

## Home Language Survey (HLS) Amendment Form Guidance

**Purpose:** The HLS Amendment Form should only be used in very rare cases when a true coding mistake has been made in the STN app center. The guidance below should be read carefully and all supporting documentation should be provided so that IDOE staff can make an appropriate decision regarding the correct language listed for a specific student. All language minority students must be correctly identified and English learners must be served in accordance with federal law (*Lau v. Nichols 1974, Castaneda v. Pickard 1981, Plyler v. Doe 1982, and Sec. 111(b)(1) of ESEA 2001*)

- All language code information always depends on the language(s) listed on the original home language survey (HLS) when the student first enrolled in an Indiana school. LEAs need to reference the original home language survey when making language code change requests. If a non-English language is listed for any of the three required HLS questions, then the non-English language is reported in the STN app center.
- The HLS amendment form is only used when a student's language code of a non-English language is **INCORRECTLY** listed in the STN app center and needs to be changed to English (code 211). When submitting this form, the following items **must** be included or the form will be denied:
  - Include the original home language survey when the student first enrolled in an Indiana school
  - Provide all pertinent information requested that is available (i.e. testing data)
  - Obtain the parent's signature
  - Have a district administrator sign the form. If the district does not have an EL coordinator, then another administrator responsible for this student can sign the form
- This form is **NOT** needed when:
  - A student's language is currently listed as English (code 211) but needs to be changed to non-English code. If the original HLS lists a non-English language, then LEAs can make this change request in the STN app center without providing the HLS amendment form. Go to the STN app center > Lookup > STN Name Change Request. When making a language code change in this situation, please remember to:
    - Only submit the change request once; Repeated submissions for the same student will slow down the overall process
    - Use all CAPS when you input information regarding the student; Alternate spellings, including combinations of capital and lower case letters, affect the submitted information
    - Be sure to pick a reason in the drop down box (i.e. reported in error to application center)

## Home Language Survey (HLS) Amendment Form

Fax to 317-232-0589; ATTN: Adam Pitt

[Do **NOT** email this form or any of the supporting documentation]

Student STN: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Corporation: \_\_\_\_\_ Corp #: \_\_\_\_\_ School #: \_\_\_\_\_  
 Contact Person Email: \_\_\_\_\_  
 Original Language(s) on HLS: \_\_\_\_\_  
 Date of Original HLS: \_\_\_\_\_  
 Current DOE-LM Language Code: \_\_\_\_\_  
 Previous School(s) Attended: \_\_\_\_\_

Please include a brief overview indicating the reason the HLS should be amended.

Spring WIDA ACCESS Scores: **OVERALL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Score Type	Score	Proficiency Level	Score Type	Score	Proficiency Level
Speaking			Writing		
Listening			Oral		
Reading			Comprehension		

Previous ACCESS Score: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

Previous ACCESS Score: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

W-APT/WIDA Screener Placement: Date: \_\_\_\_\_ Score: \_\_\_\_\_

State Proficiency Level: \_\_\_\_\_

**ISTEP/ILEARN Results**

Date	Language Arts	Math

**ECA**

Date	English 10	Date	Algebra 1	Date	Biology

**Additional Data/Assessments:**

\_\_\_\_\_  
EL Coordinator (or district administrator) Signature

\_\_\_\_\_  
Parent Signature

The EL Coordinator (or district administrator) and parent signatures ensure that the form, and the effects of a language code change, have been explained. The HLS Amendment Form **must** be accompanied by the original home language survey and parent signature in order for an amendment to be considered. Submission of the HLS Amendment form does not guarantee that a change will be approved; IDOE staff will review all submitted information and will contact the submitting school of the approval/denial via email.