Enrollment Survey Section I Amendment Form

The purpose of the Enrollment Survey (ES) is to consolidate identification tools for the federal programs housed within the Student Advocacy, Access, and Support (SAAS) team in the Office of Federal and State Accountability (OFSA). These programs include Title I, Part A Foster Care, Title I, Part C Migrant Education, the McKinney-Vento Education of Homeless Children and Youth, and Title III, Part A/Multilingual Learner Program (MLP).

Use this form as documentation to make amendments to Section I of the ES. Attach the Enrollment Survey Section I Amendment Form to the original ES and keep it with the student's file. If simple data entry mistakes were made in PowerSchool, those errors may simply be corrected to reflect the ES in PowerSchool without an amendment form.

Section(s) that need to be amended (select all that apply):

☐ Student Information

☐ Right to Translation and Interpretation Services

☐ Title I, Part A Foster Care

☐ Title I, Part C Education of Migratory Children & Youth

☐ McKinney-Vento

☐ Prior Education

Describe the necessary amendment(s):

Parent/Guardian Signature: _____

School/District Personnel Signature: _____

If there are no amendments to the Home Language Survey (HLS) portion of the ES, make amendments in PowerSchool and attach this to the original ES in the student's file. The South Carolina Department of Education (SCDE) approval is not required for the above ES sections.

Home Language Survey (ES Section II) Exception Form
(SCDE approval is not required)

The Home Language Survey (HLS) portion of the Enrollment Survey Amendment Form is used sparingly as federal law stipulates that once identified, all multilingual learners (MLs) must be served (*Lau v. Nichols 1974; Castaneda v. Pickard 1981; Plyler v. Doe 1982; Sec. 1111(b)(1) of Elementary and Secondary Education Act of 1965 (ESEA), as amended*). If simple data entry mistakes were made in PowerSchool, those errors can simply be corrected to reflect the original Enrollment Survey (ES) in PowerSchool without an amendment form. Likewise, if there are simple exceptions, such as those listed below, the situation can be documented and kept in the student file without requiring approval from the South Carolina Department of Education (SCDE).

A situation, as noted below, has led to an exception in at least one of the HLS guidance requirements. The South Carolina Title III/Multilingual Learner Program (MLP) office advises the exception to be corrected and documented accordingly in the student's record.

Select all that apply:

☐ Question(s) 1-3 were left blank or were marked with quotation marks " " to indicate "same as above." A copy of the ES was provided to the parent or guardian to complete the answers to the HLS portion.

☐ The date or parent signature was missing. A copy of the ES was provided to the parent or guardian to sign and/or date.

☐ An ES was filled out upon registration at a new school, but an earlier ES form was completed either within South Carolina or received by the new LEA. All other versions dated after the initial ES are placed behind the original ES and kept in the student's file.

☐ Other (describe the correction in full detail and ensure it does not need SCDE approval):

The above correction has been made to ensure compliance with the *South Carolina Multilingual Learner Program Guiding Principles* regarding the use of the HLS as part of the process to determine ML eligibility status. In this case, the HLS process had an anomaly; the original will always remain intact, and a copy of the original will reflect the corrective action.

Parent/Guardian Signature: _____

District Title III/MLP Coordinator Signature: _____

Home Language Survey (ES Section II) Amendment Form (SCDE approval is required)

All language code information always depends on the language(s) listed on the original Home Language Survey (HLS) portion of the Enrollment Survey (ES) when the student first enrolled in a South Carolina school district. Local Educational Agencies (LEAs) must reference the original HLS section of the ES when submitting language code change requests. If a non-English language is listed for any of the three required HLS questions, then the non-English language is reported in PowerSchool.

When submitting this form, the following items **must** be included:

- the original ES from when the student first enrolled,
- all pertinent information requested that is available (i.e., English Language Proficiency (ELP) screener and annual ELP assessment data),
- the parent/guardian's signature, *and*
- the district Title III/Multilingual Learner Program Coordinator (MLPC)/Federal Program Director's signature.

Provide the following information:

Date:	**Student PowerSchool ID:**
School District:	**School:**
Previous District(s):	**Previous School(s):**
Contact Person Email:	**Current English Proficiency Coding:**
Date of Original ES/HLS:	
Original Language(s) on HLS Questions:	

Provide a brief overview indicating why the HLS should be amended:

Home Language Survey (ES Section II) Amendment Form (SCDE approval is required)

English Language Proficiency Assessment Information

Name of ELP Test: _____ **ELP Test Date:** _____

Score Type	Score/Proficiency Level	Score Type	Score/Proficiency Level
Overall		**Listening**	
Oral		**Reading**	
Comprehension		**Writing**	
Literacy		**Speaking**	

Name of ELP Test: _____ **ELP Test Date:** _____

Score Type	Score/Proficiency Level	Score Type	Score/Proficiency Level
Overall		**Listening**	
Oral		**Reading**	
Comprehension		**Writing**	
Literacy		**Speaking**	

Note: Add more ELP assessment information as applicable.

Parent/Guardian Signature: _____

District Title III/MLP Coordinator Signature: _____

The Title III/MLP Coordinator (or Federal Program Director) and parent/guardian signatures ensure that the form and the effects of a language code change have been explained. The HLS portion of the Enrollment Survey Amendment Form must be accompanied by the original ES and parent signature for an amendment to be considered. Submission of the ES Amendment form does not guarantee that a change will be approved. The SCDE Title III/MLP office will review all submitted information and contact the submitting district via email to inform them of the approval or denial.