

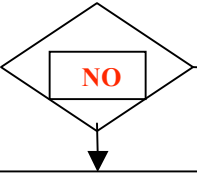
Flow Chart for Student Intake and Initial Placement in ELL Program

Student arrives at "home school" with family to enroll in D214. Completes enrollment card, paying special attention to **home language survey** (Sect. E). Copy of enrollment card sent to ELL coordinator in school.

Student has required paperwork for enrollment.



Send student for assessment at Newcomer /FVEC after completing registration at home school. Call 7836 to set up appointment/confirm time. Inform home school ELL coordinator that student is testing.



Inform student of remaining enrollment paperwork needs and send for testing at Newcomer, reminding student to return to complete registration at home school. Make sure to inform parent of contact person, both at Newcomer and when returning to school of enrollment. Send copy of initial enrollment card with parent, if possible. **Inform ELL staff in school that student has gone for testing.** Call or e-mail Norman Kane or Roseann Kuffel to let them know.

Student is assessed at Newcomer according to Intake Center Assessment Protocols; parents given other (Comm. Ed., All Kids) information. Proficiency level determined. Guidelines of ELL Transition and Exit Criteria followed.

Newcomer Level
(Call made to home school to inform that student is staying at NCTR and determine paperwork needs. If there is doubt about placement, it will be discussed.)

Non-Newcomer ELLs or Exit-Level students return to HomeSchool:
(ELL Office at FVEC sends summary sheets to school contacts by fax (or electronically) and grey mails testing packet. Counselor works with ELL team to determine schedule. If student meets exit criteria, she/he will be placed on monitoring list.)

Contacts in each school		
NCTR/:	Norman Kane	7836
Intake	Rose Ann Kuffel	6562
	Linda Gadlin	7937
	Teri Santana	7937
	Mario Perez	7936
BGHS:	Elizabeth Pilarski	4191
	Justine Piro	4092
EGHS:	Carmen Sotomayor	4449
	Megan Conlon	4734
RMHS:	Maricela Pautrat	5623
	Marisa Wetmore	5669
	Jennifer Marconi	5691
	Mona Vege	5671
WHS	Ana Molina-Martinez	7060
	Gabriela Medina	7053
	Dian Perkins/Shelia Heck	7253

Return to home school to complete paperwork/ID

Paperwork/ID not complete

All paperwork complete; student begins classes
Newcomer contact: _____
Home school contact: _____

