

Special Populations 101 for Front Office Staff Checklists

EL and Immigrant Checklist

MAISD



Short video related to this checklist: https://youtu.be/_VE_uoS8T6I

Enrollment Paperwork:

- Does your enrollment paperwork include the Home Language Survey?
- Does your enrollment paperwork include the Immigrant Questionnaire?
- If not, who in your district needs to be notified to include these required components?

Once you have verified that your enrollment paperwork is complete:

- If a family responds Yes to the Home Language Survey or Yes that the student was born outside the US and came to the US in the last three years:
 - Who in your district needs to be notified to follow-up and make a final status determination?
 - Once a determination has been made as to EL and/or Immigrant status, whose responsibility is it to document the status in PowerSchool?
 - Is this contact person and process written down so everyone understands?

McKinney-Vento/Homeless Checklist

Short video related to this checklist: <https://youtu.be/gIDKD9MHcMs>

Enrollment Paperwork:

- Does enrollment paperwork include the Residency Questionnaire?
- Does the questionnaire include all the required questions and student rights?
- If not, who in your district needs to be notified to include these required components?

Once you have verified that your enrollment paperwork is complete:

- Do you know the Homeless Liaison for your district?
- Do you know how to inform the Liaison of homeless situations?
- Is the Liaison and identification processes written down so everyone understands?