

ENROLLMENT PROCESS FOR ELLS

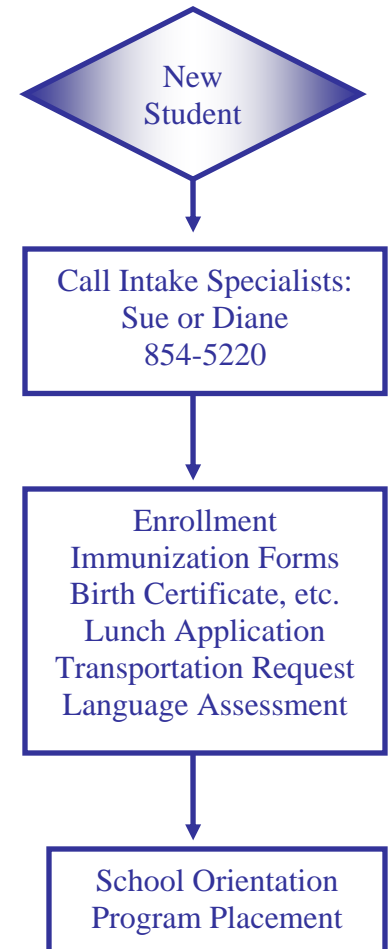
All students who speak a language other than English must be referred to our district's *ELL Intake Specialists* before they are enrolled in classes. Our district's Intake Specialists are Diane Goicoechea-Price and Sue Fornander. The specialists can be reached at 854-5220 between 7:00 a.m. and 2:30 p.m. All outside agencies or individuals who contact your school to enroll a student must first be referred to an *Intake Specialist*.

After notification of prospective enrollment is given to the Intake Specialists by a building administrator or outside source, the specialist meets with the family and agency representatives to present the policies and procedures of the school district. The specialist then helps the family fill out necessary enrollment forms, gathers immunization information, and provides an orientation of the school and answers questions regarding school policy and procedures. By law, no one in the district may ask for visas, passports, immigration cards or status.

At the elementary level (K - 6th grades), the students are assigned to one of the ELL school sites if they need language assistance. The ELL teacher at the site will further assess for language proficiency levels. Students are most often placed with age appropriate peers.

At the secondary level (7th - 12th grades), limited and non-English speaking students are enrolled at the ELL Language Academy (see secondary English Language Programs). ELL Language Academy teachers additionally evaluate students for English language proficiency.

After the student is assigned classes, a general orientation is provided on the school and school policies. At that time the student is made familiar with the school environment, student expectations, transition time, lunch, busing, assemblies, etc.



TRANSPORTATION

Diane and Sue can also assist in scheduling bus transportation for ELL students. If your school decides to take that responsibility, please note that the district's transportation office needs at least five (5) working days to arrange for busing. Students residing a mile and a half or more away from the school site are ineligible for busing.