

# ELL Identification For Pre-K Students Progressing To Kindergarten

## OVERVIEW

Each year during the registration process, schools are able to administer the Home Language Identification Survey (HLIS) in person to pre-k students enrolling in Kindergarten. This allows schools to plan for September and expedite intake processes for the upcoming school year. Please note the following:

- **HLIS administration:** As in previous school years, schools may administer the HLIS to incoming Kindergarten students to determine their HL code. The HLIS must be administered in person by a licensed pedagogue; please note: the provisional identification process will no longer be in effect for these students.
  - HL code should be entered in the “HOME LANG” field on the Update Biographical Information (BIOU) screen in ATS.
  - If you administer the HLIS in person before ATS rollover, please ensure you enter a "Y" in the HLIS field on the [Update Biographical Information \(BIOU\)](#) screen in ATS. This will prevent the HL code from being deleted during the ATS rollover in July.
  - Note that HL codes should only be entered for students who have been properly administered the HLIS. The HLIS and translated versions are available on the [Parent Notification InfoHub](#).
- **Individual interview:** For students whose home language is not English, the school must administer a more in-depth in-person interview with the student as per the procedures outlined in the [Policy and Reference Guide](#).
- **NYSITELL administration:** Students whose home language is other than English, and who have been determined to have English language acquisition needs should also be administered the [New York State Identification Test for English Language Learners \(NYSITELL\)](#). This test must be administered in person and can be administered to students enrolling in Kindergarten after **June 1**.

When engaging with parents/guardians during the registration process, please let them know that all students must complete a HLIS. Completing the HLIS, mandated individual interview, and if applicable, the NYSITELL before the school year will facilitate return to school in September.

QUICK LINKS .....	1
Home Language Entry for Pre-K students (before July ATS Rollover) .....	2
Home Language Entry for Kindergarten Students (after ATS Rollover) .....	2

## Home Language Entry for Pre-K students (before July ATS Rollover)

Schools can begin administering the HLIS, individual interview and NYSITELL to students progressing from pre-K to Kindergarten. Schools should follow the instructions below for home language code entry in ATS before ATS roll over:

1. Complete the HLIS in person with a licensed pedagogue.
2. Maintain record of HLIS in cumulative folder.
3. On the BIOU screen in ATS, enter HL into ATS.
4. On the BIOU screen in ATS, update HLIS with “Y”.
  - o This step ensures that the record is not deleted after ATS roll over and serves as confirmation that the HLIS was administered in person by a licensed pedagogue.
5. Plan for instructional services for identified ELLs.
6. Once school starts in September, resume identification processes (parent orientation, entitlement letters sent to parents, placement into ELL program).

**Resources:** For step by step guidance on home language entry in ATS for Students Progressing from Pre-K to Kindergarten, please see [Policy & Reference Guide](#).

## Home Language Entry for Kindergarten Students (after ATS Rollover)

Schools can continue to administer the HLIS, individual interview and NYSITELL to incoming Kindergarten students after ATS roll over. Schools should follow instructions below for home language code entry in ATS after ATS roll over:

1. Complete the HLIS in person with a licensed pedagogue.
2. Maintain record of HLIS in cumulative folder.
3. On the BIOU screen in ATS, enter HL into ATS.
4. On the BIOU screen in ATS, update HLIS with “Y.”
  - o This step serves as confirmation that the HLIS was administered in person by a licensed pedagogue.
5. Plan for instructional services for identified ELLs.
6. Once school starts in September, resume identification processes (parent orientation, entitlement letters sent to parents, placement into ELL program).