Flow Chart for ELL Intake Testing & Placement

AT HOME SCHOOL (Including PHS and JHHS)

Student arrives, completes enrollment card and fills out Home Language Survey. Does the family indicate another language is spoken by the student or at home?

NO → **Regular Registration Process**

YES →

- **Home school creates new ELL Routing Folder. Make sure to verify residency and age.**
- **Call Diane Guzman to schedule an appointment.**

AT INTAKE CENTER

- **Student is tested at Intake Center.**
- **Placement recommendation is made.**

Student recommended for Newcomer Center:

NCTR staff checks paperwork, sends student to ELL home school to complete registration if needed.

Student recommended for regular ELL Program:

Family instructed to make appointment with counselor at ELL home school.

Student places out of ELL Program:

Family returns to initial contact in Student Services office at home school.

Intake file is forwarded electronically to the ELL Counselor, Coordinator and/or APSS for final placement.

Contacts

NCTR Intake:	
Diane Guzman	7937
BGHS:	
Elizabeth Pilarski	4191
Lily Justiano	4024
Stephanie Ramos	4092
EGHS:	
Rudy Aleman	4449
Megan Conlon	4734
RMHS:	
Marisa Wetmore	5669
Mona Hansra	5671
Jennifer Marconi	5691
WHS:	
Gabriela Medina	7053
Ana Molina-Martinez	7060
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ELL Director:	
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