


English Language Learner (ELL) Enrollment and Identification Process

Important information:


- Multilingual students who arrive at the neighborhood school for the purpose of enrollment **must** be allowed to enroll at the school and should **not** be turned away and/or told to enroll elsewhere
- Students are expected to be enrolled in school before taking the ELL placement test (W-APT). **Enrollment and placement in school is not to be postponed due to language screening needs.**
- The following items **cannot** be requested during enrollment:
 - Social Security Number
 - A child's or parents' visa or proof of immigration status
 - Agency record

Enrollment and ELL Identification process at neighborhood school:

- Family completes the *Application for Admission of Child to School* (EH-40) in its entirety, which includes the "Student Primary Language" and the "Home Language Survey."



SCHOOL DISTRICT OF PHILADELPHIA
APPLICATION FOR ADMISSION OF CHILD TO SCHOOL (EH-40)
PARENT / GUARDIAN MUST COMPLETE THIS FORM AND PROVIDE ALL NECESSARY DOCUMENTS



SCHOOL DISTRICT OF PHILADELPHIA
APPLICATION FOR ADMISSION OF CHILD TO SCHOOL (EH-40)
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Please Print All Information

STUDENT INFORMATION - Section 1

Last Name		First Name		M.I.	Date of Birth		STUDENT ID NUMBER	
					MONTH	DAY	YEAR	
House No.	Direction	Street Name		St., Ave., Etc.		Apt. No.	Zip Code	

Race Designation: ☐ White ☐ Black/African American ☐ Hispanic/Latino ☐ American Indian/Alaska Native ☐ Asian ☐ Multiracial/Other ☐ Native Hawaiian/Other Pacific Islander

Gender: ☐ Male ☐ Female

Country of Birth: Student Primary Language

Date child first enrolled into a U.S. School: _____

STUDENT EDUCATION HISTORY - Section 5. Complete this section if the child has ever attended school

Indicate city and type of school child last attended: ☐ Philadelphia ☐ Other City: _____ State: _____ Zip: _____ ☐ Public School ☐ Non Public School

Date Last Attended: _____ Grade Last Attended: _____ Name of School: _____ Street Address: _____

If the student attended school outside of the United States, do you have his/her school records?
☐ Yes ☐ No
 If yes, please provide a copy for the school.
 If no, please contact the school to obtain the records.

Did the Child ever attend: ☐ Pre-Kindergarten and/or ☐ Kindergarten

1) Has the child ever received Special Education Services in PA or another state? ☐ Yes ☐ No If yes, which state: _____

2) Does your child have a current IEP? ☐ Yes ☐ No

3) Does your child have a current evaluation report? ☐ Yes ☐ No If yes, what: _____

4) Was the child ever enrolled in an Early Intervention Program? ☐ Yes ☐ No If yes, which state: _____

5) Has the child ever received ESOL/Bilingual services? ☐ Yes ☐ No If yes, which state: _____

6) Does your child have a 504 ☐ Yes ☐ No

7) Does your child have a Gifted IEP? ☐ Yes ☐ No

LANGUAGE SURVEY - Section 6

	English	Other	Language
1) What language does the family speak at home most of the time?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2) What language does the parent(s) speak to her/his child most of the time?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3) What language does the child speak to her/his parent(s) most of the time?*	<input type="checkbox"/>	<input type="checkbox"/>	_____
4) What language does the child speak to her/his brothers/sisters most of the time?*	<input type="checkbox"/>	<input type="checkbox"/>	_____
5) What language does the child speak to her/his friends most of the time?*	<input type="checkbox"/>	<input type="checkbox"/>	_____
6) What language does the child speak most frequently?*	<input type="checkbox"/>	<input type="checkbox"/>	_____
7) What other languages does the child speak? 1) _____ 2) _____ 3) _____			

* If the answer to these questions is other than English, the student must be given the English placement test (W-APT) by a certified administrator.

Home Language Survey

- Secretary enters the responses for all language fields into the "Census" tab within Infinite Campus. "Student Primary Language" must be entered under the "Demographic" tab and the "Home Language Survey" responses must be entered under the "Enrollment" tab.

Infinite Campus District Edition

Year: 16-17 School: Northeast HS

Index Search: _____

Demographics Households Relationships Enrollments Person Documents Schedule

Person Information 4326551

Last Name: Abdel-Jaffi First Name: A Middle Name: Suffix: _____

Birth Date: 07/18/1997 Birth State: NJ Birth Country: Unknown or Unspecified Country

Race/Ethnicity: 5 White, not Hispanic

State Race/Ethnicity: 6 White

Race(s): White

Hispanic/Latino: No

Race/Ethnicity Determination: _____

Birth Date Entered US School: _____ Date Entered State School: _____ Birth Verification: _____

Home Primary Language Select a Value: _____

Comments: _____

Emancipated Minor: ☐

- Modified by: Unknown

Infinite Campus District Edition

Year: 16-17 School: Northeast HS

Index Search: _____

Enrollments Demographics Households Relationships Person Documents Schedule

Enrollment Status Enrollment Summary Enrollment Summary Details

Census People Households Addresses Program Participation Reports Attendance Scheduling Assessment

Demographic Data

Transport Student to the Location: _____

Attended Pre-Kindergarten: ☐

Received Special Ed Services: ☐

Current IEP: ☐

Current Evaluation Report Date: _____

Received ESOL/Bilingual Svcs in US: ☐

Current 504 Plan: _____

Date First Enrolled in US School: _____

Parent to Child Language: _____

Child to Parent Language: _____

Child to Sibling Language: _____

Child's Frequently Spoken Language: _____

Child's Additional Language: _____

Family Home Language: _____

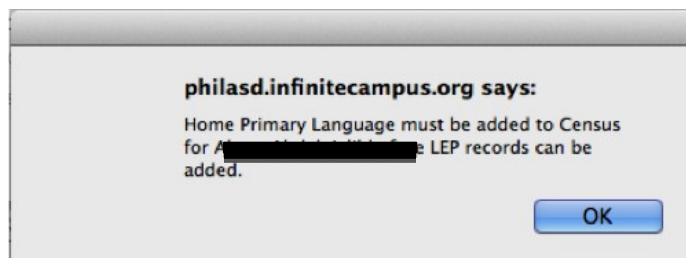
Child to Parent Language: _____

Child to Sibling Language: _____

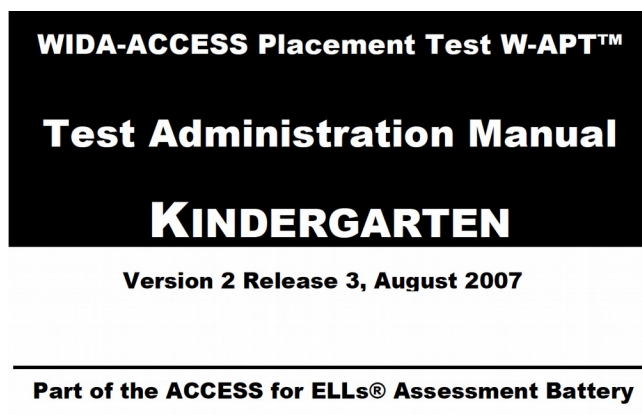
Child's Additional Language: _____

Child's Additional Language: _____

Note: “Student Primary Language” must be entered under the “Demographic” of the “Census” navigation tab before LEP records can be added.



- 3) ELL Point-Person reviews section 5 and 6 of EH-40 and determines who should be tested with the WIDA-ACCESS Placement Test (W-APT).
- 4) Students who qualify for W-APT testing are administered the placement test within ten (10) days by someone who is WIDA-certified. If there is no one who is WIDA-certified, **the school must contact the Multilingual Assessment Center, (215) 400-4240 (option 1), to make an appointment for the student to be tested.**



- 5) Once the student's English proficiency level has been identified via the W-APT, the ELL Point-Person enters the scores within the “LEP Initial Placement” tab under the “Program Participation” navigation tab.

Note: if the student was not eligible for the W-APT, please select “NA: Not Administered” option under the drop-down window for “Placement Level” and leave all other fields blank.

LEP Initial Placement

*Status Date: 03/08/2017

Status Time: 10:17 AM

Placement Level: **NA: Not Administered**

Placement Date:

Grade Band of Test:

Writing Score: Select a Value

Listening Score: Select a Value

- 6) After ELL Point-Person completes the “Initial Placement Level” tab, staff at the Multilingual Assessment Center will modify the LEP status under the “LEP” tab. If status has not been updated after five (5) school days, please reach out to the Multilingual Assessment Center via email at newESOLstudent@philasd.org.

Infinite Campus District Edition

Year: 16-17 School: Northeast HS

Index Search

LEP LEP Assessments LEP Services LEP Initial Placement

Save Delete

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General

▼ Program Participation

LEP

► Special Ed

▼ Reports

Enrollment Status

Enrollment Summary

Enrollment Summary Data

▼ Census

People

Households

Addresses

*Program Status:

Identified Date:

Expected Exit Date:

Program Exit Date:

Parent Notified:

Parent Declined:

Parent Declined Date:

Comments:

Census Information

**To update read only fields, please go to Census->People->Identities

Home Primary Language: Required Data Not Available

First Entered US School: No Data Available

Birth Country: No Data Available

District Defined Elements

Not LEP Reason: