

Enrolling First-Time South Dakota Students Quick Reference

Initial Home Language Survey

A South Dakota Home Language Survey must be provided to parents of each newly enrolled student. It is the responsibility of the LEA to clearly explain the purpose of the HLS to the parents of students.

HLS Indicates a Language Other Than English

A copy of the original HLS must be placed in the student's cumulative folder. The WIDA Screener for Kindergarten or WIDA Online Screener must be administered to determine English proficiency. For more information about this process, please visit the [Identification Mini-Manual](#)

**Please note that if the student is coming from a WIDA Consortium member state, previous WIDA ACCESS or WIDA Screener scores (administered within the last 12 months) may be used to determine the EL status. Please check the cumulative file to find these scores.*

If the student is transferring from another SD school and the WIDA scores are not in cumulative file, please contact Shari Lord at shari.lord@state.sd.us

If a student is coming from a non-WIDA Consortium, the school may not use those results to determine EL status.

If student is coming from outside of the country, the WIDA screeners must be administered.

WIDA aligned screeners must be used for identification in South Dakota.

HLS Indicates ALL English

A copy of the original HLS must be placed in the student's cumulative folder. No further action is required.

Student Scores Not Proficient on Placement Test

If a student scores below proficient on the WIDA Screener for Kindergarten or WIDA Online Screener, the student is considered an English learner.

For detailed information about the identification criteria, please visit: [Identification Mini-Manual](#)

Student Scores Proficient on Placement Test

If the student scores proficient on the WIDA Screener for Kindergarten or WIDA Online Screener, the student is considered fluent upon enrollment. The student is not considered to be an English learner. A copy of the placement test results should be placed in the student's cumulative folder.

**Please note that if the student scores proficient on the placement test, the student does not need to be identified as an EL in Infinite Campus.*

Student Identified as an English Learner

- Student must be identified as an English learner in Infinite Campus for details visit: [EL Data Elements in Infinite Campus](#)
- Parent notification letter is sent home (within the first 30 days at the beginning of the school year, 2 weeks throughout the school year). Place copy of parent notification letter in student cumulative folder.
- Language Acquisition Plan (LAP) will be created for the student who has been identified as an English learner. The LAP must document strategies or supports that the student is able to use both in the classroom and on state assessments.
- The student will begin receiving federally required English language development instruction and will be annually assessed for proficiency.

Additional Guidance:

What is a Home Language Survey?

The Home Language Survey is a questionnaire given to parents or guardians that helps schools and LEAs identify which students are potential ELs and who will require assessment of their English language proficiency to determine whether they are eligible language assistance services. The Home Language Survey is a legally binding document that should only be administered once during a child's South Dakota academic career, upon their first enrollment in South Dakota schools. To avoid duplicate administration, the HLS should only be given to newly enrolled students to the school district. The HLS must be kept in the student's cumulative folder as part of the permanent record and, in case of transfer, should follow the student to the receiving school.

The school administering the HLS must explain the purpose of the HLS and the questions in a language the parent or guardian understands. The South Dakota Home Language Survey can be found in Appendix A of the [Identification Mini-Manual](#). As part of the SD ESSA State Plan the following HLS questions are required for all districts in South Dakota. The questions below are required to determine the student's language background.

1. What is the language most frequently spoken at home?
2. What language did your child learn when he/she began to talk?
3. Which language does your child most frequently speak at home?
4. Which language do you most frequently speak to your child?

If a language other than English is indicated for any of the four questions and the student meets the [EL definition](#) the English language proficiency screener (WIDA Screener or KG W-APT) must be administered to determine whether the student qualifies as an English learner. Please note that if the school believes that the data provided was inaccurate, the school may contact the parent/guardian for further clarification regarding the information provided on the HLS.

Resources:

- [Identification Mini-Manual](#)