

August, 2013

Dear Parents:

The Civil Rights Act of 1964 Title VI, Language Minority Compliance Procedures, requires that the school districts identify students with limited English proficiency and provide them with appropriate instructional services. The state of Pennsylvania and the Hanover Public School District will utilize a Home Language Survey as the first method for identifying English Language Learners.

Please complete the Home Language Survey on the reverse side of this letter and return the completed survey to your child's building principal by **Friday, September 13, 2013**. A Home Language Survey must be completed for each child in your family and a copy placed in your child's cumulative school folder.

Thank you,

John A. Scola, Ed. D.
Acting Superintendent

**HANOVER PUBLIC SCHOOL DISTRICT
Hanover, Pennsylvania 17331**

HOME LANGUAGE SURVEY

The Office of Civil Rights (OCR) requires that school districts identify limited English proficient (LEP) students in order to provide appropriate language instructional programs for them. Pennsylvania has selected the Home Language Survey as the method for the identification.

Student's Name: _____ **Date:** _____

School Building: _____ **Grade:** _____

Please respond to the following questions:

1. **What is/was the student's first language?** _____

2. **Does this student speak a language(s) other than English? (Do not include languages learned in school.)**

- Yes**
- No**

If yes, please specify the language(s): _____

3. **What language(s) is/are spoken in your home?** _____

4. **Has the student attended any United States school in any 3 years during his/her lifetime?**

- Yes**
- No**

Name of School	State	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person completing this form (if other than parent/guardian): _____

Parent/Guardian Signature _____

The school district has the responsibility under federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district may conduct screenings or ask for related information about students who are already enrolled in the school as well as from students who enroll in the school district in the future.