

ELA REGISTRATION CHECKLIST

Office Support Professionals

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*, and print copies for parents in languages available
- View the **ELA Parent Video**, *English Language Learning Choices*, and set up a computer/TV for parents in languages available

Registration Procedures for New Students

- Home Language Questionnaire (HLQ)**
 - Distribute the HLQ to each parent of a new student (should be pg. 1 of the Registration Packet).
 - 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 Parent 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.

YOU HAVE SUCCESSFULLY COMPLETED THE ELA REGISTRATION PROCESS!

After Registration

- Parent Permission Form Option 3**
 - This option is only available after a student is tested with WIDA Screener or W-APT, 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", including an explanation with the reasons for waiver of services.
 - 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.

For additional resources for parents and staff call the ELA Hotline at 720.423.2040