



**Department of World Languages & ESOL Programs**

*Adult Education Building – International Welcome Center*

TO: Principals

FROM: Ernesto Bernal, Coordinator - World Languages and ESOL Programs *EB*

THROUGH: Chovan Jennings, Executive Director *CJ*  
Secondary Education

DATE: March 19, 2018

RE: Duplication of Documents Title III - Records

The new Title III regulations require LEAs to keep accurate records of all of our students. We must follow a standardized EL entrance process for the ESOL program to avoid duplication of documents. Below are important reminders. Database specialists, ESOL teachers and ESOL contacts have all received training about this information.

**January to June 2018**

**Identification of ELs**

The Title III law requires that students be screened for eligibility within 10 days of enrollment. Screening results and parent notification are required.

**Students Transferring from Another District Within the United States**

**Step 1.** Request the official records from the previous school. (*Home Language Survey and English Proficiency Scores*)

**Step 2.** Finish the enrollment at the school, and wait for the records (10 days). Please document that you have requested records from the previous school. **Do not send the students to the International Welcome Center.**

**Step 3.** If there is no record available or records cannot be obtained within 10 days of enrollment, complete a Home Language Survey and assess the student’s English proficiency.



**Note:** When the students have records that certify that they already exited the ESOL program in their previous schools, acknowledge this document and code students accordingly.

Upon identification of a student as an English learner, a letter must be sent to the parents notifying them of their child’s qualification for ESOL services.

**Students New to the Country or to Kindergarten**

**Step 1.** Administer the Home Language Survey (HLS). The HLS is administered one time upon initial enrollment in South Carolina and remains in the student’s permanent record. No duplicates of the SC HLS are acceptable.

**Step 2.** If a language, other than English, is given on the HLS on any of the three questions, administer a placement test.

**Testing Locations**

- ESOL Centers: You have 10 days to finish this process.
- International Welcome Center (IWC): Students who are zoned for a non-ESOL school should report to IWC. If the language proficiency test indicates the students require ESOL services, the IWC will send a transfer letter to the ESOL site.

**\*\*Very Important** - Only send to the IWC students who are new to the country or are coming to 5k for the first time. Otherwise, **WAIT FOR THE RECORDS.**

**Timeline for PowerSchool Updates**

Within 10 days of enrollment, the following information must be loaded into PowerSchool by the database specialist with assistance from the ESOL teacher/contact.

- SC English proficiency- based on ACCESS score from spring or, if a new student, W-APT/ WIDA Screener, and First language spoken (from HLS) for new students
- Birth Country; US School Entry date (if other than USA).
- ELLI (service type); ESOL (number of years in ESOL); and Entry date for the program (this year)



**PowerSchool Codes**

For Non-ESOL centers, the only codes acceptable are- W, P1, P2, P3, P4, 8 or 9

For ESOL centers, any codes are acceptable.

Code X only for students who missed their WIDA ACCESS in the previous school year or have language proficiency scores from a non-WIDA State.

For additional information or support to help you meet the unique needs of language minority students, please contact the Office of World Languages and ESOL-Programs at (803) 212-1475, [nancy.stevens@richlandone.org](mailto:nancy.stevens@richlandone.org) or [ernesto.bernal@richlandone.org](mailto:ernesto.bernal@richlandone.org)

Again, thank you for your cooperation with regards to identification and placement of ELs.

CC: Executive Directors of Schools  
ESOL Teachers  
ESOL Contact Persons, Database Specialists and School Registrars