

Connecticut State Department of Education
LEP/ELL IDENTIFICATION PROCESS
LETTER TO DISTRICTS

TO: English Language Learner Personnel
FROM: Marie Salazar Glowski, English Language Learner/Bilingual Consultant
DATE: April 2011
SUBJECT: Process for Identifying Students Who are Limited English Proficient

The requirement to identify students is stated in Section 10-17f of the Connecticut General Statutes, effective November 1977. The definition of a Limited English Proficient (LEP) student referred to in the statute as “eligible students” is found in Section 10-17e of CGS. It states that “eligible students” means students enrolled in public schools in grades kindergarten to twelve, inclusive, whose dominant language is other than English and proficiency in English is not sufficient to assure equal educational opportunity in the regular school program. This identification process is also required by the federally mandated Title III Public Law 107-110, Language Instruction for Limited English Proficient and Immigrant Students as part of the No Child Left Behind Act of 2001.

Not later than 30 days after the beginning of the school year, parents should be informed their child was identified as an English language learner. After the beginning of the school year, parental notification should occur within two weeks.

All school districts must identify their LEP (ELL – English language learner) students under the statute and submit their count of ELL students to the State Department of Education. The data are reported as part of the student data base process (Public School Information System or PSIS) that is administered through the SDE.

Only when there are twenty or more students of the same language background in the same school building designated as ELL does the district have to establish a bilingual education program in that school in the following school year. The ELL data are also used to determine whether the district would qualify for a grant under Title III of NCLB and the services that the district must provide for all ELL students. The identification process will tell you which of your students are ELL and their language background.