

First 30 Days of ELA

Office Support Action Required

Student Placement

Prior to the First Day of School

- If you are an Elementary school office support**, schedule PPF1 and PPF2 students in the appropriate ELA Homeroom.

Background Information

- At **TNLI schools, and Dual Language schools** PPF1 students must be scheduled in an ELA-S Homeroom, and PPF2 students must be scheduled in an ELA-E Homeroom.
 - At **ELA-E or ESL Resource schools**, PPF1 and PPF2 students must be scheduled in an ELA-E Homeroom.
- If you are an Elementary school office support**, ensure all eligible Provisional ELs and ELs are scheduled in ELD. Use the ELL List to identify who needs to be scheduled.
 - If you are a Secondary school office support**, you might not be a scheduler; if you are, follow guidelines above.

Language Services

Prior to Registration

- Request your Language Services binder** from the MLOS Department by calling them at 720.423.3767
- Request translations of any documents** in the *Communications* webpage under “Request Translations”
- Request interpretation services**, if necessary, in the *Communications* webpage under “Request Interpretations”

Background Information

- **For urgent/in the moment interpretation services**, follow instructions in your Language Services binder
- **A document repository is available**, <https://multicultural.dpsk12.org/Pages/mdr.aspx> including templates already translated in the top District languages.

ELA Zone School & Newcomer Center Lists

Prior to Registration

- Know your Zone School & Newcomer Center assignment:**
 - **If your school does not offer the ELA services parents choose in their PPF**, their child is eligible to attend the nearest ELA Zone School.
 - **If your school does not offer the Newcomer services, parents are requesting it, and the child is a Newcomer**, their child is eligible to attend a Newcomer Center.

Background Information

- **Visit Office Support Resources for zone assignments**, <http://thecommons.dpsk12.org/Page/689>
- **Transportation provided:**
 - ✓ Elementary: more than 1 mile from zone school
 - ✓ Middle: more than 2.5 miles from zone school
 - ✓ High School: more than 2.5 miles from zone school

ELA Registration Setup

Prior to Registration

- Ask your Principal to have an ELA point person available at registration**, to answer parent questions.
- Have HLQs printed** in the top languages at your school in case parents need it in their native language.
- Have the ELA Parent Brochures printed** and ready to hand out, to the appropriate parents in their native language.
- Have a TV/Computer set up to show the ELA Parent Video** to the appropriate parents in their native language.
- Have PPFs printed** in the top languages at your school in case parents need it in their native languages.
- Have Newcomer Center Intake forms and guidance** documents handy to help provide Newcomer Center information to the appropriate parents, as directed by the ELA point person during registration.

ELA Registration Process

During Registration

- Home Language Questionnaire** is only provided to new students; it is uploaded and data is entered into IC.
- Parent Permission Form** is only provided to students who have indicated a language other than English in the HLQ; it is uploaded and data is entered into IC.
 - Note: a PPF Form should not be given to parents until after they have read the ELA Parent Brochure, watched the ELA Parent Video, and had the opportunity to ask questions about the ELA Program.
- Newcomer Center Intake forms** are for students new to the country, with a history of interrupted or limited formal education and enrolled in a school in the U.S. for two or fewer semesters, eligibility determined by ELA point person.

ELA Registration Timing

Important Registration Information

- Deadline: The District is federally responsible to provide parents with an Every Student Succeeds Act (ESSA) letter** which must be mailed by the District within 15 calendar days of the student’s initial enrollment.
 - **Enrollment within the first 30 days of school:** Schools only have 3 days to enter and upload the HLQ.
 - **Enrollment after the first 30 days of school:** Schools must immediately enter and upload the HLQ.
- Parent Permission Form Option 3 is only available after registration**, once the student has been tested, and once the parents have received the ESSA letter in the mail, and the school’s ELA point person has met with the parent/guardian.