICA AREVALO [58:09]

[Save](#)[Student Enrollment Information - Quick Enrollment](#)[Parent/Guardian Information](#)[Student Home Language](#)

Student Ethnicity:

* Which language did this student learn when he/she first began to talk?

-Please Select-

* Which language does this student most frequently use at home?

-Please Select-

* Which language do you use most frequently to speak to this student?

-Please Select-

* Which language is most often used by the adults at home?

-Please Select-

* Student's Primary Language

SPANISH

* Has this student received any formal English language instruction (listening, speaking, reading, writing)?

☐ Yes ☒ No

* Is the student's Ethnicity Hispanic/Latino?

☒ Yes ☐ No

* Student's Primary Race

White

Student's Additional Race

-Please Select-

[Student Educational Information](#)[Previous School Information](#)[Additional Correspondence](#)[Save](#)[Back](#)

Entering HLS in MiSiS

7. HOME LANGUAGE SURVEY

What language did this student learn when he or she first began to talk? Spanish and English

What language does this student most frequently use at home? Spanish and English

What language do you use most frequently to speak to this student? Spanish and English

Which language is most often used by the adults at home? Spanish

Has this student received any formal English language instruction (listening, speaking, reading, or writing)? ☐ Yes ☐ No

Students

Admin

Reports

Support

VERONICA AREVALO [52:24]

Save

Student Enrollment Information - Quick Enrollment

Parent/Guardian Information

Student Home Language

Student Ethnicity:

* Which language did this student learn when he/she first began to talk?

* Which language does this student most frequently use at home?

* Which language do you use most frequently to speak to this student?

* Which language is most often used by the adults at home?

* Student's Primary Language

* Has this student received any formal English language instruction (listening, speaking, reading, writing)?

* Is the student's Ethnicity Hispanic/Latino?

* Student's Primary Race

Student's Additional Race

ENGLISH

SPANISH

AFGHAN

AFRIKAANS

ALBANIAN

AMHARIC

APACHE

ARABIC

ARMENIAN

ASL

ASSYRIAN

BENGALI

BOSNIAN

When English and another language are written in the HLS, only ONE language gets entered into MiSiS and it's NOT English

Student Educational Information

Previous School Information

Additional Correspondence

Save

Back

Determining and Entering Primary Language



Students

Admin

Reports

Support

VERONICA AREVALO [58:09]

Save

Student Enrollment Information - Quick Enrollment

Parent/Guardian Information

Student Home Language

Student Ethnicity:

* Which language did this student learn when he/she first began to talk?

SPANISH

* Which language does this student most frequently use at home?

SPANISH

* Which language do you use most frequently to speak to this student?

SPANISH

* Which language is most often used by the adults at home?

SPANISH

* Student's Primary Language

SPANISH

* Has this student received any formal English language instruction (listening, speaking, reading, writing)? ☐ Yes ☒ No

* Is the student's Ethnicity Hispanic/Latino?

☒ Yes ☐ No

* Student's Primary Race

White

Student's Additional Race

-Please Select-

This question is not on the HLS. It's determined based on the HLS questions.

Continuing students will already have this field fill out from old SIS but not the answers to the previous questions.

Student's Primary Language field is very important. It's what's used to determine who might need an initial assessment (at TK and Kinder for example)

Guided Practice

7. HOME LANGUAGE SURVEY

What language did this student learn when he or she first began to talk? Arabic

What language does this student most frequently use at home? Arabic and English

What language do you use most frequently to speak to this student? English

Which language is most often used by the adults at home? Arabic

Has this student received any formal English language instruction (listening, speaking, reading, or writing)? ☐ Yes ☒ No

- Which language(s) gets entered into MiSiS?
- What is the primary language that gets entered into MiSiS?

MiSiS
My Integrated Student Information System

Students | Admin | Reports | Support | VERONICA AREVALO [58:09]

Save

Student Enrollment Information - Quick Enrollment

Parent/Guardian Information

Student Home Language

Student Ethnicity:

* Which language did this student learn when he/she first began to talk? **ARABIC**

* Which language does this student most frequently use at home? **ARABIC**

* Which language do you use most frequently to speak to this student? **ENGLISH**

* Which language is most often used by the adults at home? **ARABIC**

* Student's Primary Language **ARABIC**

* Has this student received any formal English language instruction (listening, speaking, reading, writing)? ☒ Yes ☐ No

* Is the student's Ethnicity Hispanic/Latino? ☒ Yes ☐ No

* Student's Primary Race **White**

Student's Additional Race **-Please Select-**

Student Educational Information

Previous School Information

Additional Correspondence

Save Back

Guided Practice

7. HOME LANGUAGE SURVEY

What language did this student learn when he or she first began to talk? American Sign Language

What language does this student most frequently use at home? American Sign Language and English

What language do you use most frequently to speak to this student? American Sign Language

Which language is most often used by the adults at home? American Sign Language

Has this student received any formal English language instruction (listening, speaking, reading, or writing)? ☐ Yes ☐ No

- Which language(s) gets entered into MiSiS?
- What is the primary language that gets entered into MiSiS

MiSiS
My Integrated Student Information System

Students | Admin | Reports | Support | VERONICA AREVALO [58:09]

Save

Student Enrollment Information - Quick Enrollment

Parent/Guardian Information

Student Home Language

Student Ethnicity:

- * Which language did this student learn when he/she first began to talk? ASL
- * Which language does this student most frequently use at home? ASL
- * Which language do you use most frequently to speak to this student? ASL
- * Which language is most often used by the adults at home? ASL
- * Student's Primary Language ASL

* Has this student received any formal English language instruction (listening, speaking, reading, writing)? ☒ Yes ☐ No

* Is the student's Ethnicity Hispanic/Latino? ☒ Yes ☐ No

* Student's Primary Race White

Student's Additional Race -Please Select-

Student Educational Information

Previous School Information

Additional Correspondence

Save Back

Guided Practice

7. HOME LANGUAGE SURVEY

What language did this student learn when he or she first began to talk? Thai

What language does this student most frequently use at home? English

What language do you use most frequently to speak to this student? English

Which language is most often used by the adults at home? Thai and English

Has this student received any formal English language instruction (listening, speaking, reading, or writing)? ☐ Yes ☐ No

- Which language(s) gets entered into MiSiS?
- What is the primary language that gets entered into MiSiS?

MiSiS
My Integrated Student Information System

Students | Admin | Reports | Support | VERONICA AREVALO [58:09]

Save

Student Enrollment Information - Quick Enrollment

Parent/Guardian Information

Student Home Language

Student Ethnicity:

* Which language did this student learn when he/she first began to talk? Thai

* Which language does this student most frequently use at home? English

* Which language do you use most frequently to speak to this student? English

* Which language is most often used by the adults at home? Thai and English

* Student's Primary Language Thai

* Has this student received any formal English language instruction (listening, speaking, reading, writing)? ☐ Yes ☐ No

* Is the student's Ethnicity Hispanic/Latino? ☒ Yes ☐ No

* Student's Primary Race White

Student's Additional Race -Please Select-

Student Educational Information

Previous School Information

Additional Correspondence

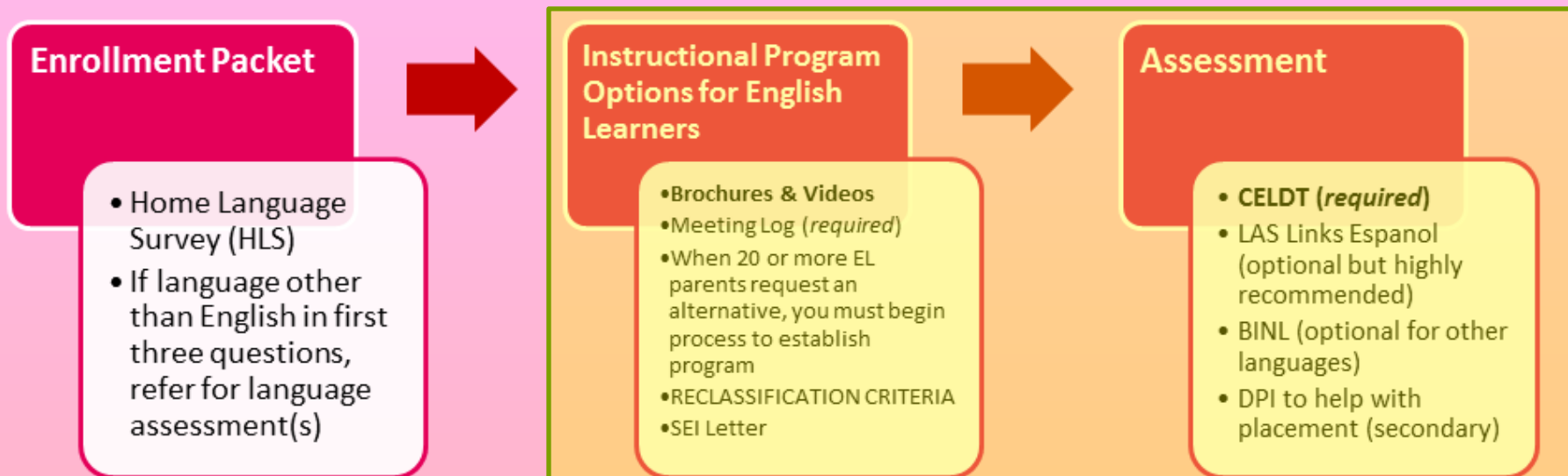
Save Back

Correcting Errors

- If incorrect data has been entered, such as:
 - HLS answers
 - Primary Language
 - Language Classification
- Fax original Home Language Survey to along with the student ID number:
 - **Eva Garcia at School Information Branch:**
eva.garcia@lausd.net
Phone: (213) 241-2450
Fax: (213) 241-8969



Enrollment Procedures for English Learners



Who at your school site supports each step of the process?



Other EL Data in MiSiS

- Once the initial CELDT has been administered and preliminarily scored, the other pertinent EL information gets entered into MiSiS: ***Services > English Learner***

The screenshot displays the MiSiS web application interface. At the top, the MiSiS logo is visible on the left, and navigation tabs for 'Students', 'Admin', 'Reports', 'Support', and a user profile 'VERONICA AREVALO [05:2]' are on the right. Below the navigation bar, there's a 'Contact Log' section with fields for 'HR/Teacher:', 'SLC:', 'Counselor:', and 'Graduation Requirements Year:'. The main content area features a horizontal menu with tabs: 'Enrollment', 'Attendance', 'Academics', 'Support', 'Services', 'Census', 'Miscellaneous', and 'Letters'. The 'Services' tab is active, and a dropdown menu is open, listing options: '504 Plan', 'Academic Intervention', 'Alerts', 'English Learner' (highlighted), 'Gifted and Talented', 'Special Education', and 'Title I'. A red arrow points to the 'English Learner' option. Below the dropdown, the 'English Learner Information' section is visible, containing fields for 'Primary Language:' (set to 'SPANISH'), 'Initial Language Classification:' (set to 'LEP'), and 'Current Language Classification:' (set to 'RFEP'). Below this, there's a 'Master Plan Instructional Program Information' section with a list of programs: 'English Language Development', 'Dual Language Program/Target Language Development', 'Reclassification Information', 'Parental Exception Waiver Request', 'Diagnosis And Placement Inventory(DPI) Information', 'Primary Language(L1) Assessment', 'CELDT Assessment', 'Language Appraisal Team', 'Reclassified Fluent English Proficient(RFEP) Monitoring', and 'Long Term English Learner LTEL Monitoring'.

English Learner Information

Graduation Requirements Year: 2017

Enrollment

Attendance

Academics

Support

Services

Census

Miscellaneous

Letters

English Learner Information

* Primary Language:

SPANISH

* Initial Language Classification:

LEP

* Initial Language Classification Date:

5/1/2007

Current Language Classification:

Current Language Classification Date: 2/1/2012

The information in the *Primary Language* field gets transferred automatically from the Enrollment screen.

Master Plan Instructional Program Information

English Language Development

Dual Language Program/Target Language Development

Reclassification Information

English Learner Information

Graduation Requirements Year: 2017

Enrollment

Attendance

Academics

Support

Services

Census

Miscellaneous

Letters

English Learner Information

* Primary Language:

SPANISH

* Initial Language Classification:

LEP

Current Language Classification:

Current Language Classification

The information in the *Initial Language Classification* field gets **ENTERED** based on the **initial CELDT** results.

Master Plan Instructional Program Information

English Language Development

Dual Language Program/Target Language Development

Reclassification Information

English Learner Information

Graduation Requirements Year: 2017

Enrollment

Attendance

Academics

Support

Services

Census

Miscellaneous

Letters

English Learner Information

* Primary Language:

SPANISH

* Initial Language Classification:

LEP

* Initial Language Classification Date:

5/1/2004

Current Language Classification:

Current Language Classification Date: 2/1/2012

Master Plan Instructional Program Information

English Language Development

Dual Language Program/Target Language Development

Reclassification Information

The information in the *Initial Language Classification Date* field needs to be **ENTERED**. It is the date of the **Initial CELDT**.

Master Plan Instructional Program

Graduation Requirements Year: 2017

Enrollment

Attendance

Academics

Support

Services

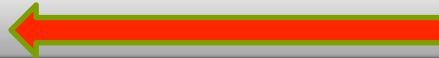
Census

Miscellaneous

Letters

English Learner Information

Master Plan Instructional Program Information



+ Add new record

Program Placement	EL Services	Start Date	End Date	Initial Parent Notification Date	Annual Parent Notification Date	Not
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No records to display.

English Language Development

Dual Language Program/Target Language Development

Reclassification Information

Master Plan Instructional Program

Graduation Requirements Year: 2017

Enrollment

Attendance

Academics

Support

Services

Census

Miscellaneous

Letters

English Learner Information

Master Plan Instructional Program Information

+ Add new record



Program Placement

EL Services

Start Date

End Date

Initial Parent Notification Date

Annual Parent Notification Date

Not

No records to display.

English Language Development

Dual Language Program/Target Language Development

Reclassification Information

Master Plan Instructional Program

Graduation Requirements Year: **2017**

Enrollment

Attendance

Academics

Support

Services

Census

Miscellaneous

Letters

English Learner Information

Master Plan Instructional Program Information

* Program Placement:

-Please Select-

EL Services:

* Start date:

End date:

Initial Parent Notification date:

Annual Parent Notification date:

Notification Type:

Eligible/Participates:

-Please Select-

☐ Yes ☐ No

Add

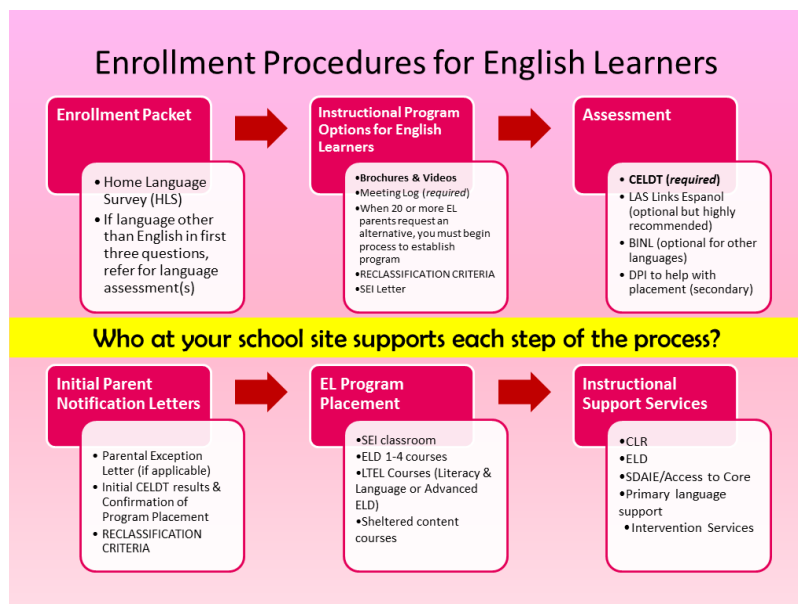
Cancel

English Language Development

Dual Language Program/Target Language Development

Systems

- Who is the **EL Coordinator/Designee** at your school site?
- Who **reviews enrollment** packets? Responds to reasonable doubt?
- Who supports each step of the Enrollment process for English Learners?
- Who assists with **entering EL data** into MiSiS (HLS)?



All these procedures should occur at the **time of enrollment**, as much as possible.

Resources

- **Routing slips** help maintain communication and accurate EL data entry

English Learner Information for MISIS

Student Name: _____

Student District ID Number: _____ Date: _____

Student Home Language

Student Ethnicity:

- * Which language did this student learn when he/she first began to talk?
- * Which language does this student most frequently use at home?
- * Which language do you use most frequently to speak to this student?
- * Which language is most often used by the adults at home?
- * Student's Primary Language
- * Has this student received any formal English language instruction (listening, speaking, reading, writing)? ☐ Yes ☐ No
- * Is the student's Ethnicity Hispanic/Latino? ☒ Yes ☐ No
- * Student's Primary Race
- * Student's Additional Race

Enrollment Attendance Academics Support **Services** Census Miscellaneous Letters

English Learner Information

* Primary Language: * Initial Classification Date:

* Initial Language Classification: * Current Language Classification:

Enrollment Attendance Academics Support **Services** Census Miscellaneous Letters

English Learner Information

Master Plan Instructional Program Information

* Program Placement:

EL Services:

* Start date:

End date:

Initial Parent Notification date:

Annual Parent Notification date:

Notification Type:

Eligible/Participates: ☐ Yes ☐ No

Add Cancel

Course placement: _____ Date of data entry: _____

Upcoming MiSiS Enhancements

- Student Primary Language will automatically populate based on the parent response to questions #1-3 on the Home Language Survey.
- Initial Home Language Survey section of the enrollment screen will **lock** once saved.

Resources

- Multilingual and Multicultural Education Department (MMED) website
 - contains all EL forms and policies
- MiSiS website
 - Job Aides





Contact Information

EL Programs Coordinator – Compliance for ESC West

Rafael Escamilla
rafael.escamilla@lausd.net
(310) 914-2127

EL Programs Specialist – Multilingual & Multicultural Education Department

Angela Sandoval
abs9291@lausd.net
(213) 241-2045

Kirstin Summers
kms3113@lausd.net
213-241-3489

