

PROCEDURES FOR IDENTIFYING LEP STUDENTS

1. A *Home Language Survey* is completed by ALL new students enrolling in the Amherst Exempted Village Schools. This survey is included on the back of the registration packet.
2. IF the *Home Language Survey* indicates a language other than English is spoken at home, that student is assessed in his/her ability to read, write, speak, listen and comprehend in English within the first four weeks of enrollment. The assessment tool used is the Idea Proficiency Test (IPT).
3. If a student is LEP, the school determines which kind of language program will address the student's English language and academic needs. The program designed and implemented is based on scientific research.
4. The schools must review LEP students plans by SEPTEMBER 15th each year.
5. Schools determine if a LEP student is eligible for additional accommodations on statewide proficiency/achievement assessments, according to state law. State law allows the following accommodations: scribe for reading, writing, and listening, read aloud for reading and writing, large print, and Braille.
6. Schools annually re-assess LEP students' English language proficiency using the state OTELA assessment.
7. Data must be recorded in EMIS. Please refer to the EMIS Data Form for LEP

OTELA Dates: Monday, January 16, 2012 through Friday, March 9, 2012