

# 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



### Reminder

There is a 30 day window at the beginning of the school year and then the window shortens to 10 school days to complete this process.

#### Student Language Survey Report

##### Template Settings

\* Template Description:   
 Share with other users in entity 000  
 Print Greenbar  
 6 Lines Per Inch  8 Lines Per Inch

##### Registration Card Ranges

Low	High
Entity: <input type="text" value="000"/>	<input type="text" value="799"/>
Student Key: <input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Grade/Grad Yr: <input type="text" value="9999"/>	<input type="text" value="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

# 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



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

**Double Check!!**

## 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

**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



Task Manager	
Grad Year (Grade): 2022 (GD)	DOB (Age): 05/26/2004 (19)
Entry/With	Entry, Schor
UT/NCLB	Customize
Test Scores	Advisor: Gender: M NY Status: I Other ID:
Special Prgms	Homeless
	Hmbnd/Hosp
	ALS/LEP
	Migrant

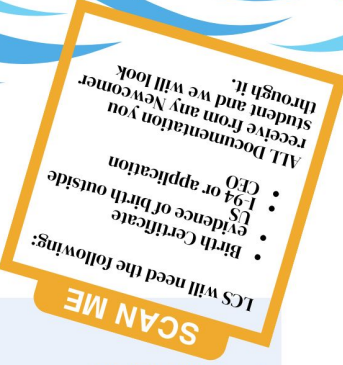
Task Manager	
Start a Task for the selected student	★
Select Task Manager Process:	Close
★ LCS - English ID Form	

## 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

# 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.)

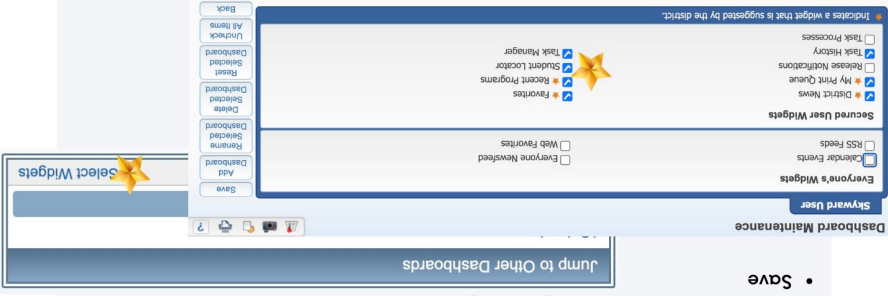
# Task Manager

## 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

Jump to Other Dashboards



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	Stars
Thu Dec 14 8:00am LCS	Reviews form	VILLA HERET
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	NORENO VAI
Thu Dec 14 11:36am LCS	Reviews form	LOPEZ ALVAR

• You should know which Administrator is over this process

• If you are unsure about anything call Nicole

• USE the HLS report  
 ◦ 801-567-8124

• 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 Manager

• 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

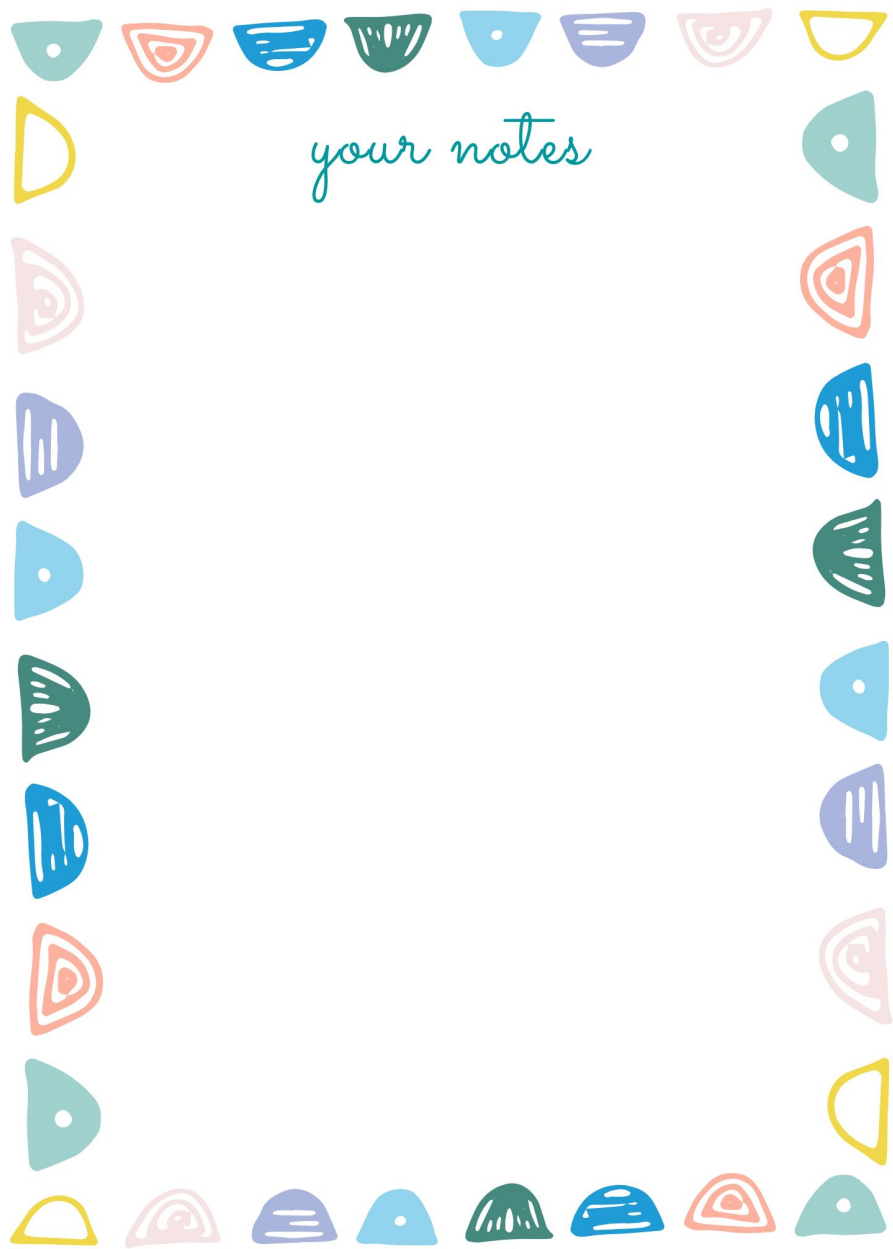
◦ If you have completed 3 students I should have 3 different scans

• 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.

# TIPS:



*your notes*



Call Nicole Anytime ~ 801-567-8124

You're  
The  
Best!