



The following procedure must be followed to ensure that all of our English Learners are properly served and coded in CSIS.

**If student marks a language other than English, we must test for ESOL eligibility**

- Elementary Schools will test locally by ESOL team\*
- Middle and High School students are tested at IWC\*
- Parents must call 678-331-3134 for appointment

**\*If student has ESOL scores or records:**

**1. Student has completed ESOL at another U.S. school**

- Student has official records to indicate exit, an Initial Referral must be completed by local ESOL lead and sent to ESOL Department
- Student will then be coded as Monitored or Finished

**2. Student can transfer ESOL eligibility from previous U.S. school**

- Student has ESOL records AND language scores, an Initial Referral must be completed by local ESOL lead and sent to ESOL Department
- Students from Georgia schools can transfer W-APT or ACCESS scores

**ESOL Lead must be notified to ensure accommodations and coding are completed. ESOL Department must be contacted or student will not be coded properly in CSIS.**

**Schools cannot make judgment calls on ESOL based on previous school grades, years in U.S., or birth country. If a language other than English has been indicated, we must test or transfer test scores, and student must be coded properly in CSIS.**

For transcript evaluation for students with foreign credit, students must send all records to ESOL Department. Schools cannot award credit from countries outside U.S.

However, if students transfer from any U.S. school with foreign credit on an official U.S. transcript, school can accept and enter credits.

For student information in CSIS:

- Local schools complete demographics and languages
- ESOL Department completes language scores and ESOL eligibility

**CAUTION: Language defaults to English for all submissions, and only ESOL Department can correct.**

*ESOL services must be provided within 30 school days.*

*Schools cannot deny or postpone enrollment while waiting on ESOL testing. Students need to be enrolled in their local school as soon as possible.*