

# ML Identification



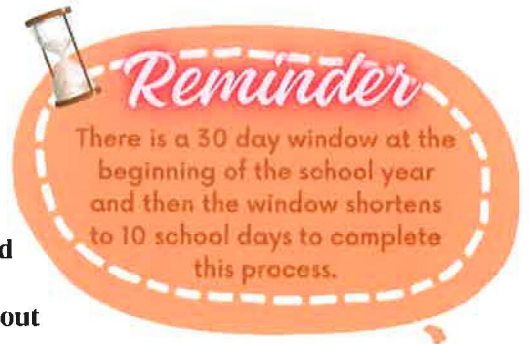
- IDENTIFYING YOUR SCHOOL'S ML STUDENTS
- PRINT HOME LANGUAGE SURVEY ~ WEEKLY
- COMPLETE A TASK MANAGER
- STUDENT TAB ~ TASK MANAGER
- HOME TAB ~ TASK MANAGER
- PRINT SCORES FOR CUM FOLDER & TEACHERS
- TIPS
- YOUR NOTES
- YOU'RE THE BEST!
- CALL NICOLE ~ 801-567-8124

# \*\*\* WEEKLY \*\*\*

## Print Your HLS Report

If a student is NOT on the report do not submit a task manager

- Families Tab
- Jordan Programs
- Registration Reports
- Student Language Survey Report
- Description - Home Language Survey Report
- Entity - Low & High should be your school ####
- Non-English Student without LEP records



### Student Language Survey Report

**Template Settings**

\* Template Description: HLS - Report

Share with other users in entity 000

Print Greenbar

6 Lines Per Inch  8 Lines Per Inch

**Registration Card Ranges**

|                           |              |
|---------------------------|--------------|
| Low                       | High         |
| Entity: 000               | 799          |
| Student Key: [XXXXXXXXXX] | [XXXXXXXXXX] |
| Grade/Grad Yr: [ ] 9999   | [ ] 0000     |

**Student Selection**

All Students with or without LEP  Non-English Students with LEP  Non-English Students without LEP records

Asterisk (\*) denotes a required field

# Task Manager

## GET STARTED

- Enter Student ID or Name Key
- Student Profile → Left Side Menu → Task Manager
  - Click on - Start a Task for the selected student
  - Select - LCS - English ID Form



|                     |   |                            |                        |
|---------------------|---|----------------------------|------------------------|
| <b>Task Manager</b> | Grad Year (Grade): 2022 (GD)                                      | DOB (Age): 05/26/2004 (19) | Entity, School         |
| Entry/With          | Customize   |                            |                        |
| UT/NCLB             | Advisor:  | Gender: M                  | NY Status: I Other ID: |
| Test Scores         | <b>Task Manager</b>   |                            |                        |
| ▼ Special Prgrms    | Start a Task for the selected student                             |                            |                        |
| Homeless            | Select Task Manager Process: <input type="button" value="Close"/> |                            |                        |
| Hmbnd/Hosp          | ★ LCS - English ID Form   |                            |                        |
| ALS/LEP             |   |                            |                        |
| Migrant             |   |                            |                        |

### School Reviews HLS

**\*\* Verify you have the correct student \*\***

1. General Section - Fill out Section 1 based on the Home Language Survey. Click "SAVE."
2. Notes - let me know if you are waiting for a BC or mention anything else you think we might need to know.
3. Attachments - do NOT attach documents here. \*\*scan them to us
4. Choose Next Task -
  - a. Select assignees for LCS Reviews Form.
  - b. Choose Nicole Woodburn and click "SAVE."
  - c. Click on - "LCS Reviews form (Language and Culture Services)"

**TIP:** opening a "New Window" is very helpful during Step 1 (General) of this process!

### School Reviews HLS

1. General
2. Notes
3. Attachments
4. Choose Next Task



# Identifying MLs

## How students are identified . . .

Parents will complete the "Home Language Survey" during enrollment and/or annual registration. When questions 2, 3, or 4 have a language anything other than English, that student will need to be screened. "It is very important that you make sure the ENTIRE document is filled out for students to receive services our department & your school will want/need to offer them.



- Student Profile
- Left Side Menu
- Custom Forms
- Registration HLS
- Click on EDIT



## Double Check!!

**During enrollment, verify the Registration HLS is completed prior to the family leaving the school.**

### The Home Language Survey (HLS)

- Identifies a student whose home language is not English; and,
- Identifies a student who will be tested on the skills of listening, speaking, reading and writing in English because another language other than English is spoken at home.

**This information cannot be used for Immigration matters or reported to Immigration authorities.**

Parents/Guardians/Family Members:

- The English proficiency test determines if your student needs a language support services program along with the regular education program.
- Your child is entitled to these language support services as a Civil Right.

1. If the student was not born in the United States, what date was the student enrolled in a U.S. School: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. What was the first language the student learned to speak? \_\_\_\_\_
3. Which language does your child most frequently speak at home? \_\_\_\_\_
4. Which language do adults in your home most frequently use when speaking with your child? \_\_\_\_\_



# Task Manager

## STUDENT TAB

This tab is used to start a new task manager and  
 • to check which step in the process it is in.

- Student Profile
- Left Side Menu
- Task Manager

If there is NOT an open Task Manager and the student is on your HLS report, start one (refer back to the Task Manager tip sheet)

If there is one already open and you need to know where in the process it is:

- Click the arrow next to the Date Created
- Click the arrow next to the Task History
- Check to see where the Status is Pending

### Task Manager

Start a Task for the selected student

Views: **General** Filters: **\*Skyward Default**

| Date Created   | Time    | Status | Description                             |
|----------------|---------|--------|---|
| 12/14/2023 Thu | 1:47 pm | Open   | LCS - English Identification Form - 414 |

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

▶ Process

▶ Steps

▼ Task History

| Date/Time        | Task Summary       | Status    | Assignee        |
|------------------|--------------------|-----------|-----------------|
| 12/14/23 1:48 pm | School Reviews HLS | Completed | VICKIE BUTTON   |
| 12/14/23 1:48 pm | LCS Reviews form   | Pending   | NICOLE WOODBURN |

▶ Attachments

# PRINT WIDA SCORES

The office assistant that started the Task Manager in Skyward will receive an email once the process is complete.

### Print the LCS English Identification Form:

- Student Profile
- Left Side Menu
- Custom Forms
- LCS English Identification Form
- Print

**Final Tasks**

**Print Scores**

DISTRIBUTE INFORMATION

### Print Test Scores:

- Student Profile
- Left Side Menu
- Test Scores
- WIDAS
- Expand All
- View Printable Details
- Print

### Tested Proficient "N":

- Student Profile
- Left Side Menu
- Special Programs
- ALS/LEP
- Expand most recent Start Date
- View Printable Details
- Print

Place Identification Form and test results in the student's CUM file.

&

Provide copies of the test results to the Administrator, ELD Lead and all teachers of the student.  
 (Check with your school's task force team on this procedure.)

# TIPS:

- You should know which Administrator is over this process
- If you are unsure about anything call Nicole
  - 801-567-8124
- USE the HLS report
  - This will tell you who needs to be screened
  - Print it often ~ weekly if possible
- ALWAYS open a second "New Window" in Skyward
  - This will help you find the student information you will need to complete their Task Manger
- Last School Attended:
  - Kindergarteners are a N/A
  - Where are you requesting their records from
  - The COUNTRY they have arrived from is sufficient
- Scan each set of documents by student
  - If you have completed 3 students I should have 3 different scans
- Check your home tab Task Manager for any students that have been returned to you.
- If/when you call home to verify questions 2,3 or 4, please read from the Registration Home Language Survey. This should be your script. Do NOT encourage anyone to change their answers.

# Task Manager

## HOME TAB

This tab is used to **EDIT** and **SEND** or **DELETE** a task manager that has already been started.

If you need to add the Task Manager to your Home tab:

- Jump to Other Dashboards Widget
  - bottom right had corner Select Widgets
- Check box for Task Manager Widget
- Save

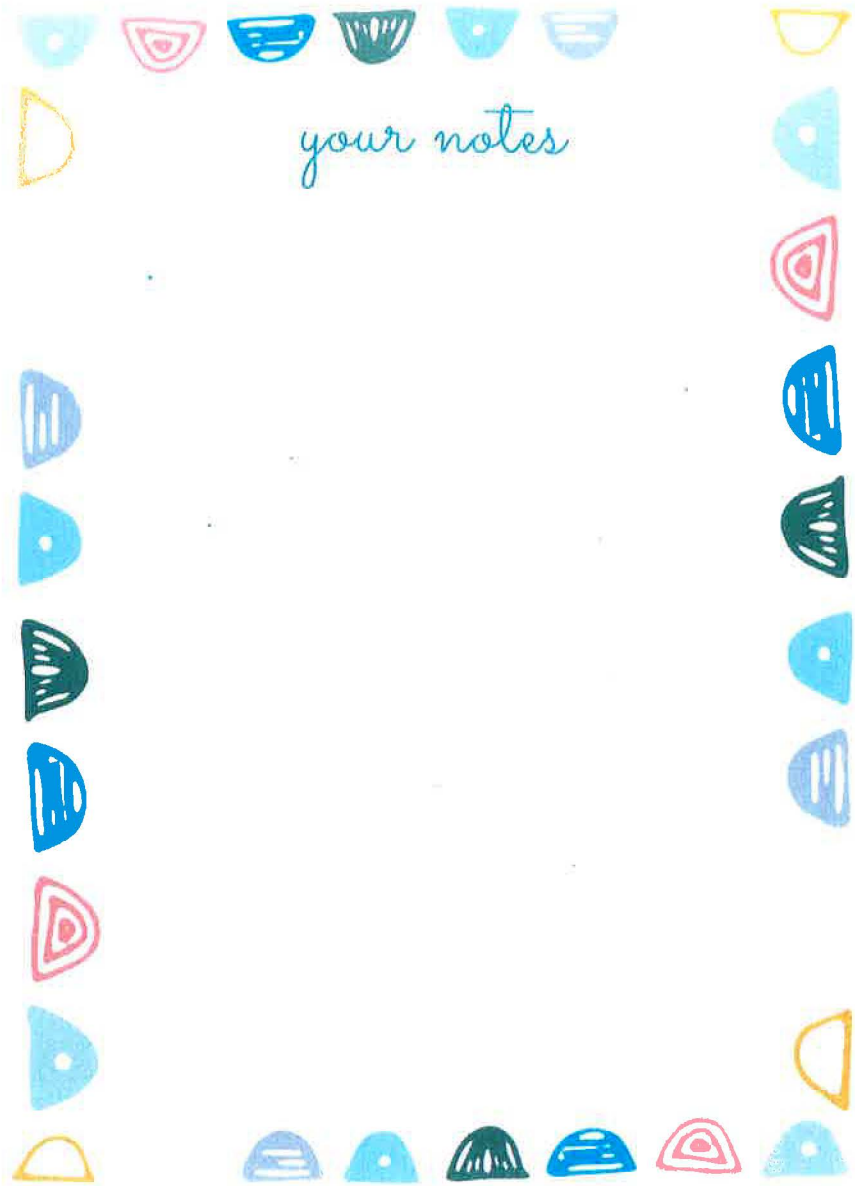


There are a few reasons you will have a task on your Home tab:

1. You did not complete step 4 in a task manager for a student and it is still pending with you
2. A task has been returned to you to be deleted (see note in the task manager)
  - a. duplicate
  - b. not on your HLS report
  - c. withdrawn

Click on the Task Summary (blue link) for each student to decide which step you need to take next. Call Nicole if you have questions

| Date               | Task Summary     | Subject     |
|--------------------|------------------|-------------|
| Thu Dec 14 8:08am  | LCS Reviews form | VILLA HEREC |
| Thu Dec 14 9:20am  | LCS Reviews form | MENDEZ, AR  |
| Thu Dec 14 9:22am  | LCS Reviews form | MACIAS, KAR |
| Thu Dec 14 9:52am  | LCS Reviews form | HERNANDEZ,  |
| Thu Dec 14 10:01am | LCS Reviews form | ZAVALA-MAG  |
| Thu Dec 14 10:13am | LCS Reviews form | MORENO VAI  |
| Thu Dec 14 11:36am | LCS Reviews form | LOPEZ ALVA  |



your notes



You're  
The  
Best!

Call Nicole Anytime ~ 801-567-8124