

EL Point Person release time: [Expectations for High School ESL Programming](#) and [Expectations for K-8 ESL Programming](#). [See the Overview of English Learner Reports in SIS for more info.](#)

4. Identification, Placement and Notification

The Civil Rights Act of 1964, Title VI, Language Minority Compliance Procedures, requires school districts/charter schools to identify English Learners (ELs). Below is an overview of the current process. For the detailed process, click [here](#).

Overview:

Step 1

Who: Family, Enrollment Secretary

What: Enrollment at neighborhood school

- Family completes [Student Registration Form \(EH-40\)](#) or [Online Enrollment \(OLR\)](#) in their **preferred language**
- Enrollment secretary enters applicable data in Infinite Campus (Section 1: Home Primary Language, Country of Birth, and Date child first enrolled into a U.S. School; Section 2: Student Enrollment History; Section 3: Language Survey)

Step 2

Who: EL Point Person

What: Initial Testing/Identification

- EL Point Person determines who should be tested
- Students who qualify are tested
- EL Point Person enters results in Infinite Campus
- EL Point Person notifies family of testing results

Step 3

Who: Office of Multilingual Curriculum and Programs (OMCP)

What: Updating EL status

- OMCP staff reviews initial placement results in Infinite Campus and assigns EL status
- EL “flag” is generated in Infinite Campus

When registering new students, please be mindful of the following points:

- Students are expected to enroll in school and start classes before taking the WIDA Screener. **Enrollment in school is not to be postponed due to language screening requirements.**
- If a family brings transcripts and/or other academic records that are not in English, the family cannot be told to get the documents translated. If translation is needed for the purposes of enrollment, The School District is responsible for translation. [Please contact the Office of Family and Community Engagement to submit a document for translation.](#)
 - Note: [the MAC](#) handles high school transcript translations and reviews. [Please follow the directions listed on our website for submitting transcripts.](#)

- Students' names should not be changed in any way. The School District must abide strictly by the official documentation (e.g. birth certificate or baptismal certificate) presented at the time of registration. The only exception is for students who originate from countries where the surname is used first, who will be entered into the system according to local conventions.
- The Family Education Rights and Privacy Act (FERPA) prohibits schools from providing any outside agency, including the United States Citizenship and Immigration Services (USCIS) with any information from a student's school file that would expose the student's undocumented status without first getting permission from the student's parents or guardian; the only exception is if an agency obtains a court order/subpoena.
 - o All school personnel should be aware that they have no legal obligation to enforce U.S. immigration laws.
 - o Subjecting students and family to scrutiny that is not part of the normal enrollment process is discriminatory and may place the School District at risk of legal action. It is unlawful to request Social Security cards, passports, or immigration documents.

If there are any questions regarding these points, please contact the Office of General Counsel at 215-400-4120.

A. Multilingual Assessment Center (MAC)

[The Multilingual Assessment Center \(MAC\)](#) provides support during the student enrollment and assessment process and also functions to help orient multilingual families to The School District of Philadelphia.

The services provided at The Multilingual Assessment Center include:

- Enrollment, placement, and assessment of new multilingual students
- Resources for immigrant and refugee parental involvement
- EL high school transcript analysis and credit awarding
- Social service support for immigrant families in collaboration with community partners

The Multilingual Assessment Center is located at:

The School District of Philadelphia
Education Center, 1st Floor - Suite 1058
440 North Broad Street
Philadelphia, PA. 19130
215-400-4240 (option 1)

B. Office of Family and Community Engagement (FACE)