



English Learner (EL) Guide for Nonpublic Staff Identifying Potential English Learner (EL) Students

CH-UH requests that you follow the following process if you have a student you suspect of being an English Learner. English Learners are students who are unable to communicate fluently or learn effectively in **English**, who often come from non-**English**-speaking homes and backgrounds, and who typically require specialized or modified instruction in both the **English** language and in their academic courses.

[edglossary.org/english-language-learner/]

1. At the point of enrollment in your school, if you become aware of a student who may need English language support, please have the family fill out the Home Language Survey. If you need a copy of the survey, please go to the CH-UH website, under the Staff tab, under Forms.
2. Forward the completed Home Language Survey to the CH-UH contact.
3. Based on the Survey, an assessment will be scheduled with you for the student. CH-UH assesses students for eligibility. Assessments can be scheduled at the CH-UH district or on your grounds depending on schedules. The current assessment is LAS Links.
4. If your student is found to be eligible for EL services, please enter the information into the NPDS (enter a comment if the NPDS system is closed).
5. CH-UH will contact you to consult regarding services for the student. Consider the following consultation questions:
 - a. What services should be offered?
 - b. How, what and by whom should the services be delivered?
 - c. How will the services be assessed and how will the results be used to improve services?
 - d. The size and scope of services and source of funds (e.g., Title III, Title I).
6. If you enroll a student during the summer when CH-UH is not in session, contact Susan Pardee at s_pardee@chuh.org or 216-397-3869.

For more information, the Lau Resource Center at the Ohio Department of Education is a rich resource: <http://education.ohio.gov/Topics/Other-Resources/English-Learners/Lau-Resource-Center>.