



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

Mick Zais
Superintendent

1429 Senate Street
Columbia, South Carolina 29201

MEMORANDUM

TO: District Superintendents and Principals

FROM: Steve Abbott
Director, Office of Federal and State Accountability

DATE: October 20, 2011

RE: Enrollment and Services for Limited English Proficient (LEP) Students

Title I and Title III Law requires that LEAs provide appropriate services for Limited English Proficient (LEP) students. Federal law also requires LEAs to ensure that enrollment procedures and policies do not negatively impact students based on their immigrant or English-speaking status. To help ensure appropriate services and enrollment policies for LEP students please review the following information:

- The state only requires two documents as a prerequisite to the enrollment of a child in a South Carolina public school. The Department of Health and Environmental Control (DHEC) immunization form is required of all children; however, DHEC allows a thirty-day waiver for students to present records or begin immunizations. A birth certificate or other proof of age, as determined by the school district, is required for first-time enrollment of children entering kindergarten or first grade. In addition, your district may require written proof of residency. A district may not deny a student enrollment due to the lack of proof of immigration status, and a district should not request that information of the parent. Additionally, Social Security Cards or numbers are not required, nor must parents be required to present South Carolina drivers' licenses or other photo IDs for access to the main office in order to enroll their children in school.
- A home language survey must be administered to all students. Based on the information in the survey, schools must give a standardized language assessment to potential LEP students to determine needs and provide appropriate language program services.
- Initial grade placement should be with same-age classmates and LEP students should be advanced along with age-level peers. Classroom teachers should modify instruction and assignments to meet the academic and language needs of LEP students and grades should reflect these modifications. Additionally, all LEP students are eligible to participate in all age-appropriate school programs and to receive all available services.

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- Once students have exited language program services, they are monitored for at least two academic years. Language program services may be reestablished if necessary.

For additional information about services for LEP students, please contact Catherine Neff, Title III, at 803-734-2880 or cneff@ed.sc.gov.

SA/cn

cc: ESOL Coordinators