

## ESL Referral Procedures

1. Identify an ELL from the home language survey. If another language is spoken in the home or the student speaks another language they must be screened.
2. Call 618-825-3960 for a student to be screened or use the WIDA screener to determine eligibility. A student who scores a 4.5 and lower is eligible for services. If a student does not speak English, that student receives a score of 1. They are automatically eligible for services and do not need to be screened.
3. We will send the scores to the school for eligibility or the school will send us the scores for eligibility. The school will contact the parents or guardians and let them know they are eligible for services. A description of our program can be sent in many languages to the parent. Please let us know if you need assistance.
4. After the parent approves services, please call or email our teachers to set up enrollment. Once enrollment is confirmed, one of our staff members will email you a registration link to register your student in our program. After you complete the registration form, your student can start the program. Please call or email for the current classes being taught for the school year for high school students only. Classes change every year.
5. The school district is responsible for setting up transportation. Please call or email our teachers to notify us of their start date.

Thank you,

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