

Harrisburg School District  
**Initial ESL Program Placement Procedures Flow Chart**  
(ELA Office, HSD 09/15/2010)

**HBGSD Registration Personnel**

- When a new student registers, the parents fill out the Home Language Survey.
- If the HLS form indicates a language other than English at home (YES, #2), the secretary/registration personnel assigns the student a **“9” other languages + the 4 digit language code** on the registration screen.
- **A student is either coded “1290” English speaker OR “9 + 4 digit code”** by the person registering the student.
- HLS form and registration information are forward via email to the ESL Dept



If a student is coded “1290” no further action is needed.

**ESL Teacher Responsibilities**

- If a student is coded **“9 + 4 digit language code”** proceed with the following required items.
- A level 2 Screening form is completed.
  - Level 2 screen must be filed in the cum folder.
  - ESL teacher adds student to PHLOTE list for specific school.

**NO STUDENT IS EXEMPT  
NO TESTING recommended**

**LEVEL 2 SCREEN RESULTS**

- YES  
ESL PROGRAM testing recommended** follow required items listed below within 14 days of the E1 date.
- Student tested with the WAPT placement test. (appropriate to grade level and semester)
  - ESL teacher scores WAPT test.
  - ESL teacher records score and completes Eschool screen (ELA) and files the score report in the cum folder.
  - ESL teacher notifies grade level teachers of Proficiency levels and expectations via the Can Do indicators.
  - ESL teacher completes ELL accommodation form and files in cum folder and gives copy to grade level teacher.
  - ESL teacher adheres an yellow ELA sticker to the top, right hand corner of cum folder.
  - ESL teacher notifies parent of placement level, TITLE III Parents’ Right to Opt Out of ESL, Exiting Criteria, and components of the ELA program
  - ESL teacher returns level 2 screening form to ESL Dept.

- SPECIAL CIRCUMSTANCES**
- If a student is enrolling from another district and is a current ELL student, wait for ACCESS score from previous school.
  - If a student is enrolling from another district outside of PA and is a current ELL student, wait for records from previous school.
  - A release of information request must be completed by the parent in order to receive records.