

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: School
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 WIDA W-APT 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, WIDA W-APT or WIDA ACCESS & Home Language Survey.
5. Referral form can be obtained at: www.misd.net. Go to "Special Population" tab and click on English Language Learners.
6. If you have any questions contact: Dr. 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. Follow the process written in the English Learner Program Entrance and Exit Protocol.