

Home Language Survey

Required by Law

We are required to have a Home Language Survey on file for EVERY student regardless of language status. The form only needs to be completed ONE time.

Please include the form in your **registration packet**.

Records

The site may keep a copy of the Home Language Survey on file, if desired.

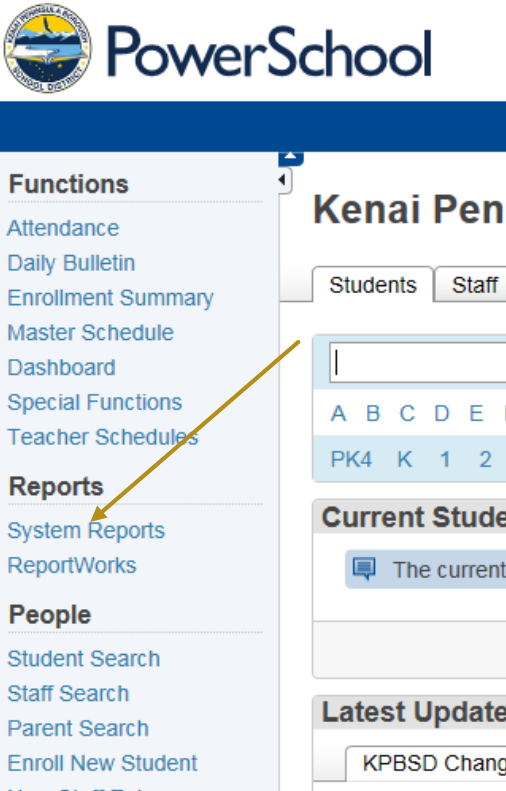
The completed forms must be sent to the ELL Office **immediately**. Sites should not "save them up." Please do not BizHub unless requested. Send the originals through **district mail**.

Power School

Upon receipt of the Home Language Survey, the ELL Specialist – or Federal Programs Secretary – will enter the necessary information into the student's Power School record under *Other Information*.

Secretaries can run a report that shows who is missing the form! To do this in Power School:

1. System Reports



2. Custom SQL Reports

The screenshot shows the PowerSchool interface. At the top right, it says "Welcome, Hannah". The breadcrumb trail is "Start Page > Reports > Reports (System)". A left-hand menu lists various functions like Attendance, Daily Bulletin, Enrollment Summary, etc. The main area is titled "Reports" and has several tabs: System, ReportWorks, State, KPBSD, Engine, Setup, and Custom SQL Reports. A yellow arrow points to the "Custom SQL Reports" tab. Below the tabs is a table with two columns: "Attendance" and "Description".

Attendance	Description
Absentee	Single day period by period attendance code
Attendance Count	Multi-day period by period attendance code

3. LEP Missing Home Lang Survey

The screenshot shows a list of reports. A yellow arrow points to the "LEP Missing Home Lang Survey" entry. The table has two columns: the report name and its description.

Last Year SBA/HSGQE Proficiency	Last Year SBA/HSGQE Proficiency
Last Year Student Enrollment Details	Last Year Student Enrollment Details
LEP Missing Home Lang Survey	Students missing the survey date
Missing Alert Phone 1	Students needing Alert Phone
MS Algebra approval	Students MS Algebra approval status

4. Submit

The screenshot shows the "Run sqlReport" dialog box. It has a table with "Label" and "Value" columns. The "Name" is "LEP Missing Home Lang Survey". There is a "Description" field which is empty. A yellow arrow points to the "Submit" button at the bottom right.

Label	Value
Name	LEP Missing Home Lang Survey

Description

Submit

Although the report description under the Custom SQL Reports tab says, "students missing the survey date," the report will show students for whom there is no HLS on file. There was a bug that caused some dates to be wiped out, but the DNQ (does not qualify) information remained.

Thank You

Your cooperation and diligence are appreciated!