



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 2, 2021

To: Chief School Administrators, Charter School and Renaissance School Project Leads

Route To: District Bilingual/English as a Second Language (ESL)/English Language Services (ELS) Point of Contact, NJSMART District Personnel, All Staff Involved in the Student Enrollment Process

From: Kathy Ehling, Acting Assistant Commissioner
Division of Student Services

Identification of English Language Learners (ELLs) Important Updates

The “New Jersey Entry and Exit Guidance (May 2021)” document, found on [NJDOE’s Title III and ELLs webpage](#), supports school districts in meeting the federal requirements in ESSA §3102. This document has been updated to be responsive to the needs in the field, while meeting the standardization requirements for identifying students who may require language instruction education programs (LIEPs).

Districts must use the [Home Language survey](#) (HLS) and the words and content may not be altered. The translation of the standardized home language survey into the top 20 languages spoken by New Jersey ELLs will be posted to the [Department’s website](#) by June 30 to reflect current revisions posted in the May 2021 ELL Entry and Exit document.

Key steps/actions

- Share this communication with your district’s student information system (SIS) vendor and request that the HLS be updated in the SIS vendor system to ensure data quality for the NJSMART “ELLIdentificationDate” data element field as defined in the NJ SMART SID Management Student Data Handbook. The Handbook can be found under the “Documents for Download” section of the [NJSMART webpage](#);
- Communicate the updated Home Language Survey posted on the ELL Entry and Exit Document dated May 2021 to all staff involved in the identification of ELLs, including enrollment and NJSMART data entry personnel;
- Distribute this memorandum to principals, school nurses and physicians, and all staff involved in the student enrollment process; and
- Replace all prior paper and electronic versions of the HLS with the most recent version dated May 2021.

Contact information

For further information on identification of students as English language learners, email ELL@doe.nj.gov.

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
NJ Teachers of English to Students of Other Languages/Bilingual Education
Statewide Parent Advocacy Network
Garden State Coalition of Schools
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