

Pulaski County Schools
Title III, Part A/ESOL
New EL, EL-M & EL-F Student
Registration

2021-2022 School Year

Pulaski County Schools

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In Pulaski County Schools, all steps of this procedure must be completed within 2 WEEKS of the student enrolling.

During registration:

- ❑ Review ORIGINAL Home Language Survey from the student's first enrollment in US Schools.
- ❑ If a language other than English is indicated, the student must be screened for ESOL services (**unless the student has already been screened**). For transfer students, review transfer records, data records, and contact previous school to determine if the student is an EL.
- ❑ **Transfer students:** If a student has records indicating they are already identified as an EL in a WIDA state, accept their eligibility and skip the "WIDA Screener/Kindergarten Screener" step.
- ❑ If the student was identified or exited in a non-WIDA state, please contact Dr. Green for guidance.
- ❑ If the student left the U.S. as an EL without exiting, the student is still an EL in the U.S. and must be placed in the ESOL program for service. **Do not re-screen.**
- ❑ If the student is a monitored student or Former EL, skip to the end of this procedure.

- ❑ **If HHS**, the student will be added to an ESOL teacher's caseload. Obtain the student's schedule.

WIDA Screener or Kindergarten Screener:

- ❑ Screen the student with the Kindergarten Screener (grade K and 1st semester 1st grade only) or WIDA Screener for Grades 1 (second semester) through 12.
- ❑ The student must have a GTID number prior to screening. **Be sure to notice whether we are in Semester 1 or Semester 2, as this affects the screener chosen for the student.**
- ❑ Refer to the GADOE ESOL Eligibility Flowcharts:

Kindergarten

Grades 1-12

Student QUALIFIES for ESOL Services and is identified as an EL:

- ❑ Enter the student's information on your school's student data sheet (Teacher, current FY, Data Collections). Highlight rows for new students to make them stand out. Once they appear in **InfiniteCampus as EL**, remove the highlighting. **IMPORTANT:** You must "email

collaborators” so that your school’s data entry person and central office are aware you have a newly qualified EL. Fill out all parts of the document.

Student DOES NOT QUALIFY for ESOL Services and is not an EL:

- Print the notice of not qualifying for ESOL services and send to parent.
- File a copy of the screener and letter in the student’s permanent records folder.

Parent Notification:

- Send home Initial Notification of Eligibility for ESOL Services in English and the student’s home language. Don’t forget to make copies!
- If the student will be receiving supplemental Title III services (in addition to required ESOL service) send the Title I Parent Notification of Supplemental Language Support Services. File a copy of the letter in the student’s Permanent Records folder.

Accommodations (tested grade levels):

- Refer to the [Allowable Accommodations for English Learners chart](#) (pp. 25-26). These

are the only allowable testing accommodations.

- Together with the Testing Participation Committee, determine accommodations for the student.
- Document accommodations on the PCS TPC form.
- File the TPC form in the Permanent Records folder.
- Important:** Even if the student will receive no accommodations, you must fill out the TPC form.

Setting up the ESOL and Permanent Records Folders:

You must set up an ESOL student folder that includes:

- The ORIGINAL Home Language Survey
- The student's original Kindergarten Screener or WIDA Screener
- The Initial Notification of Eligibility for ESOL Services letter with ("sent home" __/__/__ and school or district ESOL coordinator initials at the top right hand corner)

You must ensure that the student's permanent records folder includes:

- The ORIGINAL Home Language Survey

- ❑ A copy of the Initial Notification of Eligibility for ESOL Services letter with (“sent home” ___/___/___ and school or district ESOL coordinator initials at the top right hand corner)
- ❑ A print-out of the student’s Kindergarten Screener or WIDA Screener score sheet.
- ❑ The TPC form
- ❑ Notice of not qualifying for ESOL service (**if needed**)

EL=1 and EL=2 Students:

- ❑ Enter the student’s information on your school’s student data sheet (Teacher, Data Collections). **IMPORTANT:** You must “email collaborators” so that your school’s data entry person and central office are aware you have a newly qualified EL.
- ❑ If EL=1 or EL=2, monitor the student according to PCS procedures.

Please remember that parent notices must be sent in a language they can understand.

Do not file this document in student folders. This is a checklist, not a required part of student records.