

ENL Student Registration Process

Phase	Action Step	Description of Process (Please note that many of the phases of the process are implemented simultaneously)
Phase 1	CBOs or Walk-ins submit online application and required documentation	<ul style="list-style-type: none"> • Community-Based Organization (CBO) or Parent/Guardian (Walk-In) complete Smartchoice online registration <ul style="list-style-type: none"> ○ If CBO, list of refugee students is emailed to Lead Language Assessor and required documents are brought to screening (See phase 3) ○ If Walk-In, all documents are completed with registration, and are reviewed: Home Language Questionnaires (HLQ) that indicate a language other than English are identified; Language Assessor is notified • Nurse reviews all health related documents for medical clearance
Phase 2	Schedule NYSITELL	<ul style="list-style-type: none"> • Language Assessor creates folder for student • Language Assessor schedules appointment with CBO or parent to assess English Language Proficiency (ELP) using the New York State Identification Test for English Language Learners (NYSITELL)
Phase 3	Screen HLQ/IEP	<ul style="list-style-type: none"> • All registration documents are collected and reviewed • Language assessor reviews completeness and accuracy of the HLQ with family and attests with signature • If it is indicated that the home language is English, then the student is not an ELL and the screening stops • If IEP exists, student is reported to the Language Proficiency Team (LPT) to determine if the student moves to phase 4 or to LPT meeting
Phase 4	Conduct Individual Interview and Parent Orientation	<ul style="list-style-type: none"> • Language Assessor conducts the individual interview with an interpreter, when necessary • Language Assessor collects and documents ENL information: immigrant, SIFE, transcripts and parent language preferred for communication • Bilingual Education counseling is provided by the language assessor • Nationality Worker provides SCSD ENL Parent Orientation to parents
Phase 5	NYSITELL Administration	<ul style="list-style-type: none"> • Language Assessor administers the NYSITELL • Language Assessor scores the NYSITELL and determines English Proficiency level • Entitlement/Non-Entitlement parent notification letter is completed and signed by the language assessor, and provided to the parent
Phase 6	Formal Registration and Placement	<ul style="list-style-type: none"> • ENL Department makes grade determination based on age and educational history and identifies program type (i.e. Bilingual, ENL, or Language Academy) • Department of Student Registration assigns school placement
Phase 7	Data Entry Verification	<ul style="list-style-type: none"> • Language Assessor verifies data in ENL fields for state reporting of ENL, LEP, and Immigrant status. These fields in eSchool include: Date of Entry, Date of Reentry, Immigrant, Language, Country of Origin, SIFE, parent preferred language, LEP program, LEP Funding, NYSITELL scores
Phase 8	Communicate Placement and Start Date	<ul style="list-style-type: none"> • Language Assessor communicates placement of new student and start date to CBOs and/or parents and school staff including: ENL teachers, administrators, nurses, and social workers
Phase 9	Distribute ENL Information	<ul style="list-style-type: none"> • Department of Student Registration scans all ENL documents to school personnel and Office of ENL/Bilingual Education • Folder sent to school for cumulative folder