



Multilingual Learner (ML) Identification Process for Nonpublic School Students

Process	Steps	Who completes/conducts	When
Step 1	<ul style="list-style-type: none"> Conduct Home Language Survey (HLS); see the following resources: <ul style="list-style-type: none"> ✓ Fact sheet ✓ Home Language Survey provided in many languages Conduct records review: academic achievement results, prior transcripts or test scores Submit survey results and records to district/provider 	<ul style="list-style-type: none"> Nonpublic school or school district Nonpublic school 	Upon student enrollment
Step 2	<ul style="list-style-type: none"> Review survey results (see Note 1) & records from Step 1 and, if determined eligible, approve testing 	<ul style="list-style-type: none"> School district/provider 	Within 2 to 4 weeks of receipt of survey results & records (NJDOE guidance)
Step 3	<ul style="list-style-type: none"> Administer WIDA assessment to <i>identify</i> ML students: <ul style="list-style-type: none"> WIDA Screener Kindergarten W-APT WIDA MODEL Composite proficiency level is below 4.5 to qualify 	<ul style="list-style-type: none"> School district/provider¹ (must be WIDA trained) 	Within 2 weeks of Step 2 approval (NJDOE guidance) <ul style="list-style-type: none"> Tests are available throughout year Test results available within hours
Step 4	<ul style="list-style-type: none"> District/provider sends parent notification of initial program placement and 407-1 to 	<ul style="list-style-type: none"> School district/provider and parent 	Parent notification letter <i>must</i> be sent within 30 days of the start of the school year

¹The school district may assign the provider responsibility for administering the WIDA assessment. The responsibilities given should be specified in the contract between the district and third-party provider.

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	fill out: Navigate to “ Parent Multilingual (ML) Placement Letter ” ² <ul style="list-style-type: none"> Parent submits 407-1 to district/ provider District/provider reviews & approves 407-1 		
Step 5	<ul style="list-style-type: none"> Provide EL services to ML students 	School district/provider	As scheduled

Notes:

1. The student’s primary language must be other than English. The student’s primary language means the language first acquired by the student, the language most often spoken by the student or the language most often spoken in the student’s home, regardless of the language spoken by the student.
2. The NJDOE mandates the use of a [State-approved language proficiency test](#). The student must score below the cut-off level of English language proficiency on a State-approved English language proficiency test and the corresponding standards for determining limited English proficiency.
3. The student must have multiple indicators, including any of the following: assessment of English reading level, assessment of academic performance in English, input of teaching staff members responsible for the educational program of the pupil, and any other assessments agreed upon in the consultation.

² The letters were created for school district use, therefore, modify as needed for nonpublic schools.