

## DIRECTIONS

### Home Language Survey and Summary of Home Language Survey Results

- The **Home Language Survey** helps to identify students who may have a primary language other than English.
- Duplicate the Home Language Survey on school letterhead.
- A Home Language Survey must be completed for any **new** K to 12 student who is applying to attend any Catholic school in the Diocese.
- A Home Language Survey is only completed **once** for each student upon application and is not completed annually.
- When necessary, a parent/guardian may be asked to respond orally to the questions on the Home Language Survey and a member of the school/office staff can record the answers.
- When appropriate/necessary, the student may answer the questions on behalf of the parent/guardian.
- Should it be necessary to have someone other than the parent/guardian complete the survey, note on the survey how it was completed.
- Home Language Surveys must be kept in each student's permanent record folder.
- Complete the **Summary of Home Language Survey Results** referring to the data gathered on the Home Language Surveys.
- The **Summary of Home Language Survey Results** is completed and updated **annually** and must reflect all of the students enrolled in the school for the current school year, not just the new students.
- **On the Summary chart record all students currently enrolled in grades K to 12 for whom a language other than English is the answer to questions 1 to 3 on the Home Language Survey or for whom the country of origin is other than the United States.**
- Keep the Summary of Home Language Survey Results on file in the school office with all other government programs paperwork.
- **EMAIL** a copy of Summary of Home Language Survey Results to the Catholic Schools Office by **October 15th** each school year ([catholicschools@eriercd.org](mailto:catholicschools@eriercd.org)).
- Schools are never to disseminate this information directly to any local public school district. If contacted, direct the district to contact the Director of Government Programs at the Catholic Schools Office.
- "International Students" or Students sponsored through a "Foreign Exchange Program" are NOT to be listed on the Summary of Home Language Survey Results

Please contact the Catholic Schools Office with any questions  
([catholicschools@eriercd.org](mailto:catholicschools@eriercd.org)).

*Thank you!*