



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## For LEAs: Administering the Home Language Survey

**Introduction:** As part of the enrollment process in DC public and public charter schools for grades pre-K to 12, all parents and guardians are asked to complete the OSSE Home Language Survey on the following page.

LEAs serving students in grades pre-K to 12 must administer the OSSE Home Language Survey to families who are enrolling their child in any District of Columbia school for the **first** time.

It is **not** necessary to administer this survey to families who are *re*-enrolling their child in a District of Columbia school, including students who are transferring from one LEA to another.

**Purpose:** The Home Language Survey is used to determine if the student is eligible to take an English language proficiency screener. If a student's guardian responds "Yes" to either question 1 or question 2, the student must be referred to the appropriate LEA staff (i.e., English Learner [EL] Coordinator) for English language proficiency screening. Please see OSSE's [Delivering Education Services to English Learners](#) for a list of state-approved screeners. Based on the screener score, the student may be eligible to participate in the English language instructional program at his/her school. Federal law requires schools to offer eligible students an English language instructional program so they may attain English language proficiency and achieve academic success.

The Home Language Survey is **not** used to determine:

- a family's immigration status;
- a family's residency status; or
- if the student is an English learner (this is determined by the English language proficiency screener).

### Instructions:

- Ensure that families who are enrolling their child in a District of Columbia school for the **first** time are given the OSSE Home Language Survey including the cover sheet “For Families.” Include the survey and cover sheet “For Families” in the enrollment packet given to new students.
  - It is **not** necessary to give this survey to families who are *re-enrolling* their child in a District of Columbia school.
- Reasonable efforts should be made to help the family understand the purpose of the survey and how to complete it. Provide the “For Families” cover sheet to the family and, if needed, provide language support to families who may not be able to read or understand it.
- Skilled interpreters should be made available for families who need language assistance in order to complete the survey. This includes illiterate families and families who need sign language or braille to complete the survey. The Language Line, a telephonic interpreting service where an interpreter participates in the conversation between the school and the family over the telephone, is one resource schools can use. More information about the Language Line is available online at the DC Office of Human Rights’ Language Access Portal found here:  
<https://ohr.dc.gov/page/LAportal/coveredentity##interpretation>.
- Ensure the survey has been completed, signed, and dated by the parent or guardian. If a family refuses to complete the survey, make a reasonable effort to help the family understand the purpose of the survey and how to complete it; this effort should include providing language assistance, if necessary. If, after the aforementioned efforts have been made, the family still refuses to complete the survey, note the refusal and date on the survey and do not flag the student for English language proficiency screening.
- A school official, such as the registrar, must sign and date the bottom of the form upon receipt from the parent or guardian.
- If there is a “Yes” response to either question 1 or question 2, the student must be referred to the appropriate LEA staff (i.e., English Learner [EL] Coordinator) for English language proficiency screening. Please see OSSE’s [Delivering Education Services to English Learners](#) for a list of state-approved screeners.
- If the guardian responds “No” to both questions 1 and 2, the student is considered proficient and does not need to be screened.
- Enter the language(s) listed on questions 1 and/or 2 in your LEA’s School Information System (SIS) under the “native language” field. The language entered must correspond to the three-digit code for a valid language on the ISO (International Organization of Standardization) list. For more about the ISO, please visit <https://www.iso.org>.
- Keep the signed and dated survey in the student’s file.



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For Families:

## What is the Home Language Survey?

As part of the enrollment process in DC public and public charter schools, all parents and guardians must complete the Home Language Survey on the next page.

Schools use the Home Language Survey to determine if your child is eligible to take an English language proficiency screener (a short test). The screener helps your school determine if your child qualifies to participate in the school's English language instructional program. Federal law requires schools to offer qualifying students an English language instructional program so they can develop proficiency in the English language and be successful in their classes. **All DC residents, of all backgrounds, are welcome in public schools in the District of Columbia.**

The Home Language Survey is **not** used for immigration purposes.

The Home Language Survey is **not** used to determine:

- your immigration status;
- your residency status; or
- if your child is an English learner.

Please let your school know if you need assistance completing the Home Language Survey, and please be sure to sign and date the bottom.



### OSSE Home Language Survey (HLS) Form

Complete this Home Language Survey at the Student's initial enrollment in a District of Columbia School.

This form must be signed and dated by the Parent or Guardian.

This form must be kept in the student's file.

School: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Student's First Name \_\_\_\_\_

#### English

- Is a language other than English spoken in your home?  
 No  Yes \_\_\_\_\_ (specify language)
- Does your child communicate in a language other than English?  
 No  Yes \_\_\_\_\_ (specify language)
- What is your relationship to the child?  
 Father  Mother  Guardian  Other (specify) \_\_\_\_\_

If the answer to question 1 or 2 is Yes, the law requires your child's English language proficiency to be assessed.

#### REGISTRAR PROCESS:

- If a parent/guardian does not speak English and your school does not have staff that speaks the parent/guardian's language, please use the Language Line for communication (1-800-752-6096).
- If the HLS indicates a language other than English is spoken in the home, then further assessment must be conducted to determine the student's English-language proficiency level.

#### Español (Spanish)

- ¿Se habla otro idioma que no sea el inglés en su casa?  
 No  Sí \_\_\_\_\_ (idioma)
- ¿Habla el estudiante un idioma que no sea el inglés?  
 No  Sí \_\_\_\_\_ (idioma)
- ¿Cuál es su relación con el estudiante?  
 Padre  Madre  Guardián  Otro (especifique) \_\_\_\_\_

Si la respuesta a la pregunta 1 ó 2 es "Sí", la ley requiere que se evalúe la fluidez de su hijo/a en el idioma inglés.

#### Français (French)

- Parlez-vous une langue autre que l'anglais à la maison ?  
 Non  Oui \_\_\_\_\_ (spécifiez la langue)
- Votre enfant communique-t-il dans une langue autre que l'anglais ?  
 Non  Oui \_\_\_\_\_ (spécifiez la langue)
- Quel est votre relation avec l'enfant ?  
 Père  Mère  Tuteur  Autre (spécifiez) \_\_\_\_\_

Si la réponse à la question 1 ou 2 est Oui, la loi exige que les compétences de votre enfant en anglais soit évaluées.

#### 中文 (Chinese)

- 您家庭中是否使用不是英语的另外一种语言?  
 否  是 \_\_\_\_\_ (请指明语言)
- 您的孩子会使用不是英语的另一种语言交流吗?  
 不会  会 \_\_\_\_\_ (请指明语言)
- 您和孩子的关系是什么?  
 父亲  母亲  监护人  其它(请指明) \_\_\_\_\_

如果第一或第二项问题的答案为“是”，法律要求评估您孩子的英语熟练能力 (English language proficiency)。

#### Tiếng Việt (Vietnamese)

- Có ngôn ngữ nào khác ngoài tiếng Anh được nói ở nhà quý vị không?  
 Không  Có \_\_\_\_\_ (xin ghi rõ ngôn ngữ nào)
- Con em quý vị có nói một ngôn ngữ nào khác ngoài tiếng Anh không?  
 Không  Có \_\_\_\_\_ (xin ghi rõ ngôn ngữ nào)
- Xin cho biết liên hệ của quý vị với con em?  
 Cha  Mẹ  Giám hộ  Liên hệ khác (xin ghi rõ)

Nếu trả lời của câu hỏi 1 hoặc 2 là Có, luật lệ đòi hỏi con em quý vị phải được thẩm định trình độ thông thạo Anh ngữ.

#### አማርኛ (Amharic)

- በቤትዎ ውስጥ ከእንግሊዘኛ ሌላ ቋንቋ ይናገሩ?  
 የለም  አዎን \_\_\_\_\_ (ቋንቋውን ይጥቀሱ)
- ልጅዎ ከእንግሊዘኛ ሌላ ቋንቋ ይናገሩ?  
 የለም  አዎን \_\_\_\_\_ (ቋንቋውን ይጥቀሱ)
- ለልጁ ያለዎት ዝምድና ምን ዓይነት ነው?  
 አባት  አናት  አሳዳጊ  ሌላ \_\_\_\_\_ (ይግለጹ)

ስፕሮቱ 1 ወይም 2 መልስዎ አዎን ከሆነ፣ የልጅዎ የእንግሊዘኛ ቋንቋ ቅስፅና ችሎታው ደረጃ እንዲገምገም ህጉ ያዛል።

#### School Official's Comments:

Signature of School Official

Date

Signature of Parent/Guardian

Date