

What are My Responsibilities?

What are my responsibilities as the district's Title III Director?

- Ensure that each of the “Member District Responsibilities” is carried out within your district.

What are my responsibilities as a principal?

- Designate someone in your building to be responsible for checking Home Language Surveys for a language other than English, completing referrals for those students, and placing all home language surveys in students' cumulative files.
- Ensure that school office personnel are following proper procedures for enrolling students. (This includes ensuring that they are not “chilling” students' access to public schooling by requiring that students provide a social security number.)
- Be familiar with the Program Services Plan (PSP) procedures. Sign and obtain parent signatures on each student's PSP immediately after receiving them from NKCES.
- Ensure that teachers are aware of the LEP students in their classrooms, that they have copies of the students' PSPs, and that they are aware of the services provided through NKCES.

What are my responsibilities as a teacher?

- Have copies of LEP students' PSPs on file in your classroom.
- Provide appropriate accommodations and modifications for your LEP students.
- Contact an EL Consultant at NKCES if you need help learning to modify instruction for your LEP students.
- Do not begin the special education referral process for an LEP student without first contacting an EL Consultant at NKCES.
- Do not initiate a student retention without first contacting an EL Consultant at NKCES.

What are my responsibilities as a school office staff person?

- Use proper procedures when enrolling new students. (This includes refraining from asking probing questions about whether a student has a social security number. Students do not have to have a social security number in order to enroll in school.)
- When students enroll during the school year, ensure that referrals are completed and faxed to NKCES for students who list a language other than English on the home language survey.