

# INITIAL REGISTRATION PROCEDURES (Rev. 07/02/2019)

## HOME LANGUAGE SURVEY (HLS)/DATE ENTERED U.S. SCHOOL (DEUSS)

- Give the Parent/Guardian the **Home Language Survey (HLS)** form **FM 5196** to be completed.
- Explain to the Parent/Guardian that this form is about the **language that is first spoken with/by the student at home**.
- Verify the information on the HLS is accurate before the parent leaves the school.
- If there is one **Y (Yes)**, student **must be tested within timeline (20 school days)**. Give a copy of the **HLS** to the ESOL endorsed teacher assigned to administer the initial English Language Proficiency (ELP) assessment. See INITIAL English Language Proficiency (ELP) ESOL Entry Assessment Scores information on pages 3 and 4.
- **NOTE SBR 6A-6.0902:** Affirmative responses to HLS question subsection (2) or (3), or both requires that the student be placed in the English for Speakers of Other Languages (ESOL) program until completion of the eligibility assessment.
- Based on results of assessment, input the information on the J-Screen. Examples of discrepancies:
  1. If **English** for Student's Language **AND** responses on HLS are **NYN**. Student's language cannot be **English** unless the second response is **N**.
  2. If a **Y** response on HLS, student's language is English and after the student is assessed student is **ESOL**, the parent/guardian must revise the **HLS** student's language to reflect the student's first language other than English.
- DEUSS date is the date that a student ENTERED a United States School (**within 50 States and District of Columbia, NOT U.S. Territories, not Puerto Rico**), **NOT** the date entered the United States, nor their date of birth.
  - ❖ Schools need to verify that the **DEUSS** date entered **is** the "**Date Entered into a U.S. School**".
  - ❖ Schools must ensure that the **DEUSS** date for Kindergarteners is the **FIRST** day of school in KG (not Pre-K date). As of 2016-2017 the DSIS is automated to capture M-DCPS Pre-K students going to KG. However, you must check for transferring students who attended Pre-K elsewhere.
  - ❖ DEUSS cannot be a summer date. Must be a calendar school year date.
  - ❖ Registrars must verify with parent/guardian the accuracy of HLS information and DEUSS date.
  - ❖ Schools that have incorrect **DEUSS** dates will need to submit a **HEAT TICKET** to the Federal & State Compliance Office (Attendance Services) requesting the DEUSS date be corrected.
  - ❖ Pay close attention to **Language Codes** (see page 2). For example, Haitian-Creole code is **HC** (do not use ZF). For Indigenous Language Codes, please go to DSIS for entire Language Code lists.

## ENTRY IN DSIS

Grade	Entry Code	Instrument	DSIS
K	A-Aural/Oral (Listening/Speaking)	M-DCPS OLPS-R  <b>1<sup>st</sup> semester – Yellow</b> <b>2<sup>nd</sup> semester – Pink</b>	<ul style="list-style-type: none"> <li>Enter Assessment date;</li> <li>Score / LEP (Y/N) / ESOL Level                             <ul style="list-style-type: none"> <li>0004 - LEP (Y/N): Y - ESOL Level 1</li> <li>0008 - LEP (Y/N): Y - ESOL Level 2</li> <li>0012 - LEP (Y/N): Y - ESOL Level 3</li> <li>0016 - LEP (Y/N): Y - ESOL Level 4</li> <li>0020 - LEP (Y/N): N - NO ESOL Level</li> </ul> </li> <li>Entry Date (if ESOL 1-4) and Basis of Entry <b>A</b></li> </ul>
1-2	A-Aural/Oral (Listening/Speaking)	CELLA Online	<ul style="list-style-type: none"> <li>Enter Assessment date;</li> <li>Score (DSIS requires four-digit; add a zero at the beginning of the Listening/Speaking score)</li> <li>LEP Y/N, ESOL Level</li> <li>Entry Date and Basis of Entry <b>A</b></li> </ul>
3-12	A-Aural/Oral (If not proficient on the Listening/Speaking)	CELLA Online	<ul style="list-style-type: none"> <li>Enter Assessment date</li> <li>Score (four-digit score)</li> <li>LEP Y/N, ESOL Level</li> <li>Entry Date and Basis of Entry <b>A</b></li> </ul>
	<b>OR</b>		
	R-Reading/Writing (If the student is proficient on the Listening/Speaking subtest of the CELLA Online)	CELLA Online	<ul style="list-style-type: none"> <li>Enter Assessment date</li> <li>Score (four-digit score)</li> <li>LEP Y/N, ESOL Level</li> <li>Entry Date and Basis of Entry <b>R</b></li> </ul>

### IMPORTANT:

New students who obtain an overall score of "**Proficient**" on the **Total Performance Category** of the CELLA Online are "**LEP/N**"

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**STUDENT/PARENT LANGUAGE CODES: PLEASE VERIFY CORRECT LANGUAGE CODE IS ENTERED ON DSIS**

AB - ABKHAZIAN	GU - GUJARATI	PV - POHNPEIANS
AA - AFAR	HC - HAITIAN-CREOLE (INCLUDES FRENCH CREOLE)	PO - POLISH
AK - AFRIKAANS	HY - HARYANVI	PR - PORTUGUESE
EF - AKAN	HA - HAUSA	QE - QUECHUA
AL - ALBANIAN, SHQIP	HE - HEBREW, IWRITH	RA - RHAETO-ROMANCE
WJ - AMERICAN SIGN LANG	HI - HINDI	RM - RUMANIAN, ROMANIAN
AM - AMHARIC	HL - HILIGAYNON	RS - RUSSIAN
AR - ARABIC	HM - HMONG	RB - RWANDA
AN - ARMENIAN, HAYEREN	HU - HUNGARIAN, MAGYAR	SM - SAMOAN
AS - ASSAMESE	IC - ICELANDIC, ISLENK	SG - SANGHO
WK - AWADHI	IO - IGBO	SA - SANSKRIT
AZ - AZERBAIJANI	IL - ILACANO	XQ - SARAIKI
BA - BANTU	IN - INDONISIAN, BAHASA INDONESIA	GD - SCOTS GAELIC
BC - BASHKIR	IA - INTERLINGUA	SK - SERBIAN, SRPSHI
BQ - BASQUE, EUSKERA	IE - INTERLINGUE	SR - SERBO-CROATIAN
BE - BENGALI, BANGLA	GA - IRISH, GAEILGE	ST - SESOTHO
BR - BERBER	IT - ITALIAN	TN - SETSWANA
BP - BHOJPURI	JC - JAMAICAN CREOLE (INCLUDES PATOIS)	SN - SHONA
BZ - BHUTANI	JA - JAPANESE, NIHONGO	SD - SPANISH
BH - BIHARI	JW - JAVANESE BAHASA JAWA	SC - SINGHALESE
BI - BISLAMA	KU - KANNADA	XL - SINHALA
BF - BRETON	KS - KASHMIRI	SI - SISWATI
BL - BULGARIAN	KK - KAZAH	SL - SLOVAK
BU - BURMESE, MYANMASA	RW - KINYARWANDA	SJ - SLOVENIAN
BD - BYELORUSSIAN	KY - KIRGHIZ, KYRGYZ	SO - SOMALI
CA - CAMBODIAN, KHMER	RN - KIRUNDI	SP - SPANISH
CN - CANTONESE	KO - KOREAN, CHOSON-O	SU - SUDANESE
EC - CAROLINIAN	KT - KOSRAEN	SH - SWAHILI
CT - CATALAN	KU - KURDISH, ZIMANY KURDY	SW - SWEDISH, SVENSKA
ZA - CEBUANO	LA - LAOTIAN, PHA XA LAO	TA - TAGALOG
ED - CHAMORRO	LB - LATIN	TG - TAJIK
ZB - CHHATTISGARHI	LV - LATVIAN, LETTISH	TB - TAMIL
ZC - CHINESE, HAKKA	LN - LINGALA	TT - TATAR
ZD - CHINESE MIN NAU (FUKIENESE/FUJIANESE)	LI - LITHUANIAN	TE - TELUGU
CH - CHINESE, MANDARIN	LM - LOMBARD	TH - THAI
ZE - CHITTAGONIAN	MB - MACEDONIAN	TI - TIBETAN, BODSKAD
EE - CHUUKESE/TRUKESE	NJ - MADURA	TC - TIGRINYA
CO - CORSICAN	XI - MAGAHI	TO - TONGA
ZF - CREOLE	XJ - MAITHILI	TS - TSONGA
HR - CROATIAN, HRUATSKI	MA - MALAGASY	TU - TURKISH
CZ - CZECH	MS - MALAY, BAHASE MALAYSIA	TK - TURKMEN
DA - DANISH	ML - MALAYALAM	TD - TWI
DL - DECCAN	MT - MALTESE	UK - UKRANIAN
DU - DUTCH, NETHERLANDS	NR - MAORI	UR - URDU
EN - ENGLISH	MR - MARATHI	UY - UYGHUR
EO - ESPERANTO	MZ - MARSHALLESE	UZ - UZBEK
ES - ESTONIAN	XK - MARWARI	VI - VIETNAMESE
FO - FAROESE	MC - MOLDAVIAN	VO - VOLAPUK
FA - FARSI, PERSIAN	MO - MONGOLIAN	WE - WELSH
FJ - FIJIAN	NS - NAPOLETANO-CALABRESE	WO - WOLF
FI - FINNISH, SUOMI	NA - NAURU	XH - XHOSA
FR - FRENCH	NE - NEPALI	YK - YAPESE
FY - FRISIAN	NO - NORWEGIAN	YI - YIDDISH, JIDDISCH
FU - FULFULDE, NIGERIAN	OC - OCCITAN	YO - YORUBA
GL - GALICIAN	OR - ORIYA	ZH - ZHUAN, NORTHERN
KA - GEORGIAN, KARTULI	OM - (AFAN) OROMO	ZU - ZULU
GE - GERMAN	PU - PALAUAN	OT - OTHER
GR - GREEK	PX - PAMIAMENTO	ZZ - NOT APPLICABLE
KL - GREENLANIC, KALAALLISUT	PL - PANJABI, PUNJABI	
GF - GUAMANIAN	PA - PASHTO (INCLUDES PUSHTU)	

# INITIAL REGISTRATION PROCEDURES (Rev. 07/02/2019)

**ESOL Initial Entry and Extension of Services Scores (OLPS-R & Online CELLA became effective August 2016)**

## INITIAL English Language Proficiency (ELP) ESOL Entry Assessment Scores

Scores to determine whether the student is English language PROFICIENT:

**The M-DCPS OLPS-R is used only in Grade KG:**

- Score of 0004 = ESOL Level 1 = LEP Y
- Score of 0008 = ESOL Level 2 = LEP Y
- Score of 0012 = ESOL Level 3 = LEP Y
- Score of 0016 = ESOL Level 4 = LEP Y
- Score of 0020 = ESOL Level 5 = LEP N

**The ONLINE CELLA is used in Grades 1-12:**

- If a student is in Grade 1 and scores 649 or higher on the Listening/Speaking component of the Online CELLA, the student is considered fully English Proficient.
- If a student is in Grade 2 and scores 673 or higher on the Listening/Speaking component of the Online CELLA, the student is considered fully English Proficient.
- If a student is in grades 3-12, the student must obtain the following TOTAL scores on the Online CELLA to be considered English proficient.

Grade	Total Score
3	2105 or higher
4	2148 or higher
5	2181 or higher
6	2206 or higher
7	2225 or higher
8	2238 or higher
9	2246 or higher
10	2251 or higher
11	2258 or higher
12	2263 or higher

- If a student is **NOT** English proficient, determine appropriate ESOL level.
  - a. If a student is in grades 1 or 2, determine the ESOL level based on the Online CELLA **Listening/Speaking** score as indicated below:

Grade	ESOL 1	ESOL 2	ESOL 3	ESOL 4
1	610 or lower	611-630	631-641	642-648
2	632 or lower	633-649	650-672	NA

- b. If a student is in grades 3-12, determine the ESOL level based on the **TOTAL** Online CELLA score in accordance with the following table.

Grade	ESOL 1	ESOL 2	ESOL 3
3	1899 or lower	1900-2014	2015-2104
4	1974 or lower	1975-2073	2074-2147
5	2040 or lower	2041-2115	2116-2180
6	2056 or lower	2057-2144	2145-2205
7	2070 or lower	2071-2164	2165-2224
8	2082 or lower	2083-2174	2175-2237
9	2091 or lower	2092-2179	2180-2245
10	2099 or lower	2100-2185	2186-2250
11	2108 or lower	2109-2191	2192-2257
12	2115 or lower	2116-2196	2197-2262

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**ESOL Initial Entry and Extension of Services Scores (OLPS-R & Online CELLA became effective August 2016)**

## ESOL Extension of Services Assessment for ELLs 3+ Years in ESOL (Grades 1-12)

1. Determine whether the student is English language proficient. The student must be PROFICIENT in all three Online CELLA areas (Listening/Speaking, Reading, and Writing) to be eligible for ELL committee to consider exit from the ESOL program. The Online CELLA student assessment report will indicate proficient in all areas.

If a student is proficient in all three areas of CELLA, the ELL committee should review FSA/ELA data and all other student data (grades, Achieve3000, Imagine Learning, iReady) to make the final determination.

2. If a student is NOT English proficient, determine the appropriate ESOL level using following table.

Grade	ESOL 1	ESOL 2	ESOL 3	ESOL 4
1	1712 or lower	1713-1858	1859-1977	1978 or higher
2	1859 or lower	1860-1977	1978-2079	2080 or higher
3	1938 or lower	1939-2045	2046-2127	2128 or higher
4	2008 or lower	2009-2096	2097-2164	2165 or higher
5	2049 or lower	2050-2130	2131-2193	2194 or higher
6	2064 or lower	2065-2154	2155-2215	2216 or higher
7	2076 or lower	2077-2170	2171-2231	2232 or higher
8	2086 or lower	2087-2177	2178-2241	2242 or higher
9	2094 or lower	2095-2182	2183-2247	2248 or higher
10	2103 or lower	2104-2189	2190-2254	2255 or higher
11	2111 or lower	2112-2194	2195-2259	2260 or higher
12	2119 or lower	2120-2199	2200-2265	2266 or higher

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