

**Top 10 Steps to Strengthen ELL Recruitment Efforts**

<b>School Action</b>	<b>Yes</b>	<b>No</b>	<b>Next Steps</b>	<b>Resource</b>
Do you know the languages that are represented in your school's neighborhood?				<i>NYC Language Map</i> <a href="http://goo.gl/kpRhoV">goo.gl/kpRhoV</a>
Do you know the percentage of ELLs in your CSD and your school's enrollment targets?				<i>NYSED Charter Enrollment and Retention Targets</i> <a href="http://goo.gl/u2ae7s">goo.gl/u2ae7s</a>
Do you have translated information about your school? <ul style="list-style-type: none"> <li>• Website</li> <li>• Promotional literature</li> <li>• Application</li> </ul>				<i>Adding Google Translate to Your Website Tutorial</i> <a href="http://goo.gl/FcJ37G">goo.gl/FcJ37G</a> <i>What to Expect When Translating Overview</i> <a href="http://goo.gl/rzdsrn">goo.gl/rzdsrn</a>
Do you have multilingual volunteers for your teams that canvas the neighborhood?				
Do you reach out to neighborhood organizations that work with ELL communities?				<i>Neighborhood Asset Map</i> <a href="http://goo.gl/JDfXh7">goo.gl/JDfXh7</a>
Do you host multilingual open houses?				
Do you have ELL ambassadors to give input or answer questions for prospective ELL parents?				
Do you call and ask to deliver multilingual information about your school to your elected officials?				<i>New York City Council Members List</i> <a href="http://goo.gl/zgFFs4">goo.gl/zgFFs4</a>
Do you reach out to the family welcome centers with translated information about your school and how to apply?				<i>Family Welcome Centers List</i> <a href="http://goo.gl/GH7Xuk">goo.gl/GH7Xuk</a>
Do you maintain documentation of ELL recruitment efforts?				

**Questions? Contact Melissa Katz, Program Manager of ELL Supports, at [mkatz@nyccharterschools.org](mailto:mkatz@nyccharterschools.org) or at 212-437-8319.**