

**ENGLISH LANGUAGE LEARNERS PROCEDURE –
HOME LANGUAGE SURVEY - LEP IDENTIFICATION**

During MHSD registration, **ALL** new parents to the district will fill out a Home Language Survey form.

If the school Principal and/or Administrative Assistant notices that a language other than English, as indicated by the questions located on the survey form, then a copy of the Home Language Survey Form is to be sent to the Federal Programs Director with the original copy placed in the student’s cumulative file.

As the year progresses and new students enroll, the same procedure applies.



ADOPTED: *(Originally a non-policy procedure adopted March 13, 2012)* April 18, 2017