

Federal Expectations for a Language Assistance Program

Clean up Your Enrollment & Registration Practices!

1. Remove all requests for social security numbers from all forms & all flyers communicating registration requirements.
2. Revisit how parents must prove residency – remove all requirements that mandate parents showing Louisiana driver's license or ID; build flexibility into the policy, by offering an array of document types that families can show.
3. Revisit how students prove their age – remove any requirement that mandates a US birth certificate.
4. Remember state law on maximum ages students can enroll into school. Ensure your policies and practices permit overage students to enroll and that relevant staff apply these policies correctly.
5. To ensure your district properly communicates enrollment & registration criteria, check:
 - ➔ your board policies
 - ➔ your websites – including individual schools!
 - ➔ any and all forms involved in completing enrollment & registration activities
6. Train all employees who do registration & enrollment activities in the proper enrollment & registration procedures, and include front office staff who are the first people to interact with visitors & answer phone calls.
 - ➔ Consider doing this training annually before school starts.
 - ➔ At minimum train all new staff who enter these positions.
7. Plan for language access – ensure trained bilingual interpreters are on call when staff need them, and that staff know how to contact them (particularly for front office staff, who are your front lines in meeting and greeting families).
8. Plan for McKinney-Vento – ensure relevant staff know to call in the McKinney-Vento coordinator anytime a family is struggling to prove their residency, and ensure relevant staff know how to contact the coordinator.
9. Visitor Policy: think about what you require for visitors to sign-in or for parents to verify identity to pick students up from school – ensure required documentation is flexible and welcoming of undocumented parents and guardians.
10. Spoiler Alert: You Must Provide Registration & Enrollment forms in languages other than English (Language Access!)