

The Louisiana Department of Education has created a set of sample EL documents that can be downloaded and placed on school system letterhead or modified for school system use. These sample documents, their purpose, and the frequency of use are outlined in the chart below.

Sample Document	Purpose	Frequency
Home Language Survey*	<p>To survey home language use and to make an initial identification of a potential EL.</p> <p>See the EL Identification Flowchart for additional guidance.</p>	<p>Once, upon initial enrollment of a student into a school.</p> <p>Keep this form with the student’s records.</p>
EL Parent Notification Letter*	<p>To notify the parent/ guardian of the student’s EL status and their proficiency levels.</p>	<p>Annually, after administering ELPS (for initial identification) or after administering ELPT in the spring.</p> <p>Keep a signed copy of this letter with the student’s records.</p>
EL Reclassification (Exit) Letter*	<p>To notify parent/guardian when a student has met the requirements to be considered Fully English Proficient on ELPT.</p>	<p>Only sent out when the student has scored proficient on ELPT.</p> <p>Keep a copy with the student’s records.</p> <p>Update student’s record in SIS.</p>
Family Interview Questions	<p>Should be used to gather more information about a student’s home language use especially if there are no previous school records or answers on the Home Language Survey show English and another language for most or all of the questions.</p>	<p>Once, upon initial enrollment of a student into a school.</p> <p>Keep this form with the student’s records.</p>

*Available in [languages](#) other than English.