

## EL Newcomers and Students with Limited/Inconsistent Formal Education (SLIFE) Intake and Enrollment Checklist

Key goals for intake and enrollment procedures for EL Newcomers and SLIFE:

1. Students and families feel welcome and supported in the school and district and begin to build a relationship with school staff.
2. Essential information is collected in order to appropriately place and schedule students and to provide any additional resources that students may need (e.g., foundational literacy or math, social and emotional support, essential needs such as housing and food).

CRITERIA	YES	SOME WHAT	NO	NOTES FOR POSSIBLE NEXT STEPS
<b>EL Newcomers and SLIFE</b>				
<p><b>Initial intake:</b> Our school and/or district has clear procedures in place so that initial intake and enrollment meetings with families are:</p> <ul style="list-style-type: none"> <li>● conducted in a language that they can understand</li> <li>● following a structured protocol</li> <li>● welcoming and accessible to families</li> <li>● available throughout the year (not only at the beginning of the school year)</li> <li>● providing clear information on enrollment requirements (e.g., medical, proof of residence).</li> </ul>				

CRITERIA	YES	SOME WHAT	NO	NOTES FOR POSSIBLE NEXT STEPS
<p><b>Enrollment process:</b> The enrollment process includes an oral interview in students' and families' home language to:</p> <ul style="list-style-type: none"> <li>● determine students' background, discuss educational goals</li> <li>● begin to build collaborative relationships with families</li> <li>● identify additional support that families and/or students may need.</li> </ul>				
<p><b>Transcripts:</b> Our school or district has clear procedures for evaluating foreign transcripts in order to appropriately place students and clear procedures if no transcripts are available.</p>				
<p><b>Staff:</b> Staff conducting intake and enrollment are trained in culturally responsive practices and know the steps to take to respond to the linguistic and social emotional needs of English learners and their families.</p>				
<p><b>Language:</b> All essential information about school procedures is shared with families in their home language and families have a way of contacting an employee of the school with any questions that they may have.</p>				

CRITERIA	YES	SOME WHAT	NO	NOTES FOR POSSIBLE NEXT STEPS
<b>School tour:</b> Students and families are given a tour of the school in their home language and students are assigned a buddy				
<b>Community partnerships:</b> <ul style="list-style-type: none"> <li>● Our school or district has a family liaison who builds partnership with families and the community.</li> <li>● Our school or district has a network of community partnerships to support additional needs for EL newcomers and SLIFE outside of school. School and/or district staff can easily connect families with these partners based on need.</li> </ul>				
<b>SLIFE</b>				
<b>Identifying SLIFE:</b> Our school district has a systematic process for identifying SLIFE through interviews with families and assessments.				
<b>SLIFE assessments:</b> SLIFE are given foundational literacy and math assessments in their home languages (as available) to determine foundational literacy and skills and needs in order to appropriately schedule students.				