



JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: District Superintendents

FROM: Matt Holder, Deputy Superintendent of Finance and Federal Programs
Lynn Jones, Executive Director, Office of Accreditation
Dr. Gloria Bayouth, Executive Director, Office of Federal Programs

DATE: Monday, May 9, 2016

SUBJECT: Identification of Bilingual Student for Accreditation Application

A Home Language Survey (HLS) is required to be on file for every student enrolled by each Local Educational Agency (LEA). This can be accomplished by collecting a new HLS from every student during enrollment in the school year **2016-2017**, or using a past HLS (**not older than 2015-2016**). Once the HLS is on file for each student enrolled, there is no requirement to collect this document every year.

The Oklahoma State Department of Education has prepared documents to serve as guidance for LEAs to accurately identify students that are counted as Bilingual on the Application for Accreditation.

Since there is ***no longer*** a requirement to collect the HLS ***every year***, the following procedures for identifying and maintaining HLS forms for ***all*** students must be implemented:

- The LEA must include the HLS in ***all*** student enrollment packets. The LEA personnel overseeing student enrollment should thoroughly explain and interpret the intent and purpose of the HLS to parents.
- If a parent declines to complete the HLS, LEA personnel must date and include a brief notation on the form and place in the student's cumulative file.
- Students who left the district ***for longer than one year or students new to the district***, will be required to complete a new HLS upon enrollment.

- The LEA must maintain a copy of the HLS in each student’s cumulative folder.
- The LEA must develop procedures for collecting, maintaining, and preparing the HLS documents to be audited by the Regional Accreditation Officers (RAOs).
- Students identified as English Learners (ELs), coded in the LEA’s student information system and uploaded into the WAVE are automatically counted as Bilingual. **RAOs will not review the HLS for the EL students.**
- LEAs will be responsible for providing the RAOs with a list of students identified as EL in the WAVE. The RAOs will review this list and add it to the audited HLS count, to calculate the total number of LEA Bilingual students.
- RAOs will **only** review HLS for new or returning students whose language is spoken **more often** than English in the home or a language spoken **less often** than English with a qualifying and attached test score for the bilingual count indicated on the HLS.

The “**2016-2017 Bilingual Count Verification Process for Accreditation**” packet will serve as a tool to clarify the intent and purpose of the HLS for LEAs and RAOs, and includes the following documents:

- Bilingual Count Criteria for Accreditation Application
- Home Language Survey Form
- Bilingual Identification Chart
- WAVE Coding for Bilingual/EL Students
- Purpose of the Home Language Survey for Parents/Guardians

Please contact the Office of Federal Programs with any questions for technical assistance at (405) 521-2846.

MH:bi