Figure 1: DMPS Flow Chart for the LIEP Identification & Placement of Newly Enrolled Students

1. Student referral by parents, community members, refugee resettlement agencies, etc. to the Welcome Center.

2. Does family need English language assistance?
   - YES
     a. Make appointment at the Welcome Center for assessment and enrollment purposes.
     b. Is the student new to the district?
       - YES
         a. Retrieve the Language Assessment Information and ELL Portfolio.
         b. Complete the enrollment process and place the child at the assigned school according to the boundary.
       - NO
         a. All Students Must Complete Home Language Survey.
         b. If no language assessment information can be found.

3. Is there a language other than English spoken in the home?
   - YES
     a. Administer the Initial Language Assessment.
     b. Does assessment result indicate that student needs LIEP Services?
       - YES
         a. Complete the enrollment process and place the child at the assigned school according to the boundary.
         b. Welcome Center staff keeps a copy of the assessment and a signed document.
       - NO
         a. Letter of "Determine of EL Eligibility" is given and explained to parents in a language most easily understood.
         b. Does the district have parent permission for LIEP service?
           - YES
             a. Complete the enrollment process.
           - NO
             a. Place student in a corresponding ELL school based on the boundary.

4. Does family need English language assistance?
   - YES
     a. Enrollment facilitator contacts BCO Worker for support.
   - NO
     a. Place student @ the IELC

5. IELC Criteria:
   - Limited/interrupted or no prior schooling;
   - scored low on level 1 TELPA;
   - scored low in math skills

6. Finalize registration @ the assigned IELC after the medical clearance.

7. Finalize the student’s schedule.

8. The student receives LIEP service.
Figure 2: DMPS Flow Chart for the LIEP Identification & Placement of Currently Enrolled Students

- Student referral by parents, staff members or principal.
  - Fill out the “Assessment Request” and send it to the ELL Welcome Center.
  - The “Assessment Request” can be found on SharePoint.

All Students Must Complete Home Language Survey.

- Is there a Home Language Survey on file?
  - YES
  - Is there a language other than English spoken in the home?
    - YES
      - Administer the Initial Language Assessment. Does assessment result indicate that student needs LIEP Services?
        - YES
          - Letter of “Determine of EL Eligibility” is given and explained to parents in a language most easily understood?
        - NO
          - Welcome Center staff keeps a copy of the assessment and a signed document. Send a complete assessment report to school. No LIEP service will be needed.
    - NO
      - Contact parents to complete a Home Language Survey.
  - NO
    - Contact parents to complete a Home Language Survey.

- Does the district have parent permission for LIEP service?
  - YES
    - Parent Notification of Placement Form Signed and Dated.
    - Complete the process. Send need information to school. Check appropriate LEP tag on
  - NO – Parents waive LIEP Service
    - Parents Waived/ Denial Form Signed and Dated.

The student receives LIEP service.