

ELA REGISTRATION PROCESS Secretary Checklist



Prior to Registration

- Be clear and knowledgeable about the registration process.
- Identify who the Principal has appointed as the ELA registration point person.
 - Read the ELA Parent Brochure, *English Language Learning Choices*.
 - View the ELA Parent video, *English Language Learning Choices*.

Registration Procedure for New Students

- Home Language Questionnaire (HLQ):**
 - Distribute the Home Language Questionnaire (HLQ) to each parent of a new student.
 - Once a parent completes the HLQ, enter the parent responses into Infinite Campus and upload the form to the Documents tab of the Registration folder in Infinite Campus.
- Parent Permission Form (PPF):**
 - If a parent indicates any language other than English on the HLQ, follow each of the steps below to ensure parents are making an informed decision regarding the placement of their student:
 - Give parent the ELA Parent Brochure, and
 - Have parent watch the ELA video and
 - Have parent discuss any questions with an ELA registration point person, then
 - Have parent complete the Parent Permission Form (PPF).
 - Once the PPF has been signed, enter the response into Infinite Campus and upload the form to the Documents tab of the Registration folder in Infinite Campus.
 - If a parent's response to any question on the HLQ is Spanish and the parent is not registering at a TNLI School, the parent must be offered the option to receive ELA-S instruction at their TNLI Zone School with transportation provided by DPS.
- Newcomer:**
 - If you determine that a student is a potential newcomer, communicate to the parent that the student is eligible to attend a Newcomer Center. If the parent chooses this option, please complete the Newcomer Intake Form.
 - If the parent chooses to stay at your school, please check the Newcomer Referral Checkbox when building the household profile in the *ELA District Tab* in Infinite Campus.

YOU HAVE SUCCESSFULLY COMPLETED THE ELA REGISTRATION PROCESS!

After Registration

- Remember the following processes for PPF Option 3:**
 - PPF Option 3 is only available after a student is W-APT tested, assessment results are mailed to parents, and parents confer with the classroom teacher and/or administrator. Verify that the school Administrator has completed the bottom portion of the sheet titled "For Internal Use Only", as the reasons for waiver of services need to be fully explained. Do not process a PPF Option 3 form without this completed section.
 - Contact Lucero Elizondo to request a Parent Permission Form Option 3.
 - Print a Parent Choice Office Log to document Option 3 students. This is an auditable document, and must be filled out completely.

Additional resources for parents and staff

✓ ELA Hotline at 720-423-2040