

## **NEW STUDENTS TO YOUR CAMPUS**

1. When a new student enrolls at your campus they are given a Home Language Survey (BE-1) by the attendance clerk/registrar.
2. The attendance clerk/registrar will give you the completed Home Language Surveys.
3. The top white copy of the HLS should be stapled to the back inside cover of the student's permanent folder, the pink copy should be kept in the student's blue folder and the yellow copy should be mailed to the Migrant office. (If a HLS is already included in the student's permanent folder that is signed and dated, discard the white and pink copies. The yellow copy should be sent to the Migrant office).
4. Make sure the HLS is signed and dated.
5. If the HLS shows English only, keep the pink copies in a folder marked Eng/Eng home language surveys.
6. If the HLS shows any language other than English, further information will be needed. (See information behind the corresponding TAB-new to the U.S., from within our district, from other districts within the state of Texas, and from other states in the U.S.)

### **If the students are from within our district:**

#### **PAPERWORK**

- Use Chancery on your computer to find out if the student is or has ever been in Bil/ESL at another campus.
- Look at the student ID#. The ID# should correspond with the year enrolled (for example: enrolled 2005-2006, the ID# will probably start with 025 or 026, enrolled 2006-2007, the ID# will probably start with 026 or 027). You will need to look the student up on Chancery. Start at your home page (quick search).
- Enter the student ID# or name then click on search. This will take you to the student search results.

Click on LEP Immigrant in the blue bar at the left side of the screen.

Chancery SMS™ Quick Search > Student Search Results > Edit Student Demographics

Actions Reports Help Home | Log Off

Demographics SMITH, JOHN G 0151834 Gr-N/A Male Mar 13, 1988

\*Overview Personal Info Address/Phone Federal Info

Student Summary

No thumbnail photo is available.

Student number: 0151834  
 Social Security #: 630019280  
 Last name: SMITH  
 First name: JOHN  
 Middle name: GARRY  
 Generation:   
 Preferred name:   
 Gender: Male  
 Birthdate: 3/13/1988 mm/dd/yyyy  
 Current age: 20  
 Home school (Active): 001 - Pasadena High  
 Home school grade level (Active): N/A  
 Zoned school (Active): N/A (No home school grade level assigned)

Special Services

\*Required ^Recommended for Enrollment Apply OK Cancel

Chancery SMS™ Quick Search > Student Search Results > Edit LEP PEIMS Coding

Actions Edit Help Home | Log Off

Demographics Contacts Family

Test Results

ADA Eligibility...  
 AAR Info...  
 NCS Precoding...  
 PEIMS Info  
 PISD Specific  
 Special Education  
 Other Programs

AAR Additional  
 Addl Prog Info  
 LEP Immigrant  
 LEP  
 PEIMS Summer

Add PEIMS LEP Coding...  
 Edit PEIMS LEP Coding...  
 Delete PEIMS LEP Coding

Student, Language & Background Info

Student ID: 0151834  
 Grade Level: N/A  
 Gender: M  
 DOB: 3/13/1988 m/d/yyyy  
 Birth Country (Origin): USA  
 Home School: 001 - Pasadena High  
 Ethnicity: White  
 Home Language: English

PEIMS LEP Coding for Funding

PEIMS LEP Coding

Selected: 0 Total: 0

Effective Date	LEP Indicator Code	Bilingual Program Code	ESL Program Code	Parental Permission Code	Comments
No records match the search criteria.					

\*Required Apply OK Cancel

If the student has never been identified as LEP it will show no records match the search criteria. You will need to check the first home language survey that was filled out when the student entered U. S. school for the first time. If the first home language survey had English/ English, you will destroy the new home language survey, make sure the original home language survey is stapled to the inside of the

back of the permanent folder and put the permanent folder away. If the first home language survey has any other language than English, you will need to contact Lila or Milly at the Bil/ESL office.

If they are LEP, the screen should show a 1 for the LEP indicator code. If they are being served by Bil/ESL, they should have a code for the Bilingual program code or a code for the ESL program code. If they are on a parent denial they should have a 0 for both program codes.

Then go back to the student demographics page and click on AAR Additional in the blue bar at the left side of the screen. Then click on Bil/ESL Program, this will take you to the Edit Bilingual/ESL Program Info screen.

Look on the Edit Bil/ESL Program Info screen to make sure that the student has a current LPAC date.

The screenshot shows the 'Edit Bilingual/ESL Program Info' screen for student DIAZ, EMELY SOCORRO. The interface includes a navigation menu on the left with 'AAR Additional' and 'BIL ESL Program' highlighted. The main form area contains the following fields:

- Bilingual/ESL Master: Home Language: Spanish
- LPAC Decision: A/NES
- LPAC Date: 2/3/2006 (circled in black)
- Bus Consent: Y/N
- Bus Date: (empty)
- ESL Level: 2
- Bilingual/ESL Test Scores:
  - Init Eng: A/NES
  - Init Eng Date: 8/18/2001
  - Init Span: B/LSS
  - Init Span Date: 8/18/2001
  - Pri Eng: B/NES
  - Pri Eng Date: 5/1/2004
  - Pri Span: N/A
  - Pri Span Date: (empty)
  - Curr Eng: F/FES
  - Date: 1/24/2006
  - Curr Span: N/A
  - Curr Span Date: (empty)
- Immigrant Academic Years:
  - Academic Year 1: (empty)
  - Academic Year 2: (empty)
  - Academic Year 3: (empty)

\*Required

Buttons: Apply, OK, Cancel

1. If the student has not been LPAC'd for end of year, fill out the appropriate end-of-year minutes (LPAC-5) that are found on the U-drive (do not save the form on your desktop as a shortcut, you will have to open the form and save as - to your documents) and the blue folder (BE-7).

2. Once the paperwork is complete, set up an LPAC meeting.
3. Contact the LPAC parent for your committee to check on availability for attendance at the scheduled meeting.
4. After the LPAC meets, send a copy of the minutes to the Bil/ESL office and place the original in the Documentation notebook at your campus.