



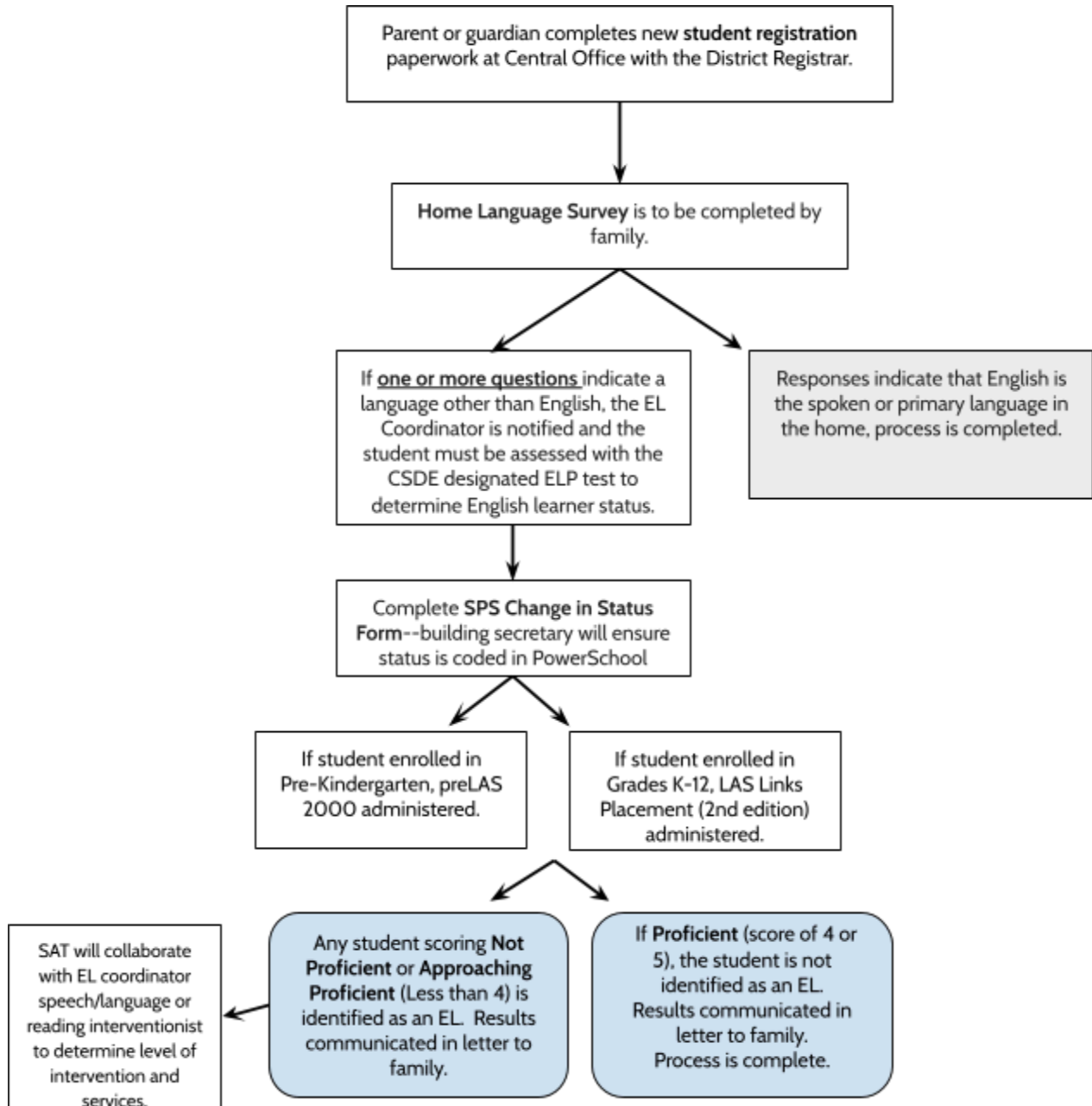
Stafford Public Schools

English Learner (EL) Identification Guidelines



Beginning with the 2017-18 school year, the Every Student Succeeds Act (ESSA) requires that each state have consistent entrance and exit procedures for English learners (ELs). The Stafford Public Schools is committed to providing supports for all learners to sustain academic growth in the classroom. An English Learner is a student whose native language is not English and requires instructional support to help learn the English language. The procedures for screening students within the Stafford Public Schools are described below:

SPS IDENTIFICATION PROTOCOL





Stafford Public Schools

English Learner (EL) Identification Guidelines



Stafford EL Procedures for School Administration:

1. Upon registration parents of new students will complete registration paperwork which includes a home language survey. Send out Home Language Survey or look at Home Language Survey administered at registration.
2. **If yes is answered to any of the home language questions**, the front office will notify the district EL Teacher and the Office of Curriculum and Instruction. If warranted, the LAS Links assessment is administered.
3. The Office of Curriculum & Instruction will maintain a case load which includes identification, LAS Links level and re-evaluation date.
4. Complete SPS Change of Status form- building secretary will ensure PS reflects appropriate classification.
5. SAT will collaborate with EL Teacher and/or academic interventionists to determine level of intervention and services needed for students through Student Success Planning.
6. EL Teacher will annually administer and examine results from LAS Links and submit Change of Status as needed.
7. EL Teacher will maintain documentation of services provided.

Forms and Documents:

[Placement Test Materials](#)

[Identifying EL Learners Video](#)

[Stafford Public Schools Home Language Survey](#)

[Home Language Survey Guidance](#)

[District EL Parent Notification Letter](#)

[District Parent Status Letter](#)

[FAQ Connecticut English Language Proficiency Standards](#)

[LAS Links Placement Test Training Video](#)

[EL Program Codes](#)

[SRBI for English Language Learners](#)