

# REGISTRATION PROCESS *for K-12*

## HCPS English Learners

1

Student and family report to school to register.

If you encounter a language barrier, utilize Language Link or LASOS to assist with communication.

**OR**

Parent/Guardian completes online registration.

2

At registration, either verify documents or complete paperwork.

Be sure to include the Maryland Home Language Survey for completion during in-person registration: <http://marylandpublicschools.org/programs/Pages/English-Learners/HLS.aspx>. Include the following on the MD HLS Survey: Student name, date of birth, school, date of completion, parent/guardian signature.

3

Enroll student into database and develop the student schedule.

Student should begin following their schedule as soon as possible.

4

Review the Maryland HLS

If the answers to 2 or more of the questions notes a language other than English, scan and send copies of the registration card (both sides) and the Maryland HLS to your assigned EL teacher.

5

If new, the EL teacher will issue the Placement Test to determine English proficiency.

If continuing in an EL program, provide the schedule of classes to follow. Student should begin classes as soon as possible. Registration process is now complete.

6

English proficiency will be determined via Placement Test

Provide the schedule of classes to follow. Students should begin classes as soon as possible. EL registration is now complete.

### Important Contact Information:

CTS Language Link - 800-535-9250 (Account #13099)

LASOS Bel Air - 410-836-0333

HCPS Office of Multilingual Instruction: [chandra.krantz@hcps.org](mailto:chandra.krantz@hcps.org)