

Department of World Languages & ESOL Programs

Adult Education Building – International Welcome Center

To: Registrars, Database Specialists and ESOL Contacts

From: Ernesto Bernal, Coordinator - World Languages and ESOL Programs *E.B.*
Blythe Church, District Registrar *BB*

Thru: Mrs. Chovan Jennings, Executive Director, Teaching and Learning *CL*
Dr. Robert A. Smalls, Director Student Support Services *RS*

Date: December 12, 2017

Re: New SC Home Language Survey

In order to support your efforts to provide excellent services to our ESOL students and to comply with OCR and Title III laws, we have compiled the following information for you. Please review this information very carefully.

In the fall of 2017, the SC Department of Education (SCDE) released a state-wide Home Language Survey (HLS) for all students **new** to schools in South Carolina. In November it was confirmed that every district is mandated to use the **new** form (attached) for all the **new students in SC**. This form does not affect students who attended school in SC before the 2017-2018 school year. Those students will keep their existing HLS Form in their file.

As we started the 2017-2018 school year using an older version of the HLS Form in InfoSnap, it will be imperative for us to contact all new families who have come to Richland One from outside of South Carolina and provide them with a hardcopy of the new HLS Form.

This process will affect mainly the records of all of our Kindergarten students. They are the newest group of students in our district. Please plan to send the new HLS Form home and ask parents to return it signed as soon as possible. Some students other than new kindergarteners will also require this updated form. **Remember this update applies to any student K-12 who is new to South Carolina and has enrolled in your school this year, 2017-2018.**

Additional reminder: In 2018-2019 the SCDE will audit our district for the documentation pertinent to the ESOL population. The HLS Form is the first step to identify possible students receiving services in our program. The HLS Form must be a part of the permanent record of each student in the district.

Thank you for your assistance and please contact Ernesto Bernal if you have questions at (ernesto.bernal@richlandone.org).

Attachment

Cc: Principals
Executive Directors of Schools