

## HOSTING MULTILINGUAL POST-LOTTERY ENROLLMENT DAYS

Charter schools are legally mandated to administer home language surveys upon enrollment to gather information about home languages of students and to use the information to determine which students are potential ELLs and need further assessment. There are certain considerations to be made when planning multilingual post-lottery enrollment days that we indicate in the below sample overview and agenda with yellow highlighter. The most pertinent considerations are:

- ✓ Presence of multilingual staff and/or access to a phone for any interpretation needs
- ✓ All staff present can provide information about home language surveys and supports for ELL and immigrant students and families
- ✓ Translated enrollment materials, including home language surveys

### SAMPLE MULTILINGUAL POST-LOTTERY ENROLLMENT DAY OVERVIEW

<b>DATE/TIME/LOCATION</b>	Saturday May 5, 9:00am – 11:30am at ABC Charter School
<b>SCHOOL STAFF (NAMES AND ROLES)</b>	Ms. Ruiz – Principal, MC, and Tour Guide Ms. Tyler and Mr. Gomez – Special Education Coordinators and Special Services Experts Mr. Simms – <b>ELL Coordinator and Home Language Survey Expert</b> Mr. Marcus – Operations Manager and Technology Expert Ms. Alvarez – Parent Coordinator, Greeter, Tour Guide, and Digital Enrollment Packet Expert Mr. Johnson, Ms. Abdoure, and Ms. Henry – Teachers, Tour Guides, and <b>Home Language Survey Experts</b> Ms. Singh, Ms. Lopez, Ms. Jones, and Mr. Ba – Teachers and Child Care Volunteers
<b>INTERPRETER(S)</b>	Arabic and French - Ms. Abdoure Spanish - Mr. Simms, Ms. Alvarez, Ms. Ruiz, Ms. Lopez, and Mr. Gomez Other - Mr. Marcus (phone interpretation)
<b>EQUIPMENT AND MATERIALS</b>	Coffee and donuts Arts and crafts for child care in Room 205 Raffle tickets for every booth and raffle prizes <b>Multilingual signage (directions to Room 205, bathrooms, and Cafeteria)</b> Translated home language surveys <b>Phones per station for interpretation and laptops at the multilingual digital enrollment packet station</b>

## SAMPLE MULTILINGUAL POST-LOTTERY ENROLLMENT DAY AGENDA

TIME	ACTIVITY	LEAD(S)	MATERIALS/ EQUIPMENT	COMMENT
9:00 – 9:20	Parent arrival and dropping children off at child care	Ruiz and Alvarez (parents)  Singh (kids)	-Coffee and donuts (201 and 203)  -Arts and crafts (205)	All staff should arrive by 9:30 and should be on hand to greet parents and direct children to child care, if desired (205)
9:20 – 9:35	Welcome Presentation (MUST explain the raffle ticket per station upon station completion)	Ruiz and Marcus	-SMART Board -Slide advancers	201 – English with Tyler 203 – Spanish with Simms Ruiz and Alvarez shared between the two rooms
9:35 – 10:50	Paperwork Party Home Language Survey Station (Simms, Johnson, Abdoure, and Henry) Multilingual Digital Enrollment Packet Station (Marcus, Alvarez, and Ruiz) Special Services Station (Tyler and Gomez)	Ruiz, Simms, Alvarez, Marcus, and Tyler	-Translated home language surveys -Phones at each station for phone interpretation -Laptops with internet access for multilingual digital enrollment packets -Raffle tickets per station	Parents can use their phones to complete the multilingual digital enrollment packet
10:50 – 11:10	School Tour	Ruiz and Marcus	N/A	Ruiz (Spanish), Simms (Spanish), Johnson, Abdoure (Arabic and French), and Tyler are tour guides
11:10 -11:30	Raffle and family departure	Ruiz, Alvarez, Singh	-Raffle prizes	All staff should be on hand to help traffic flow