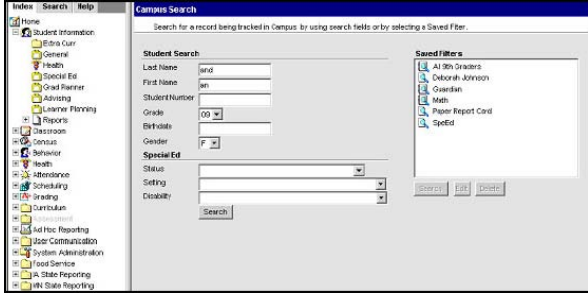
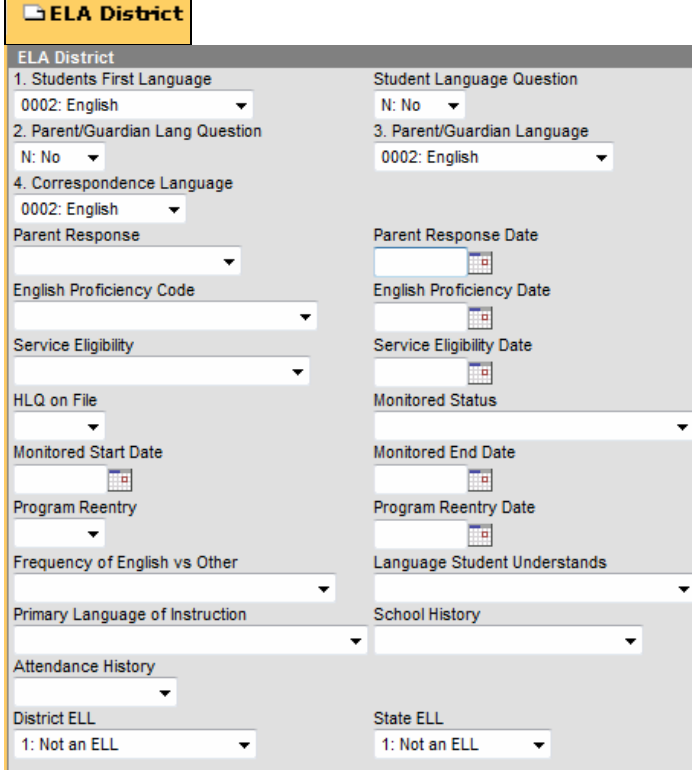


Window	Information
<p>Searching for a Student</p> 	<ol style="list-style-type: none"> 1. From the Index, expand the Student Information folder by clicking on the plus (+) sign. 2. Select the General folder. 3. Enter search criteria in the Search tab by entering a student's last name and clicking the Go button, or by using the Advanced Search and entering more specific information in the gray search area to the right. Click the Search button when finished. 4. A list of students that matched the input criteria will appear in the Search index on the left.
<p>Verifying District ELA Information</p> <ul style="list-style-type: none"> • When a student is returning to DENVER PUBLIC SCHOOLS, you will need to check the ELA District tab to verify if the student is an English language learner (ELL) and eligible for ELA services. 	<ul style="list-style-type: none"> • When the ELA Department receives the HLQ and PPF forms the information is entered in the ELA District tab.
	<p>Select the ELA District tab. To determine whether a student is an ELL student, first check 3 things:</p> <ol style="list-style-type: none"> 1. Does the student have a Y in question #1, Students First Language question field? When a Y (Yes) has been entered in the Students First Language question field, this is the first indication that the student may be an English language learner. 2. Verify the student does not have a 3 – Refuses ELA Services in the Parent Response field. If there is a 3 in the Parent Response field, the student should not be placed in ELA classes. 3. Verify the English Proficiency Code field is blank. A student has been <i>exited</i> from ELA program services if there is information in this field. <ul style="list-style-type: none"> • If there is data in these fields, the student should no longer receive English Language Acquisition program services.

Missing ELA Forms

ELA District	
1. Students First Language 0002: English	Student Language Question N: No
2. Parent/Guardian Lang Question N: No	3. Parent/Guardian Language 0002: English
4. Correspondence Language 0002: English	Parent Response Date
Parent Response	English Proficiency Date
English Proficiency Code	Service Eligibility Date
Service Eligibility	Monitored Status
HLQ on File	Monitored Start Date
Monitored End Date	Program Reentry Date
Program Reentry	Language Student Understands
Frequency of English vs Other	School History
Primary Language of Instruction	Attendance History
District ELL 1: Not an ELL	State ELL 1: Not an ELL

After checking for **ELL** status, check to see whether the **HLQ** and **PPF** forms have been collected for the student.

Home Language Questionnaire (HLQ)

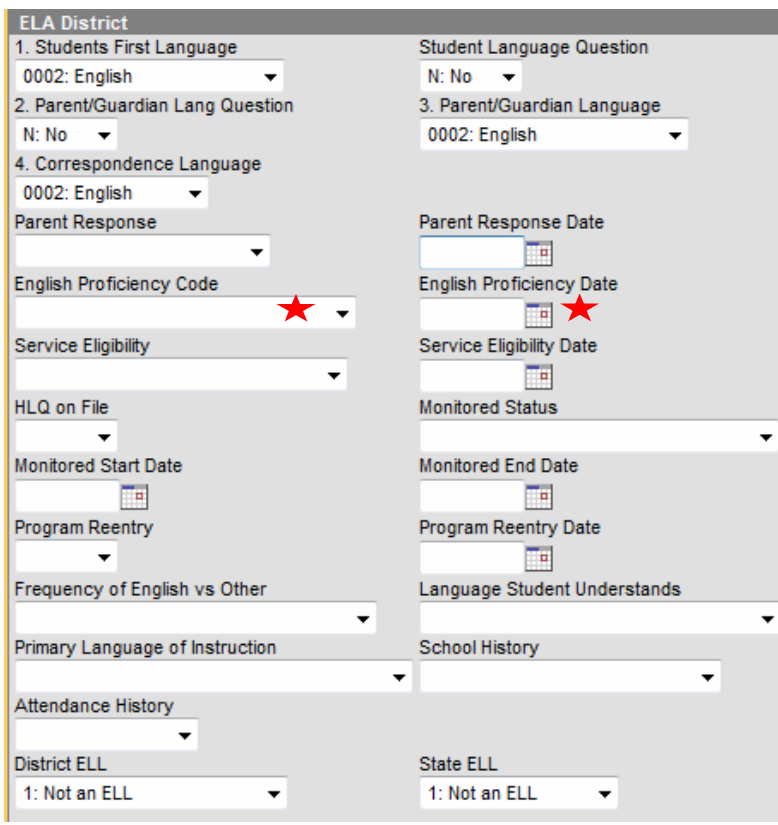
If there is not a **Y** in the **HLQ on File** field, collect an HLQ for the student.

Parent Permission Form (PPF)

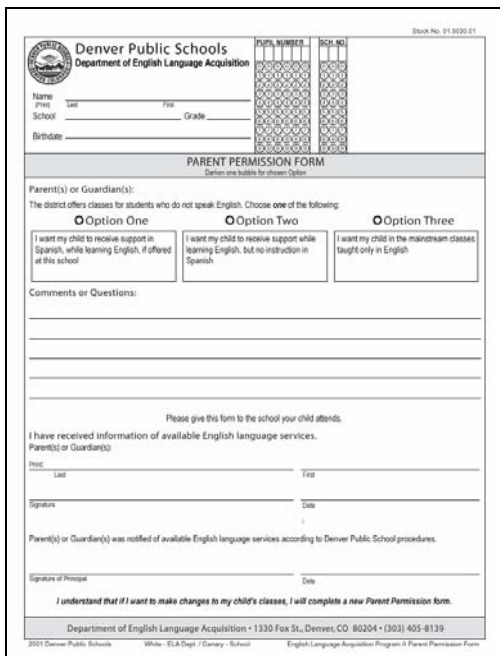
If there is not a **1, 2, or 3** in the **Parent Response** field on the **ELA District** tab, the school may need to collect a PPF for the student. If the following are true:

1. The school is **not** a charter school.
2. The school offers English Language Acquisition Program services.
3. The student is in grades K-12.
4. The student has answered **YES** to HLQ Question 1.
5. The **English Proficient Code** field is blank.

- **Bubble in “Correction” on the HLQ form before sending it in.**
- **Make a copy for school records and send the form to the Test Processing Center at Hilltop in your Red HLQ/PPF Daily Mailer.**

Students Exiting ELA Program Services	
	<p>You know when a student has exited the ELA program services by checking if information in the;</p> <p>English Proficiency Code and the English Proficient Date fields have been entered by the ELA Department. A student with information in either of these fields <u>should no longer receive English Language Acquisition program services.</u></p>
Provisionally Placing Students	Option 1, Option 2 or Option 3

Parents choose whether their child participates in the ELA program by filling out the Parent Permission form.



The form is titled "Denver Public Schools Department of English Language Acquisition" and includes fields for Name, Phone, School, Grade, Birthdate, Pupil Number, and Sch. No. It contains three options for parents to choose from regarding their child's ELA instruction. Option One is for Spanish support while learning English. Option Two is for support while learning English but no instruction in Spanish. Option Three is for mainstream classes taught only in English. The form also includes a section for comments, a signature line for the parent/guardian, and a signature line for the principal. At the bottom, it states that the parent understands that if they want to make changes to their child's classes, they will complete a new Parent Permission form. The footer includes the Department of English Language Acquisition contact information and the year 2011.

Option 1

If a Parent chooses Option **1** for a Spanish speaking student, they are asking for the student to be placed in an **ELA-S** class, **Transitional Native Language Instruction** (instruction in Spanish), **if TNLI** services are provided at that school location.

If **TNLI** is not provided, or if the student speaks a language other than **Spanish**, the student should be placed in an **ELA-E** class (Sheltered English).

Option 2

If a parent chooses option 2, they are **refusing Transitional Native Language Instruction** (instruction in Spanish). The student should be placed in an **ELA-E** class (Sheltered English).

Option 3

If Option 3 is chosen they are refusing all services and **should not receive ELA Program Services.**