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

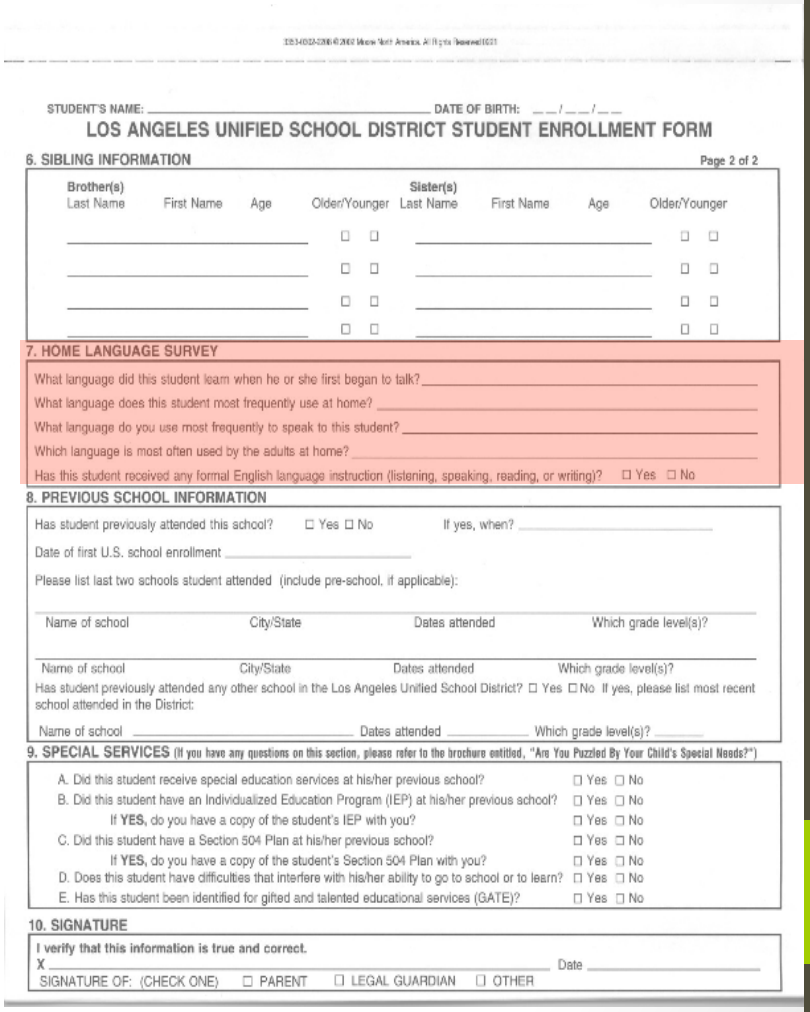
- SEI classroom
- ELD 1-4 courses
- LTEL Courses (Literacy & Language or Advanced ELD)
- Sheltered content courses

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"***



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

LOS ANGELES UNIFIED SCHOOL DISTRICT STUDENT ENROLLMENT FORM

6. SIBLING INFORMATION — Page 2 of 2

Brother(s) Last Name	First Name	Age	Older/Younger	Sister(s) Last Name	First Name	Age	Older/Younger
			☐ ☐				☐ ☐
			☐ ☐				☐ ☐
			☐ ☐				☐ ☐
			☐ ☐				☐ ☐

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

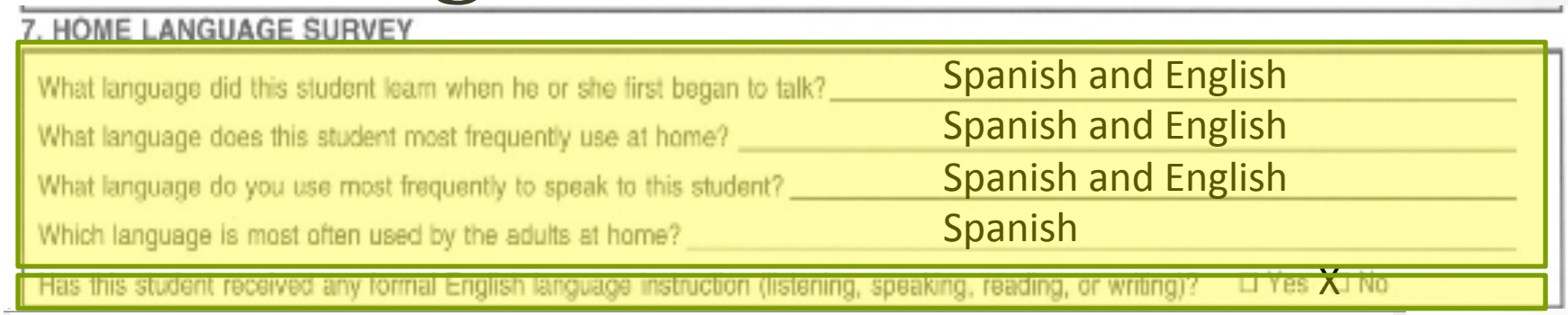
10. SIGNATURE

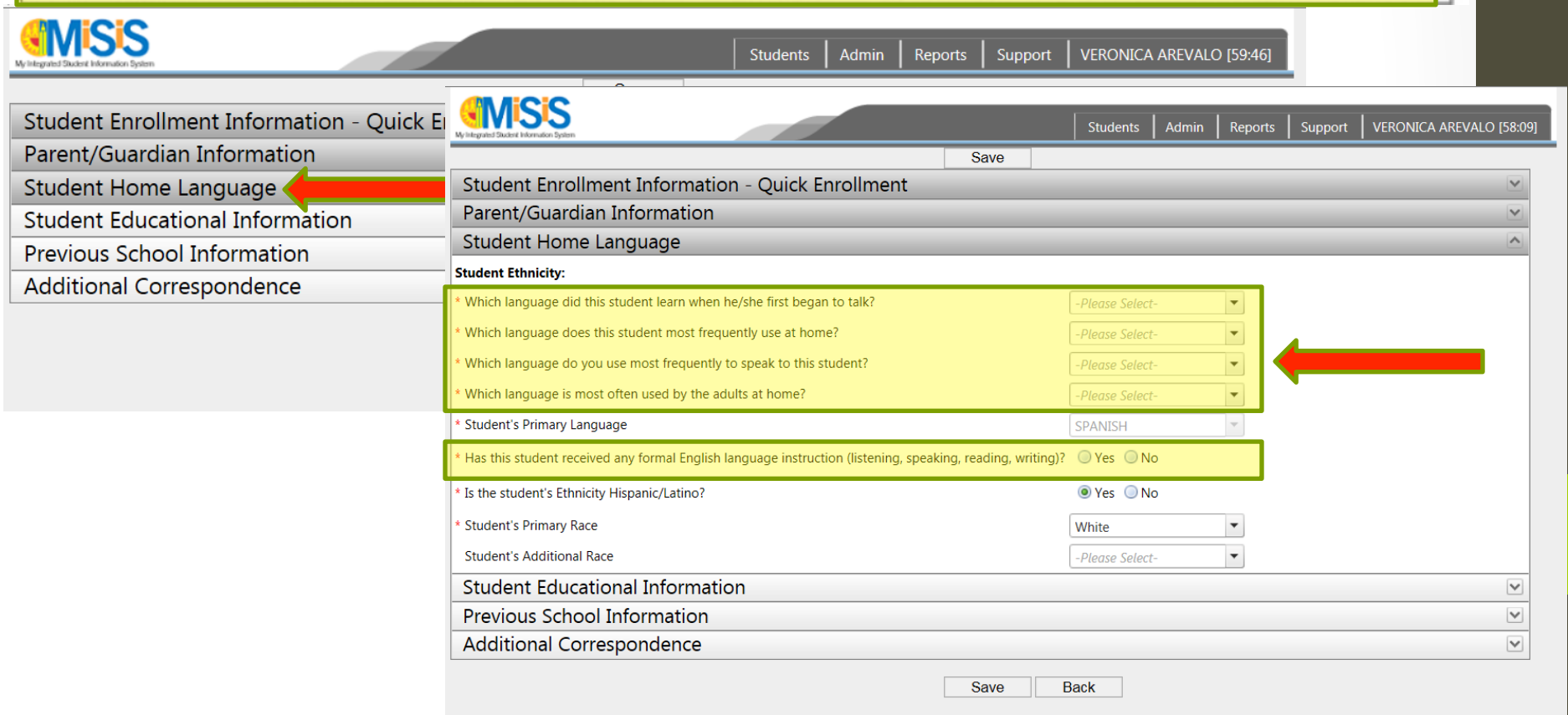
I verify that this information is true and correct.

X _____ Date _____

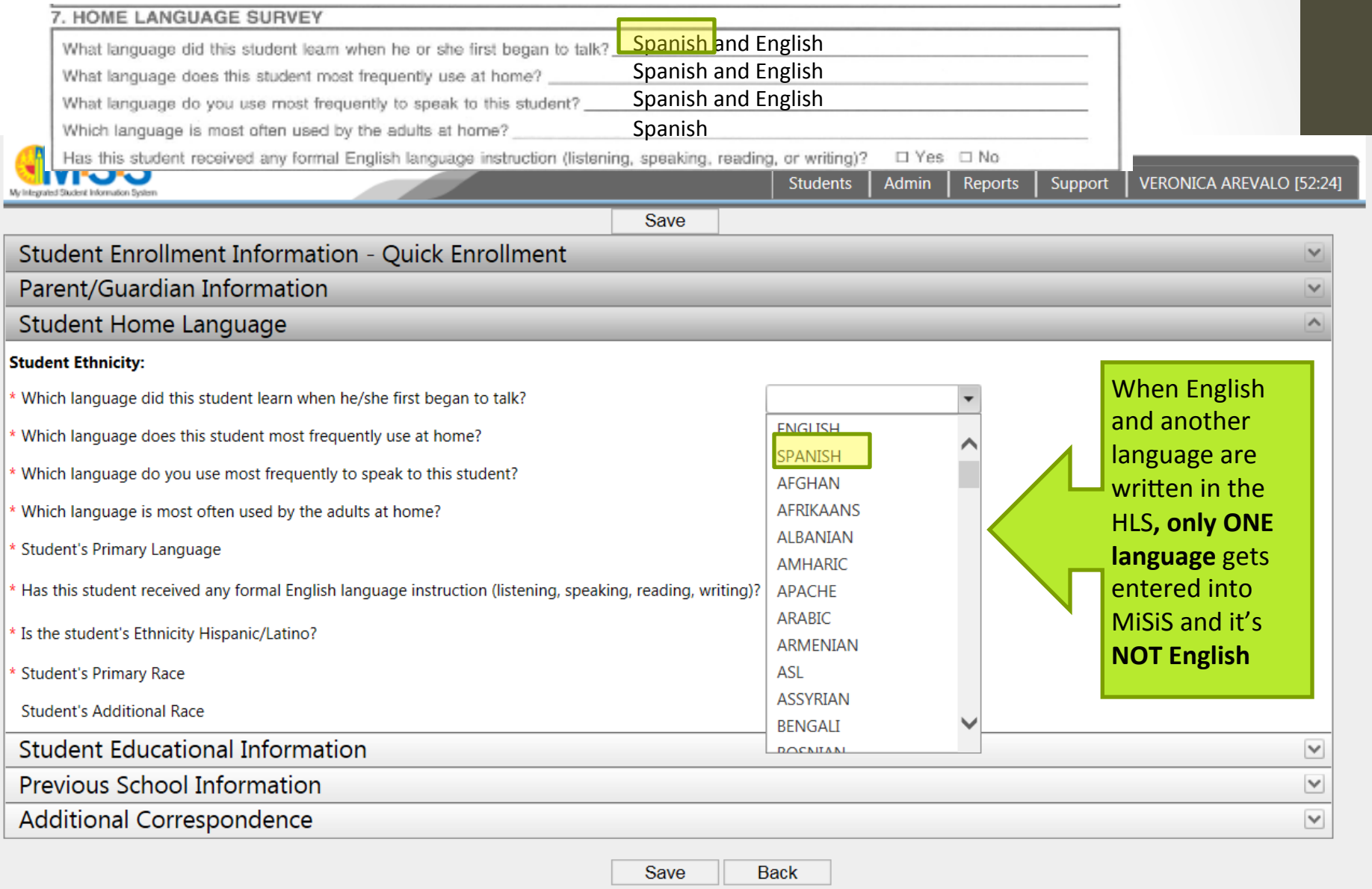
SIGNATURE OF: (CHECK ONE) ☐ PARENT ☐ LEGAL GUARDIAN ☐ OTHER

Entering HLS in MiSiS

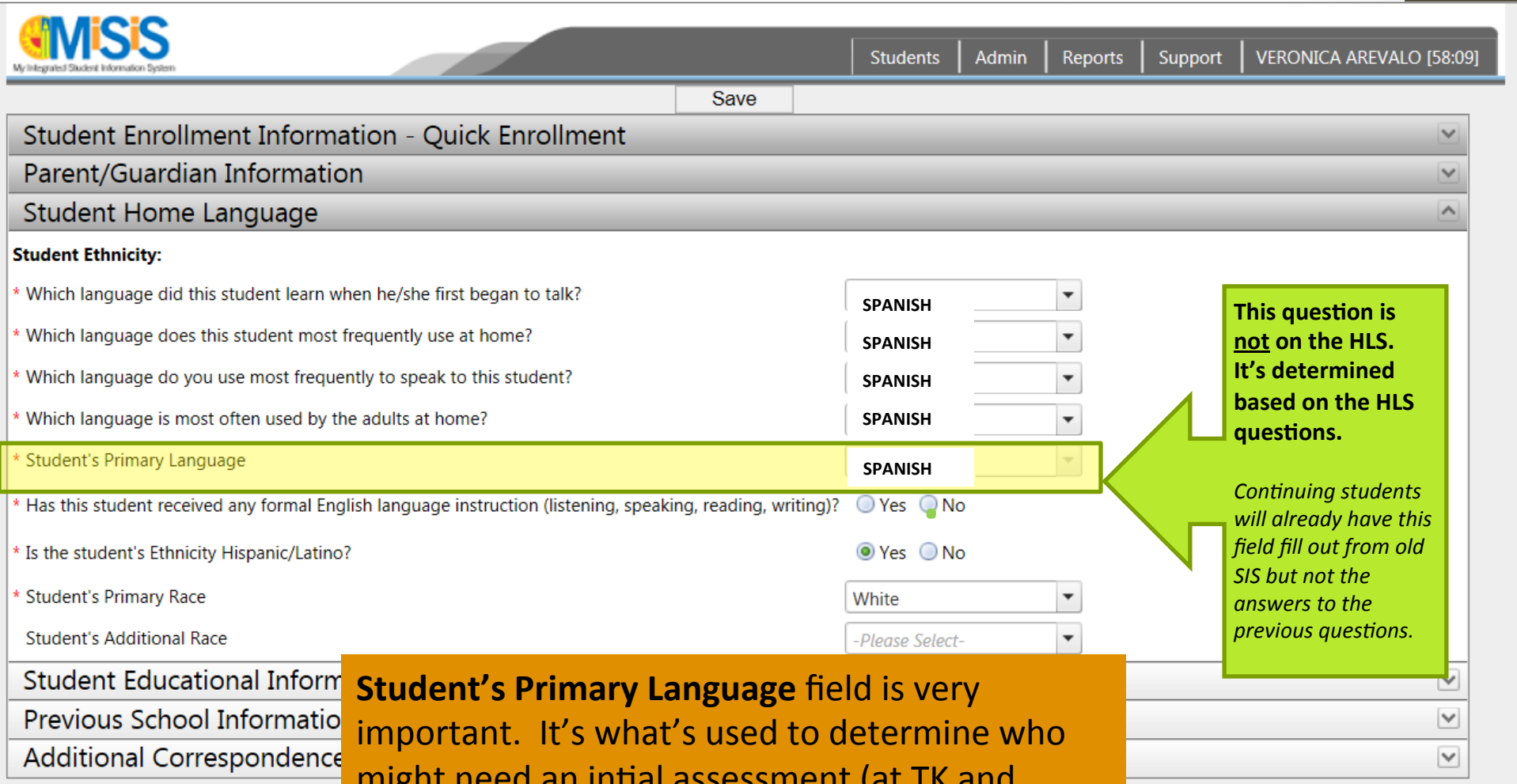




Entering HLS in MiSiS



Determining and Entering Primary Language



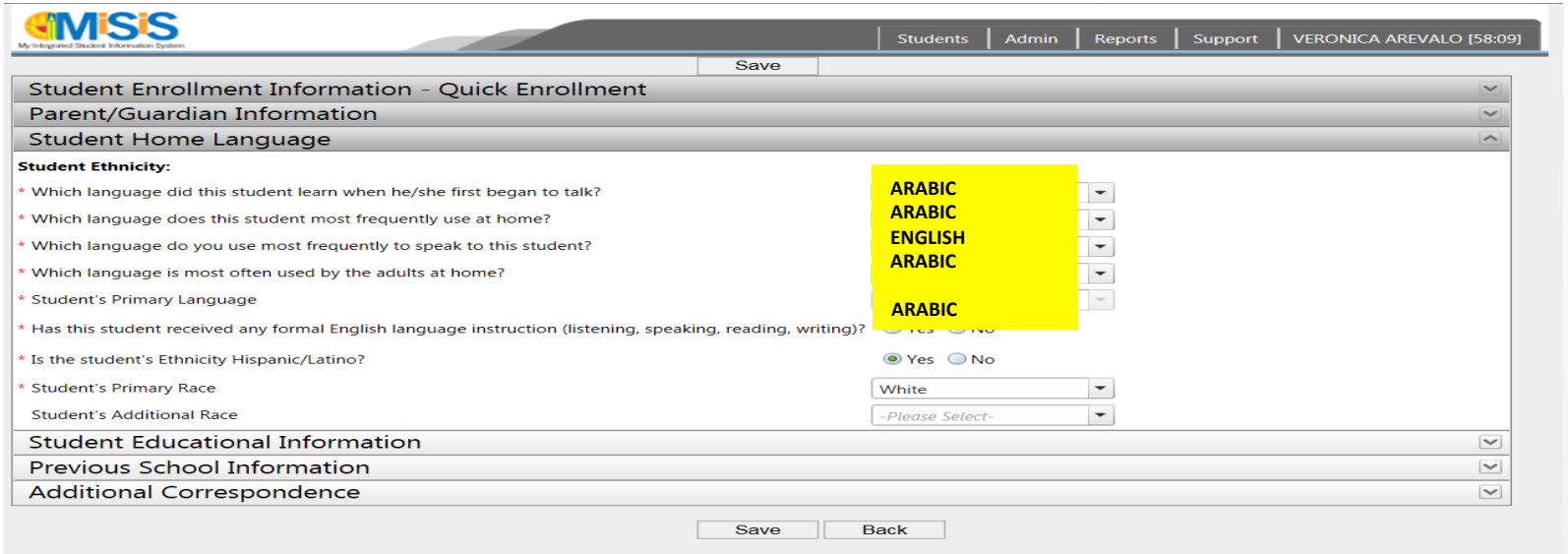
Student's Primary Language field is very important. It's what's used to determine who might need an intial assessment (at TK and Kinder for example)

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 X ☐ No

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



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

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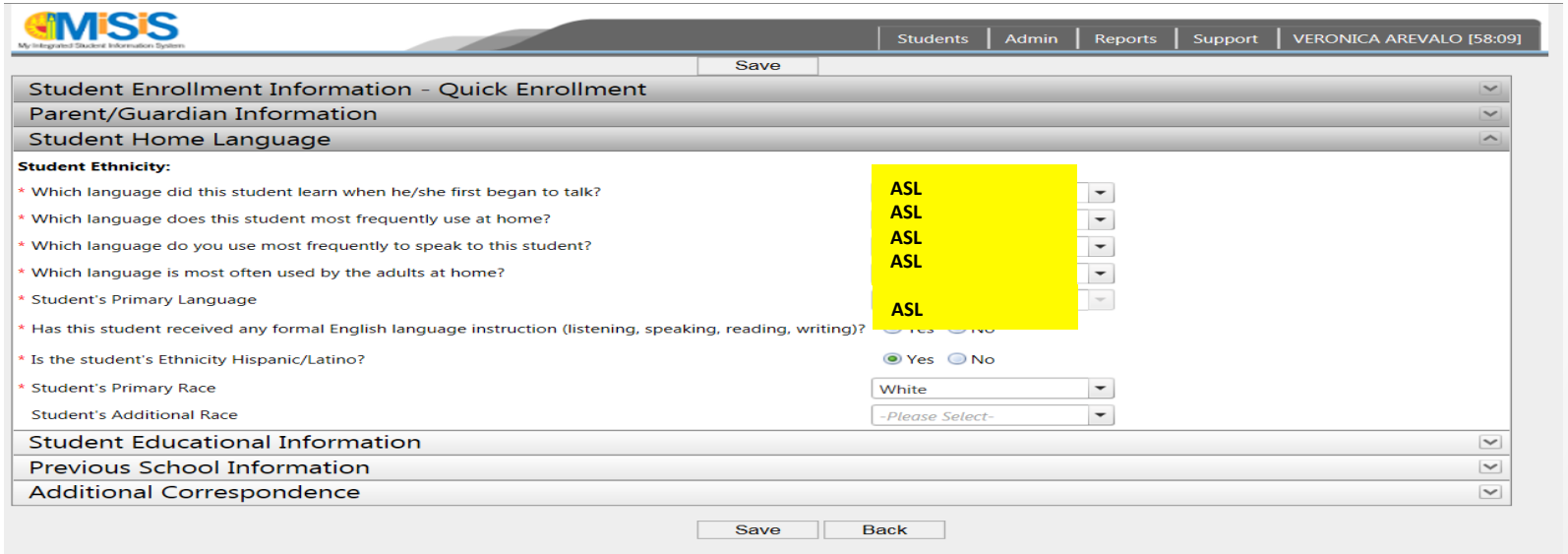

Guided Practice

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

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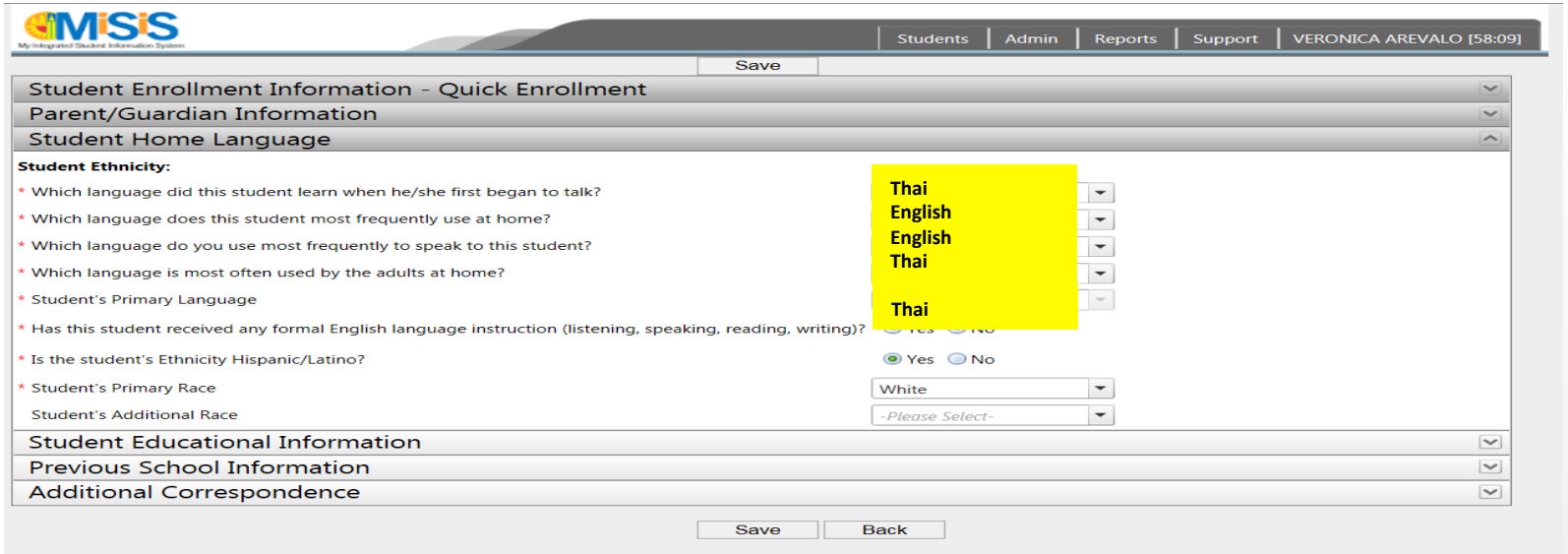

Correcting Errors

- 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

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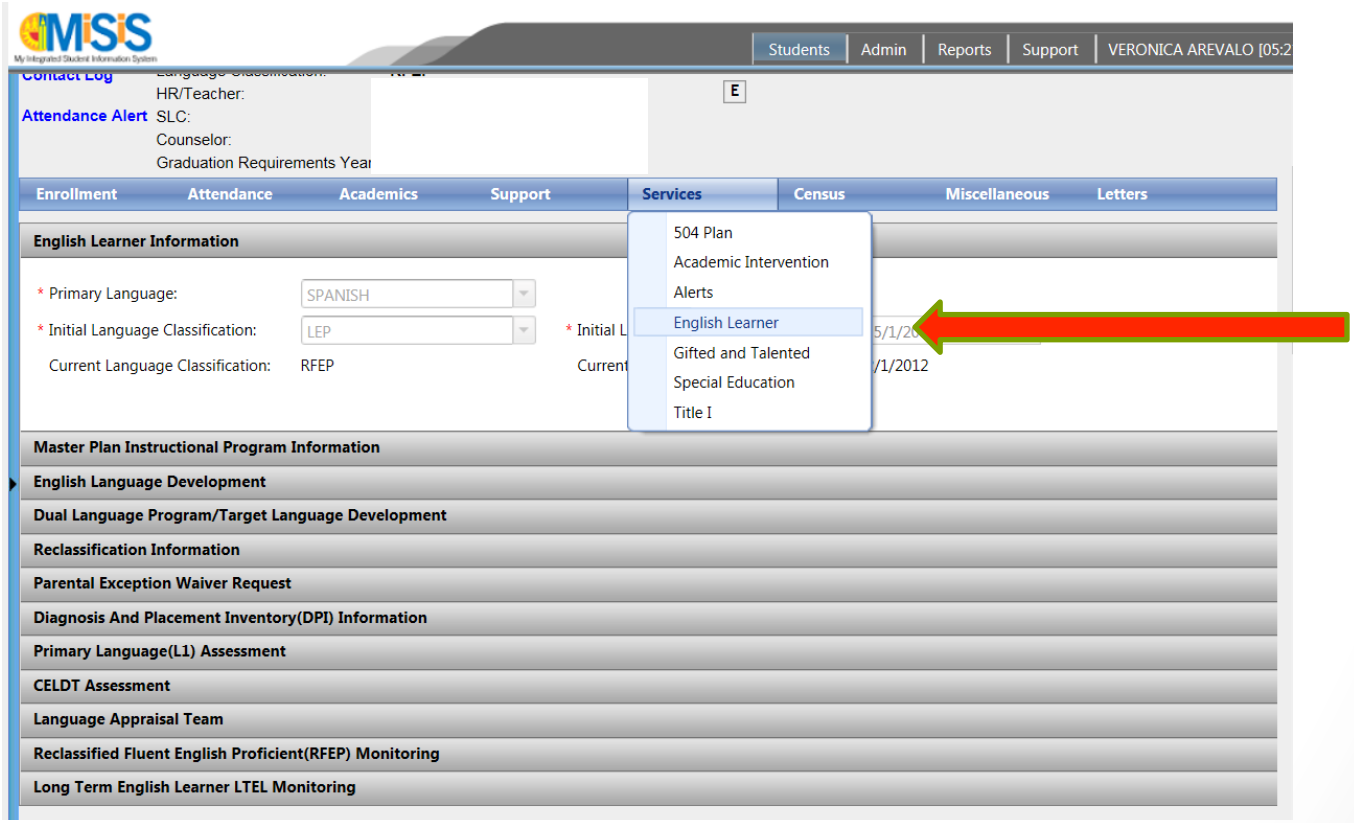
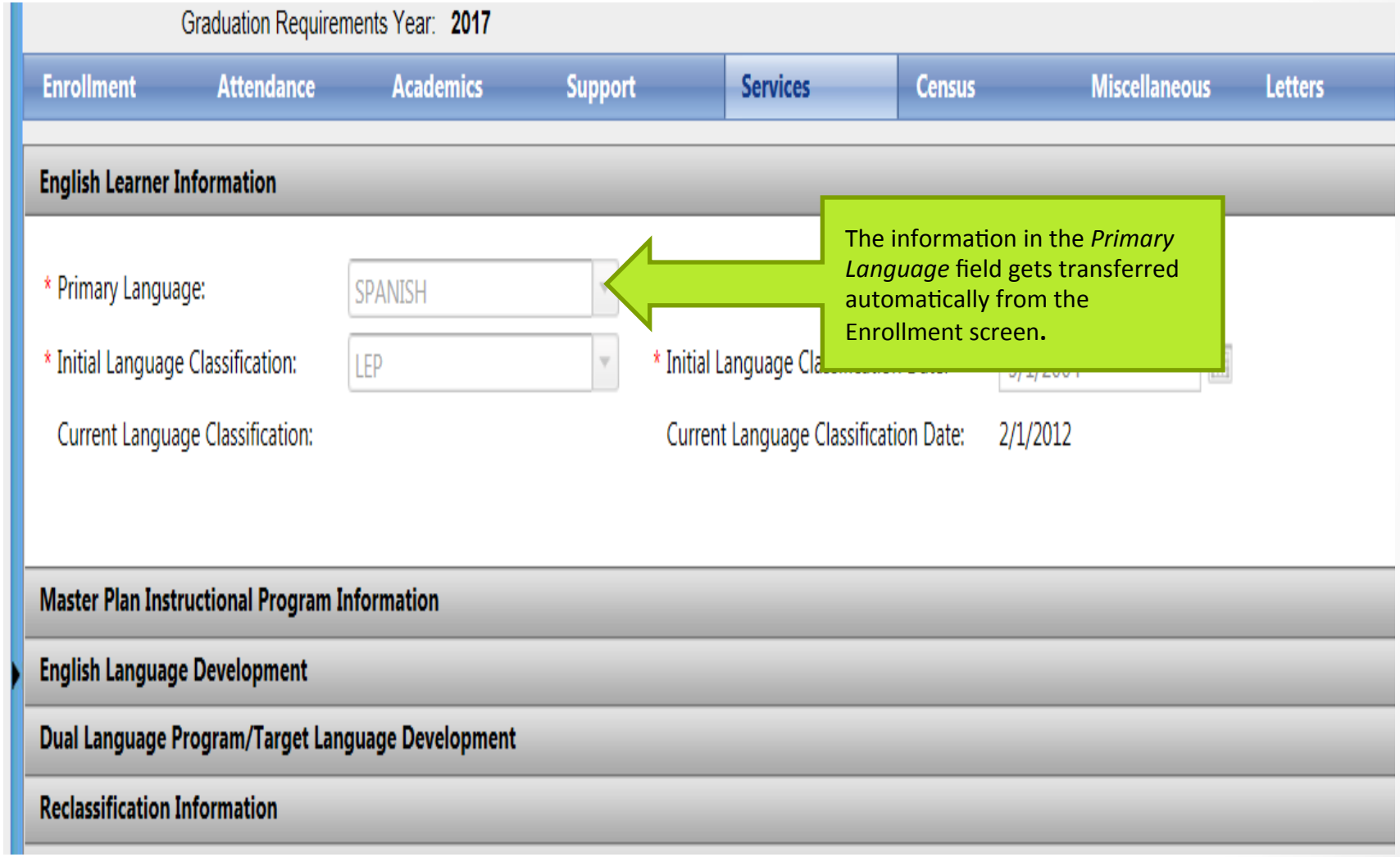
Other EL Data in MiSiS

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



English Learner Information



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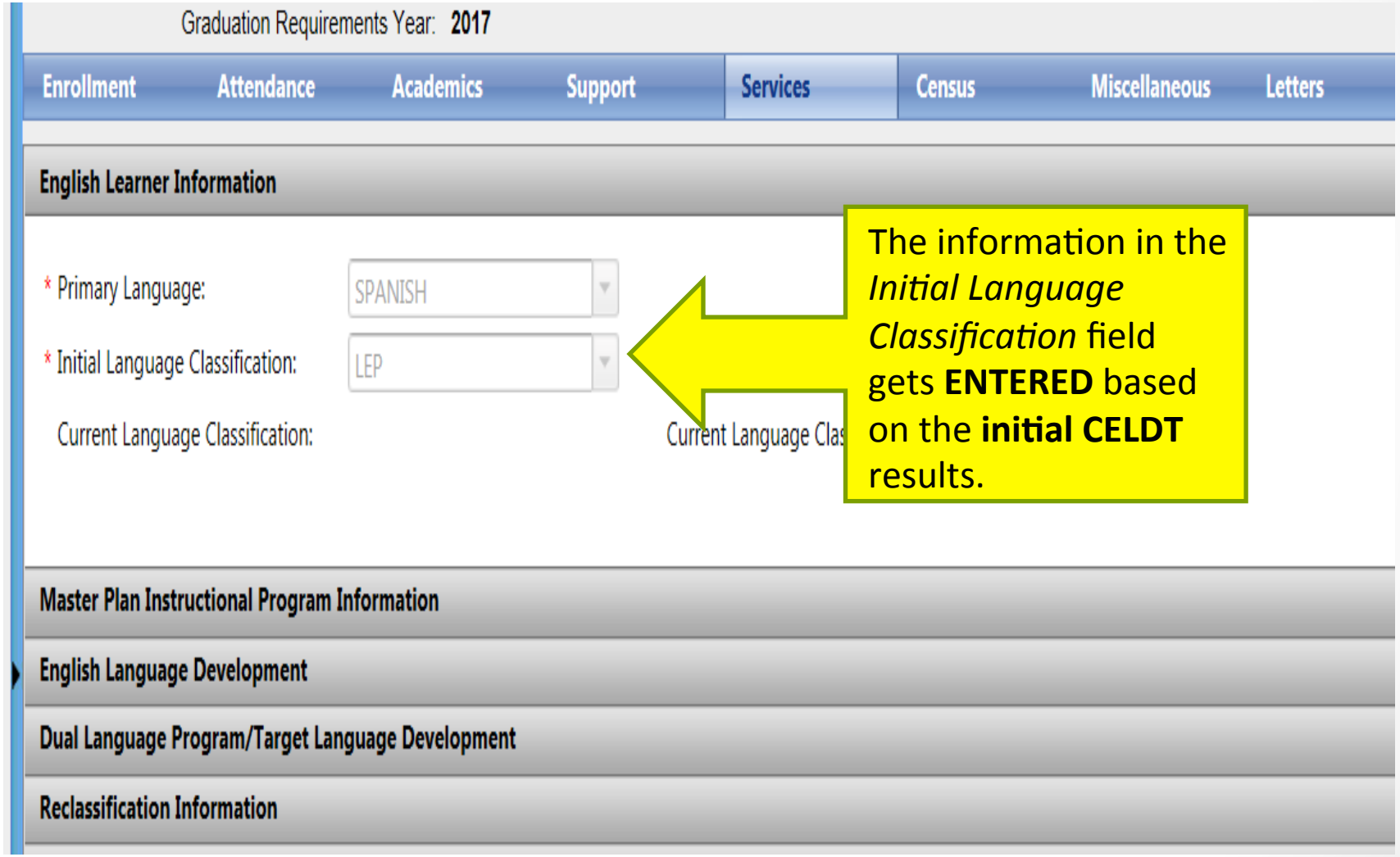
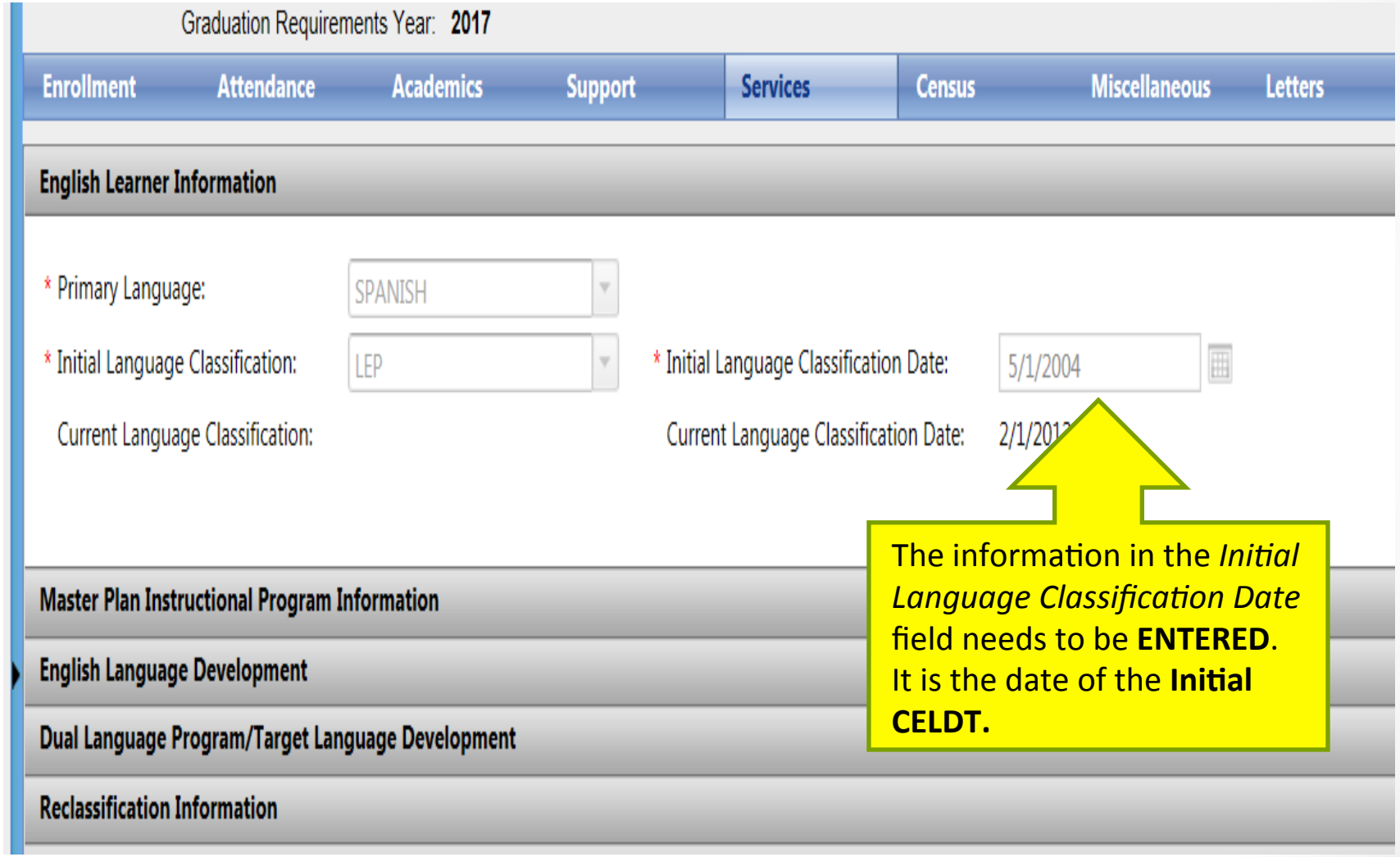
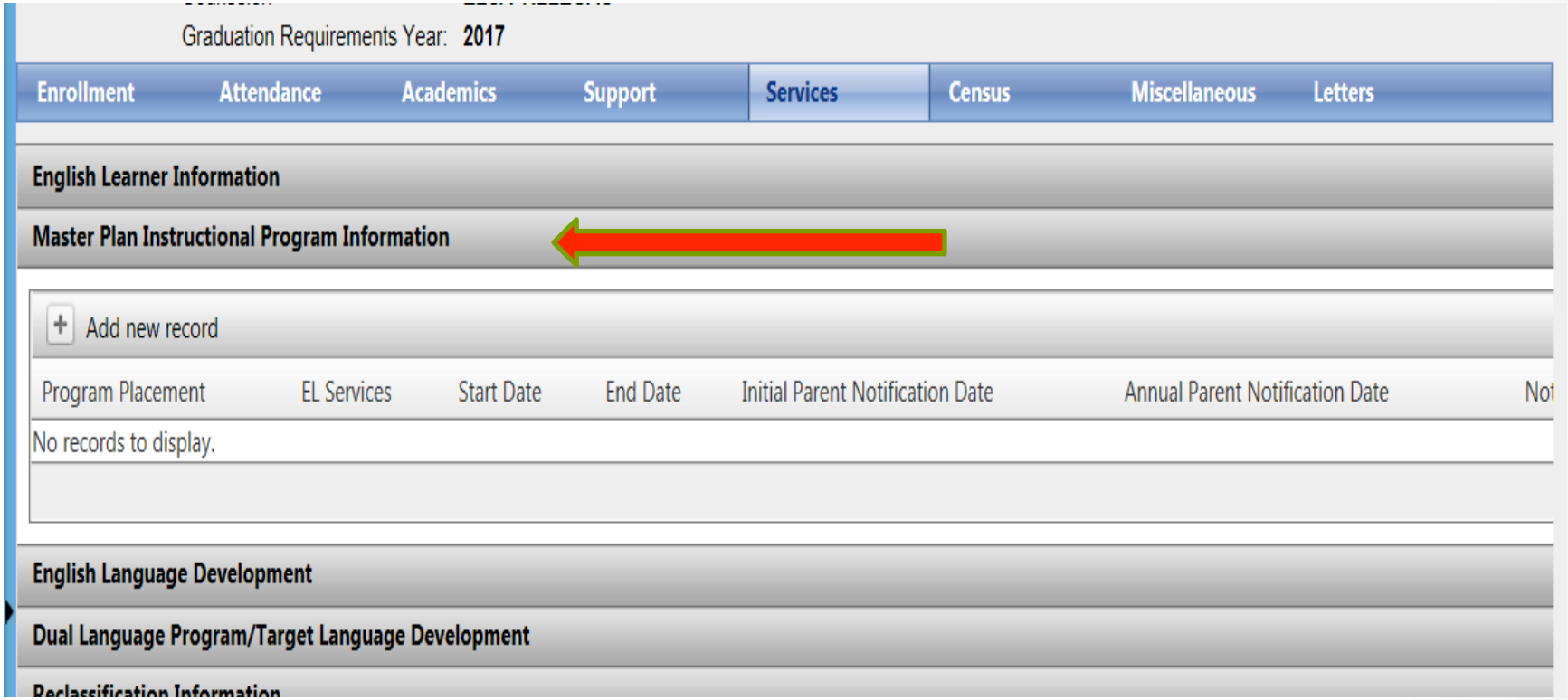


The information in the *Initial Language Classification* field gets **ENTERED** based on the **initial CELDT** results.

English Learner Information



Master Plan Instructional Program



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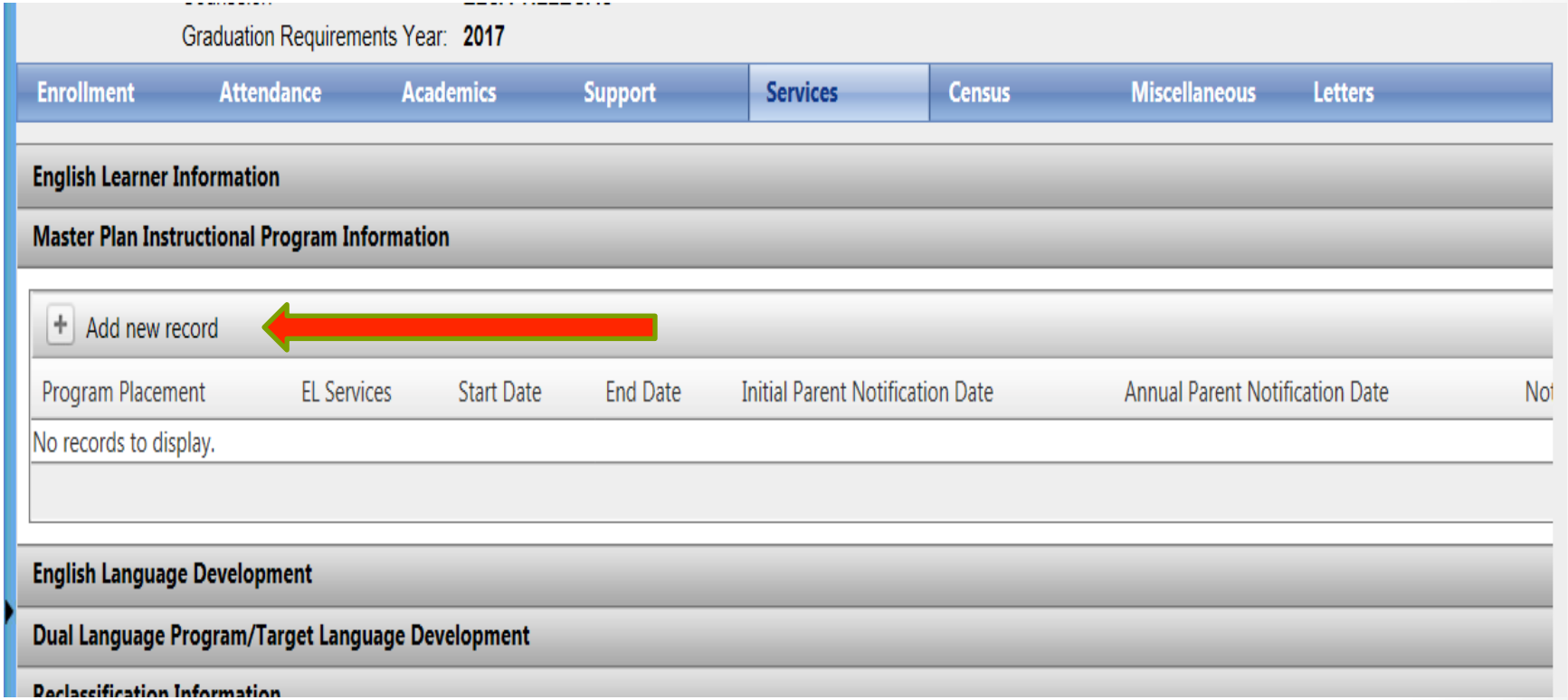

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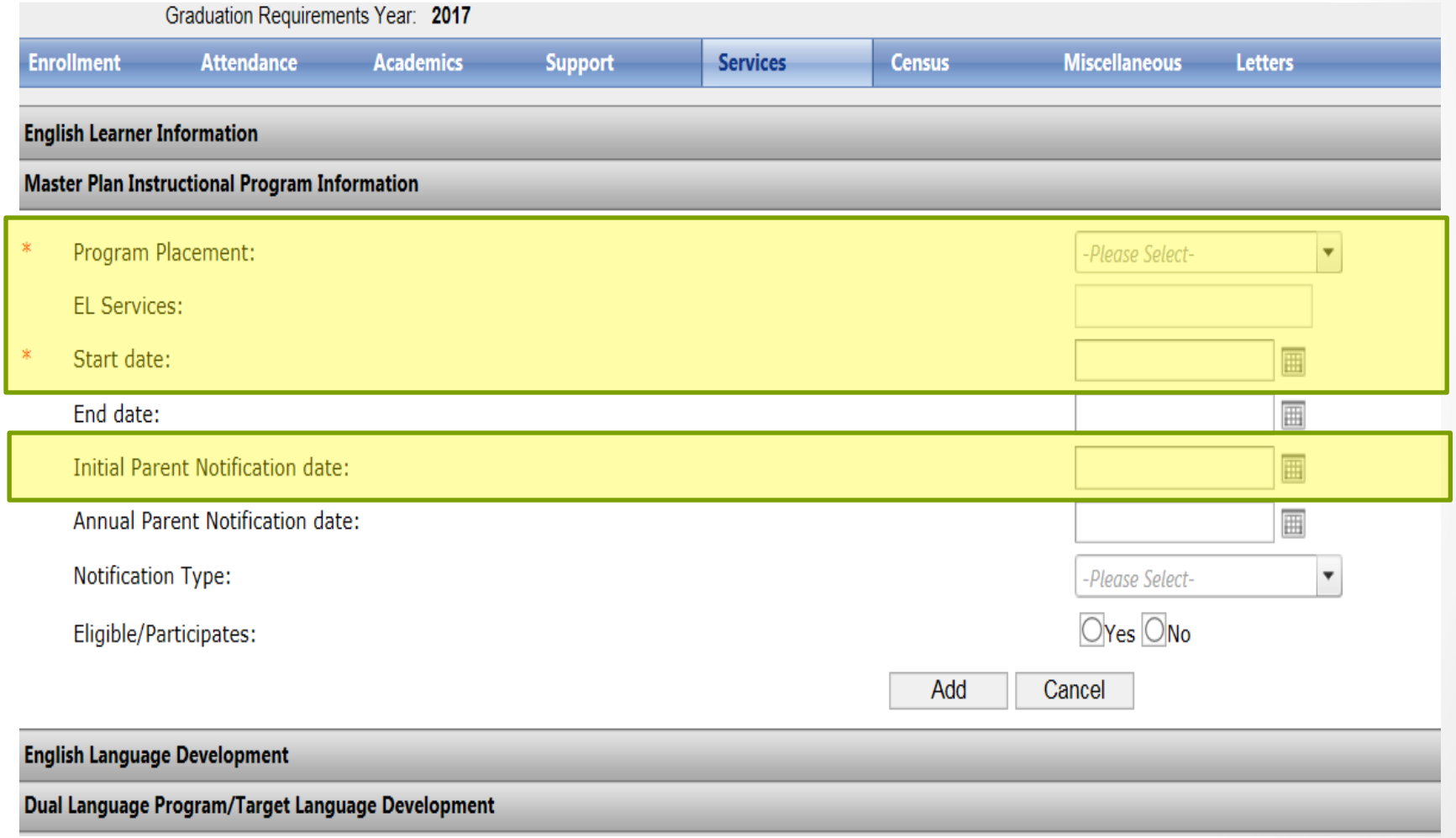
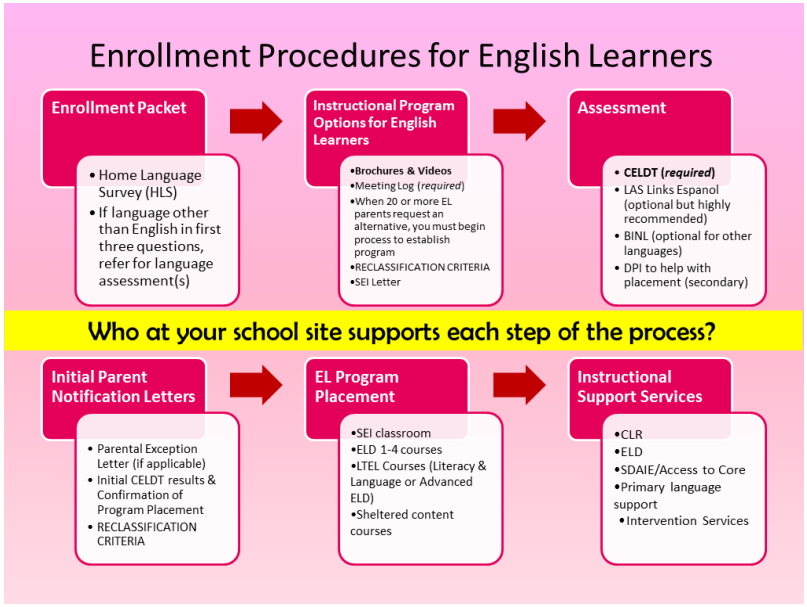


Systems

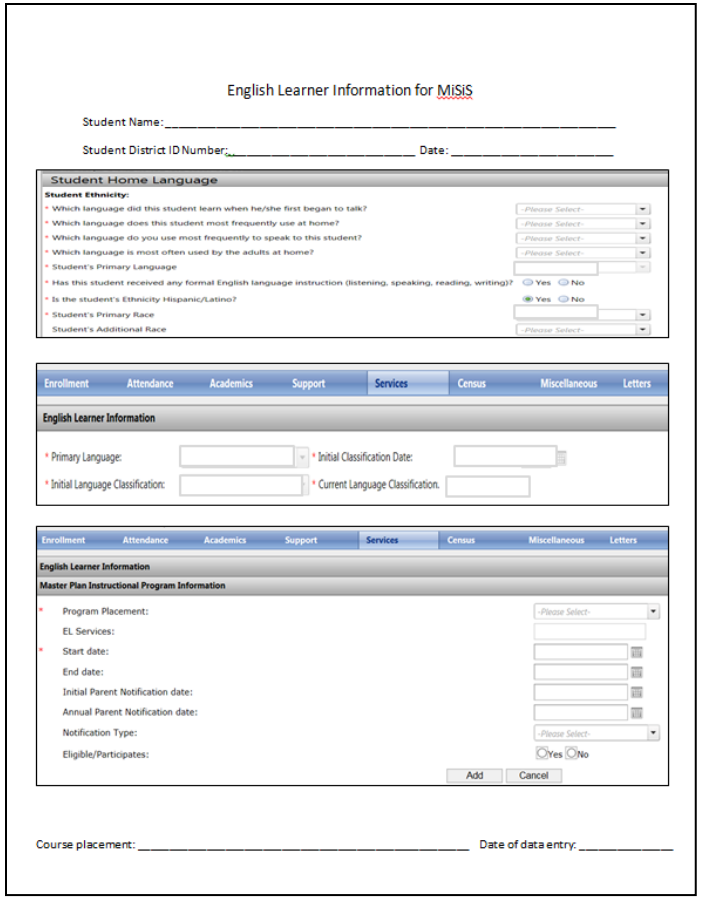
- Who is the **EL Coordinator/Designee** at your school site?
- Who **reviews enrollment** packets? Responds to reasonable doubt?
- Who supports each step of the Enrollment process for English Learners?
- Who assists with **entering EL data** into MiSiS (HLS)?



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? -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
* 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 -Please Select-

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: -Please Select-
EL Services:
* Start date:
End date:
Initial Parent Notification date:
Annual Parent Notification date:
Notification Type: -Please Select-
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

TIME FOR QUESTIONS

Contact Information

EL Programs Coordinator – Compliance for ESC West	EL Programs Specialist – Multilingual & Multicultural Education Department
Rafael Escamilla rafael.escamilla@lausd.net (310) 914-2127	Angela Sandoval abs9291@lausd.net (213) 241-2045 Kirstin Summers kms3113@lausd.net 213-241-3489