

HLQ Process

Home Language Questionnaires (HLQs) are collected, uploaded and entered by Office Support at each school.

Process Overview:

1. Have Parent/Guardian complete all three questions, sign, and date HLQ
2. Enter responses into Infinite Campus
3. Upload HLQ into Infinite Campus

Where is the Home Language Questionnaire found?

HLQs can be accessed from several convenient locations: The Commons (ELA page > Office Support Resources > Home Language Questionnaire (HLQ)), Office Professional Portal, and Multilingual Document Language Repository.

Where in Infinite Campus are the HLQ responses entered?

Go to: [ELA District Tab](#) > Open [ELA Student Workflow](#) > [ELA Data](#) tab.

The image shows two screenshots of the Infinite Campus interface. The left screenshot shows the 'ELA District Tab' with a red arrow pointing to the 'Open ELA Student Workflow' button. A red arrow also points to the 'Enter Here' text. The right screenshot shows the 'ELA Data' tab with a red arrow pointing to the 'Enter HLQ responses HERE' text. The right screenshot also shows the 'Enter data received from HLQ' section with four numbered steps: 1. Primary Home Language, 2. Student Language most spoken, 3. Student Language First Acquired, and 4. Parent/Guardian Signature Date.

*Important Note: Only new students get a Home Language Questionnaire. If you see HLQ responses entered, this means this student already has an HLQ on file and **you do not need to collect another HLQ.***

Where in Infinite Campus is the HLQ form uploaded?

The HLQ will be uploaded to Infinite Campus the same way Birth Certificates are. The only difference will be the identifier code. You will scan HLQ through a printer/scanner and save it in the SBV folder with a unique identifier code: xxxHLQdddddd where “xxx” is the school’s three digit school number, “HLQ” represents the Home Language Questionnaire, and “dddddd” is the student’s ID number. You will then be able to upload it to Infinite Campus through the [Documents](#) tab under [Registration](#).

The image shows two screenshots. The left screenshot shows a scanner interface with a document being scanned. The right screenshot shows the Infinite Campus interface with the 'Registration' tab selected. A red arrow points from the scanner to the 'Registration' tab. A red arrow also points to the 'Documents' tab. A red arrow points to the 'Upload Document' button. The 'Upload Document' button is highlighted in yellow.