

Top ELL Enrollment FAQs

How do schools identify students as English language learners (ELLs) once they are enrolled in the charter school?

There are various enrollment procedures that schools follow. The most common is to administer a home language survey in person - at the time of entrance and in the parent's preferred language - and conduct a bilingual interview. If a student is identified as potentially ELL after the results of the home language survey and interview are reviewed, then the school must administer a valid and reliable English language proficiency assessment to determine if the student is an ELL.

Do charter schools have to administer the NYC DOE's Home Language Identification Survey (HLIS)?

No. However, under federal law, charter schools do have to administer a version of the home language survey. As the NYC DOE HLIS is already translated into multiple languages, a majority of charter schools do choose to use it.

How do I find out if an incoming student is already classified as an ELL?

Schools can run the RELC in ATS for a list of ELLs. Note: Students brand new to NYC public schools (i.e. incoming Kindergarteners, private school transfers, a student from another state, or a student from another country) will not show up in the system. Those students are eligible for the ELL identification process upon enrollment.

Which valid and reliable English language proficiency assessment is available for schools to administer during the enrollment process?

New York State has created the New York State Identification Test for English Language Learners (NYSITELL) as its valid and reliable English language proficiency assessment.

When can we begin to administer the NYSITELL?

For students new to the system in SY17-18, NYSITELL administration can begin in July 2017.

Where can we get copies of the NYSITELL?

Schools order the NYSITELL exams through the state's online examination request portal and should allow 4-6 weeks for delivery. Schools generate NYSITELL answer documents through the RLBA function in ATS.

Which level of the NYSITELL should I administer?

It depends on the student's grade and the time of year in which they are enrolling. See chart below:

Level	Grade in which student is enrolling	Dates on which test was administered	Entering (Beginning)	Emerging (Low Intermediate)	Transitioning (Intermediate)	Expanding (Advanced)	Commanding (Proficient)
I	K	June 1* – January 31	0 – 16	17 – 21	22 – 26	27 – 31	32 – 36
II	K	February 1 – June 30	0 – 24	25 – 34	35 – 44	45 – 57	58 – 68
II	1	July 15 – January 31					
III	1	February 1 – June 30	0 – 22	23 – 33	34 – 44	45 – 56	57 – 72
III	2	July 15 – January 31					
IV	2	February 1 – June 30	0 – 21	22 – 32	33 – 43	44 – 60	61 – 72
IV	3	July 15 – January 31					
V	3	February 1 – June 30	0 – 19	20 – 32	33 – 44	45 – 59	60 – 72
V	4	July 15 – January 31	0 – 26	27 – 39	40 – 51	52 – 61	62 – 72
VI	5	July 15 – June 30	0 – 23	24 – 31	32 – 38	39 – 56	57 – 72
VI	6	July 15 – June 30	0 – 25	26 – 33	34 – 41	42 – 59	60 – 72
VII	7	July 15 – June 30	0 – 22	23 – 32	33 – 41	42 – 57	58 – 72
VII	8	July 15 – June 30	0 – 24	25 – 34	35 – 44	45 – 59	60 – 72
VIII	9	July 15 – June 30	0 – 18	19 – 29	30 – 40	41 – 55	56 – 72
VIII	10	July 15 – June 30	0 – 20	21 – 31	32 – 41	42 – 57	58 – 72
VIII	11	July 15 – June 30	0 – 24	25 – 35	36 – 45	46 – 60	61 – 72
VIII	12	July 15 – June 30	0 – 26	27 – 37	38 – 47	48 – 62	63 – 72

What is the timeline for administering the home language survey/language proficiency assessment for a new student?

Under federal law, charter schools are required to notify parents of ELL students of the student's ELL identification and services 30 days from the beginning of the school year. Therefore, schools need to complete the identification process within 30 days of the beginning of the year. New York State has shortened that timeline for district schools and requires that ELL students be identified within 10 days of initial enrollment to the state system. While this timeline does not apply to charters, charters will need to identify to the State their ELL students in the ATS attendance system. Because of the 10-day deadline for NYC DOE, the ATS system does not allow any school (including charters) to change a designation for an ELL student 10 days (not 30) after the beginning of the school year. Charter schools that find themselves locked out of ATS after 10 days must make requests for overrides through the DOE's Office of School Design and Charter Partnerships. Also note that students who were eligible for the NYSITELL but were not administered the NYSITELL, receive ELL classification by default and will be expected to take the NYSESLAT in the spring.

An incoming student has an IEP. Does the school still administer the NYSITELL?

Potentially. Students with disabilities in charter schools are subject to CR 154-3, which requires that each charter school form a Language Proficiency Team (LPT) that meets to determine if a student with an IEP who is eligible for the NYSITELL should:

1. Take the NYSITELL
2. Take the NYSITELL with accommodations
3. Not take the NYSITELL



The LPT process must be complete within 20 school days of initial enrollment. For more information on forming the LPT team and process, see [this guidance](#).