

ESL TEACHER: PROCEDURES FOR NEW STUDENTS IN THE ELEMENTARY SCHOOL

1. If possible, be present at registration. Along with the standard registration form, the special ESL registration form (attached) should be completed. As well, provide the parent/interpreter with the pamphlet, Information for Parents with ESL Students. Please check with your schools to see that they are aware of these forms and pamphlets.

2. Provide the classroom teacher with the following:
 - ESL handbook and Saskatchewan Education ESL Welcoming Document
 - Cultural Information
 - Picture dictionary and any other material that can be used with the child in the classroom.

3. Put in a referral for a vision and hearing screening.

4. Assess the student using the following tools, where applicable:
 - Student vocabulary test (The More Than Just Surviving Handbook)
 - Oral reading and listening inventories
 - Writing sample
 - General observations

5. Set up a portfolio, including the following:
 - Personal Program Plan (PPP)
 - Assessment results, where applicable for:
 - vocabulary test
 - oral reading inventory
 - listening inventory
 - writing sample

Depending on these results, schedule the student into your timetable.