Initial Screening Process for New Student Arrivals

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Acronyms & Terms to Know

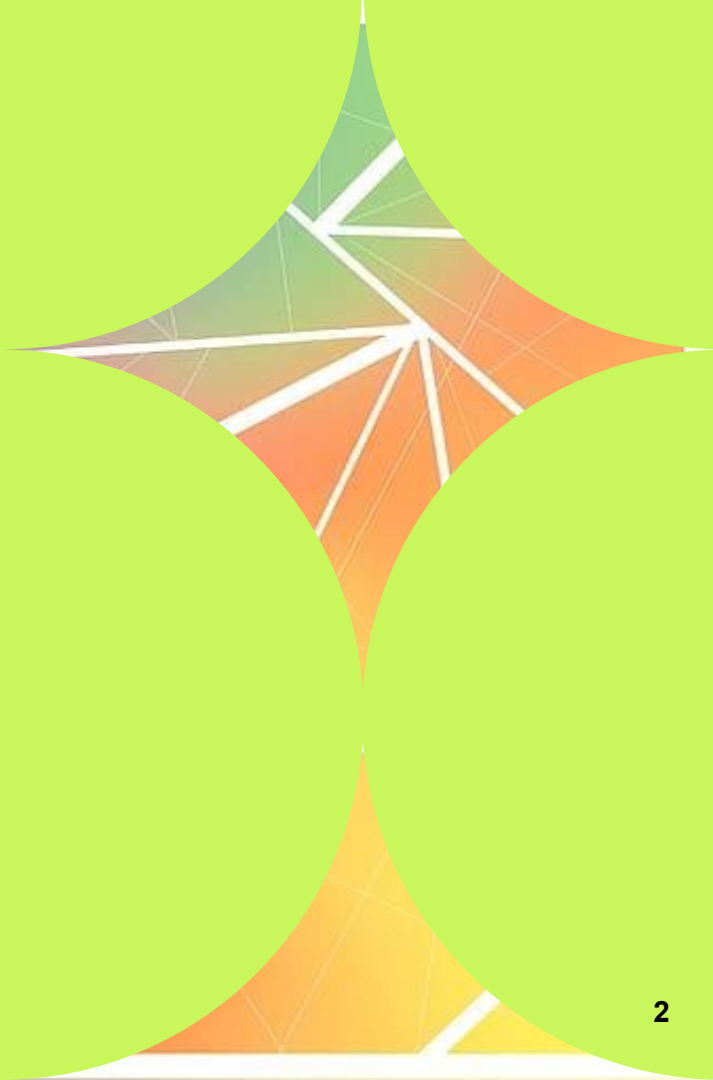
ML: Multilingual learners, also known as English learners

ELD: English Language Development, also known as ESOL, ENL, ESL

SLIFE: Students with Limited or Interrupted Formal Education

Intake: process of assessing incoming students' linguistic and academic abilities

Registration: process of enrolling incoming students



Purpose and Objectives

How can we structure more holistic initial intake systems?

- ✶ Assess incoming student literacy background in English and L1
- ✶ Gather additional data surrounding student proficiency in English
- ✶ Capture holistic data on student needs
- ✶ Confirm formal schooling record and history
- ✶ **Apply** collected data to create schedules and connect students to wraparound services

Suggestions for Participating Staff

ELD Specialists:
Instructional

- ELD Teachers
- ELD Coaches

Student Support Services:
Social-Emotional

- Social Workers
- Counselors
- Family Engagement Specialists

Administrative Support:
Coordinates Enrollment

- Registrars

What should the intake process include?

PDF samples of our in-house assessments have been made available for you to access.

Math Assessment ♟️

- Collaborate with math department to create an assessment
- Informs which math course is more appropriate for the incoming student

***** This assessment should be developed by the math department.***

L1 Writing 🖍️

- Usually digital, but occasionally administered on paper
- Informs the degree of familiarity with literacy in L1

English Writing 🔍

- Similar to L1
- Informs the degree of familiarity with literacy in English

Preliterate Screener 🪁

- Print out
- As needed
- Phonics Spelling/ Dictation Activity, Running Record
- Demonstrates student's degree of phonemic awareness

1:1 Interview 🧩

- Provides insight into student oracy skills
- L1 use when appropriate
- Primary purpose is to gather information on student academic background, interests, strengths, and needs.

Literacy Screening Tips & Tricks

While Assessing:

- **Ask students read the prompts to you.**
  - Pay attention to their letter recognition
  - Provides insight on their decoding skills
- **Allow translation for the directions to ensure task comprehension.**
- **Supervise student work to prevent use of translation assisting tools.**
- **Allow use of both computer-based and paper-based assessments.**
  - Computer and keyboard use may be unfamiliar to many students, particularly those who are new to the English alphabet.

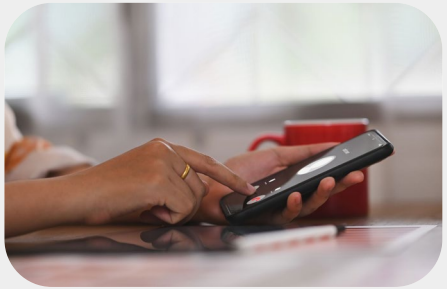
Interview Tips & Tricks

- **Allow yourself to go off-script.**
  - Ask follow up questions, clarify where needed.
  - Help bring the student at ease throughout the process.
- **Take advantage of having the opportunity to assess student oracy skills.**
  - Can be separate from their literacy skills.
- **Ensure you have a clear picture of their academic background.**
  - Distinguish between repeating grades, lapsed years, and under-resourced programs.
- **Ask questions about home country living situations**
  - Helps to identify which families may need reunification support, referrals to mental health services, and other school-based partnerships

Some intake outcomes include...

- Math Placement
- Early Identification for Support Referrals
- Early Identification for Potential IEPs
- Early Literacy Intervention
- Collect additional contact info
- Early Identification of Student Talents
- Language Level Assessments
- Early SLIFE Identification
- Technology Needs Assessment
- Class Roster Balancing
- Relationship Building!

Family Engagement Suggestions for New Arrivals



Summer Home Visits

- **Family Engagement Specialists** could make home visits over the summer
- Chronically absent students prioritized

Summer Attendance Contracts/Workshops

- **Social Workers, counselors, and/or admin** could meet with families of chronically absent students
- Clarify expectations and set attendance goals

Summer English Enrichment

- Interested or high need students could participate in summer English classes at their boundary schools

Adopting Intake in Your District

Identify staff with the required skills and professional proximity to new student enrollment.

🔑 Well-developed expertise in **ELD**, **family outreach**, and **socio-emotional** supports is key for this operation to run smoothly.

This is a significant undertaking -- consider taking something off their plates in exchange.

Determine how data will be used and shared.

- Intentional class rostering
- Creation of intervention spaces
- Early referrals to wraparound services
- Presenting data to staff in August
- Access to list of SLIFE

🌱 Start small, and grow every year.