

Steps for Identifying an EL

See the [EL Identification Flowchart](#) for more information.

1. All students are given a [home language survey](#) upon enrollment for families to complete. If a language other than English is indicated, the school system may want to conduct the [Family Interview Questionnaire](#) to gather more information. This is especially important for newly enrolled students in K-1.
2. If there is confirmation that the home language is something other than English, then the school system will administer the [English Language Proficiency Screener \(ELPS\)](#).
3. If the student scores something other than “Proficient” the student is now eligible for EL services and the parent must be [notified](#) within 30 days at the start of school (or 14 days during the school year).

In situations where an EL identification was made in error, a school system may request a correction for the following reasons.

Correction A: Student was screened for EL services who is not eligible to be screened with ELPS. School system would provide documentation of **one** of the following to support the request for an ELPS void.

- Interview with parent/guardian indicating that English is the student’s primary language.
- Proficient scores from EL assessments from another state or previous Louisiana EL assessments.
- Student was enrolled in a dual language program as a native English speaker.

Correction B: Parent/Guardian or a certified employee of the LEA requests a review of the student’s EL classification from ELPS. This request must be done before a student is administered their first ELPT. School system would provide documentation of some or all of the following to support this request:

- Teacher/EL Specialist observation of the student shows no other language other than English is in use.
- Interview with parent/guardian indicating that English is the student’s primary language at home.
- Class work/class assessments show English as only language in use.
- Scores from grade appropriate standardized assessments

Correction C: Student scores proficient on ELPS, but there is evidence/documentation that the student is EL. School system would provide documentation of some or all of the following to support this request:

- Teacher/EL Specialist observations of student
- Class work/class assessments
- Statewide assessments/benchmark scores
- Other language proficiency test results
- Interview with parent/guardian indicating that English is not the student’s primary language

To request a correction, email assessment@la.gov. Parents must be notified within **14 days** of completing the review of the school system’s determination.