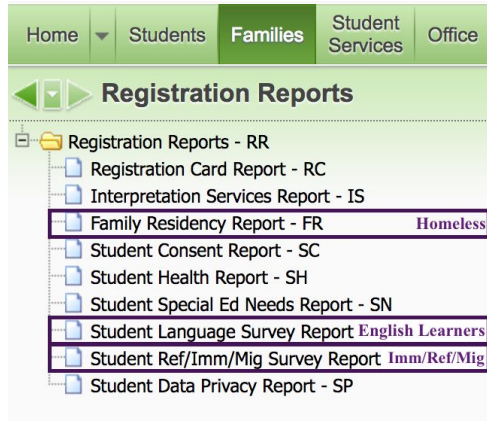


Identification Reports:



All three identification reports are run in the same way.

Path:

- Skyward Student → Families
- Jordan Programs - Registration Reports →
- Select appropriate report (see above) →
- Add/Name Report →
- Make sure all ranges are correct. Double check that the dates are for the current school year →
- Mark “Only students with . . . →
- Click “Save and Print”

Supporting Documents:

Home Language Survey

The Home Language Survey should be printed for all English learners, Immigrant, Refugees, Migrant and Migrant students. **Please note that not all immigrant, refugee and migrant students will be an English learner.**

Path:

- Skyward Student →
- Student Profile →
- Custom Forms →
- Registration Language Survey →
- Edit →
- Print →
- Paperclip this form to the Identification Form and send Toni Soeffker in Educational Support Services.

Country of Birth (Refugee and Immigrant Students)

Please write the date of enrollment and country of birth, either from the I-94 or the Birth Certificate, at the top of the Home Language Survey for all refugee and immigrant students.

Supporting Documents (cont.):

I94 (Refugee students only)

The I-94 form will need to be included for all refugee students. There are various forms for this document. Look for “I-94.” See some examples below:

506 Form (Native American students only)

Native American students do not need to have an identification form sent unless they speak a language other than English.

Please send the completed 506 form for each student who indicates that they are Native American who are not already on the Native American Report. This form should be sent to Sheri Sample in Educational Support Services.

Family Residency Form (Homeless) AND Free Lunch Application

For each students who meets at least one of the living conditions on the Family Residency Questionnaire, immediately enroll them in the free lunch program and send a copy of the residency questionnaire AND the lunch application to Hilda Lloyd in Educational Support Services.

<u>English learners (ELs) who are also:</u>	<u>English speakers who are:</u>
<p><u>Immigrant</u></p> <ul style="list-style-type: none"> ● Identification Form ● Home Language Survey and Skyward screen that indicates a language other than English <p><u>Refugee</u></p> <ul style="list-style-type: none"> ● Identification Form ● Home Language Survey and Skyward screen that indicates a language other than English ● I-94 Government Form - See page 1 for example. <p><u>Migrant</u></p> <ul style="list-style-type: none"> ● Identification Form ● Home Language Survey and Skyward screen that indicates a language other than English <p><u>Native American</u></p> <ul style="list-style-type: none"> ● Identification Form ● Home Language Survey and Skyward screen that indicates a language other than English ● 506 Form <p><u>McKinney-Vento</u></p> <ul style="list-style-type: none"> ● Identification Form ● Home Language Survey and Skyward screen that indicates a language other than English ● Family Residency Form ● Free lunch application 	<p><u>Immigrant</u></p> <ul style="list-style-type: none"> ● Home Language Survey and Skyward screen that indicates a language other than English <p><u>Refugee</u></p> <ul style="list-style-type: none"> ● Home Language Survey and Skyward screen that indicates a language other than English ● I-94 Government Form - See page 1 for example. <p><u>Migrant</u></p> <ul style="list-style-type: none"> ● Home Language Survey and Skyward screen that indicates a language other than English <p><u>Native American</u></p> <ul style="list-style-type: none"> ● 506 Form <p><u>McKinney-Vento</u></p> <ul style="list-style-type: none"> ● Family Residency Form ● Free lunch application