

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Student Home Language Surveys	AD Number: 4.207.1	Adopted: November 2024
Policy References: Board Policy 4.207 - English Language Learners	Revised:	

1 The school district is required to identify all English Learner (EL) students in need of language
 2 assistance services within the first thirty (30) days of initial enrollment. The Home Language
 3 Survey (HLS) is a questionnaire administered to parents/guardians at the time of enrollment that
 4 aids the district in identifying potential EL students. The HLS shall include, but not be limited to,
 5 questions that require the parent(s) or guardian(s) to address the following three (3) topics:

- 6 1. The first language the student learned to speak;
- 7 2. The language the student speaks most often at home; and
- 8 3. The language that is most often spoken to the student at home.

9 If the parent/guardian list a language other than English for any question above, the student will
 10 be classified as a Non-English Language Background (NELB) Student. Parents/guardians must be
 11 interviewed to clarify any discrepancies in the HLS. The school district will not inquire about
 12 immigration status on the HLS to avoid creating a barrier to enrollment.

13 The HLS will be provided to enrolling parents/guardians as a separate document in a language and
 14 manner that the parent can understand. If the student has previously attended another school
 15 district, the receiving school shall attempt to obtain the original HLS from the sending school. If
 16 the receiving school cannot obtain the original HLS after reasonable attempts to do so, it may re-
 17 administer the HLS, but must mark it as a secondary HLS. If the original is found, it shall replace
 18 the secondary HLS in the student’s file.

19 If an HLS is determined to contain errors after the initial administration, the school should re-
 20 interview the parents or guardians. Any changes should be documented. All versions and
 21 documents related to changes should be retained in the student’s file.

Legal References
 TRR/MS 0520-01-19-.03
 42 U.S.C. § 2000d