

# MISD-Bilingual Education Program Overview of English Language Learning Students Identification

Step 1

**Who:** New Students  
**When:** Enrolls in your district  
**Where:** District Administration Office

Step 2

**Who:** Student/Family  
**What:** Family completes a State Board of Education approved Home Language Survey (HLS)  
**Where:** District Administration Office  
**Why:** This is an initial tool to determine the student's primary language or language spoken at home. The Home Language Survey provides information about the student's native language as well as other languages spoken.

Step 3

## Building Responsibilities

1. Give ELPA Initial Screening Test
2. Fill out student referrals complete by each building administrator.
3. Send referrals to MISD Bilingual Education Program. Fax: (586) 286-2809.
4. Referral must include the following documents: Referral form, Spring or Spring ELPA, Home Language Survey, & Bilingual SASI sheet.
5. Referral form can be obtained at:  
[www.misd.net/bilingual/bilingualforms/teacherreferralform.pdf](http://www.misd.net/bilingual/bilingualforms/teacherreferralform.pdf)
6. If you have any questions contact: Su McKeithen-Polish at: (586) 228-3481.

Step 4

## MISD Bilingual Education Program's Responsibilities

1. Assign Tutor
2. Tutor arranges schedule with teacher
3. See each student once a week (40 to 50 minutes)
4. Tutor maintains anecdotal records
5. Tutor communicates with teachers throughout the year.

Step 5

## Monitoring System

1. Student classroom performance
2. Student standardized test performance
3. Student MEAP/MME performance
4. Other criteria used by district to determine exit from program