Kentucky Department of Education

Online Registration (OLR) Guidance
Customization for Kentucky Home Language Survey

Aligning On-Line Registration home language questions to the Kentucky Home Language Survey can minimize the burden on collecting data by paper and/or the need for duplicate data collection.

This document should be used as a guide to update OLR. This can be done in five easy steps.

Instructions to update the *Language Information Pleat* to match KDE's Home Language Survey template.

Step 1
Disable the Friend Language and ELL field
Census | Online Registration | OLR Setup | OLR Builder
1. Open the Student folder | LanguageInformation folder | click on Friend Language – drop list
2. In the Field Detail of Friend Language, check Disabled (turned off)
3. Hit *"Save"*
4. Repeat steps for the ELL field.
5. Open the Student folder | LanguageInformation folder | click on ELL – drop list
6. In the Field Detail of ELL - Droplist, check Disabled (turned off)
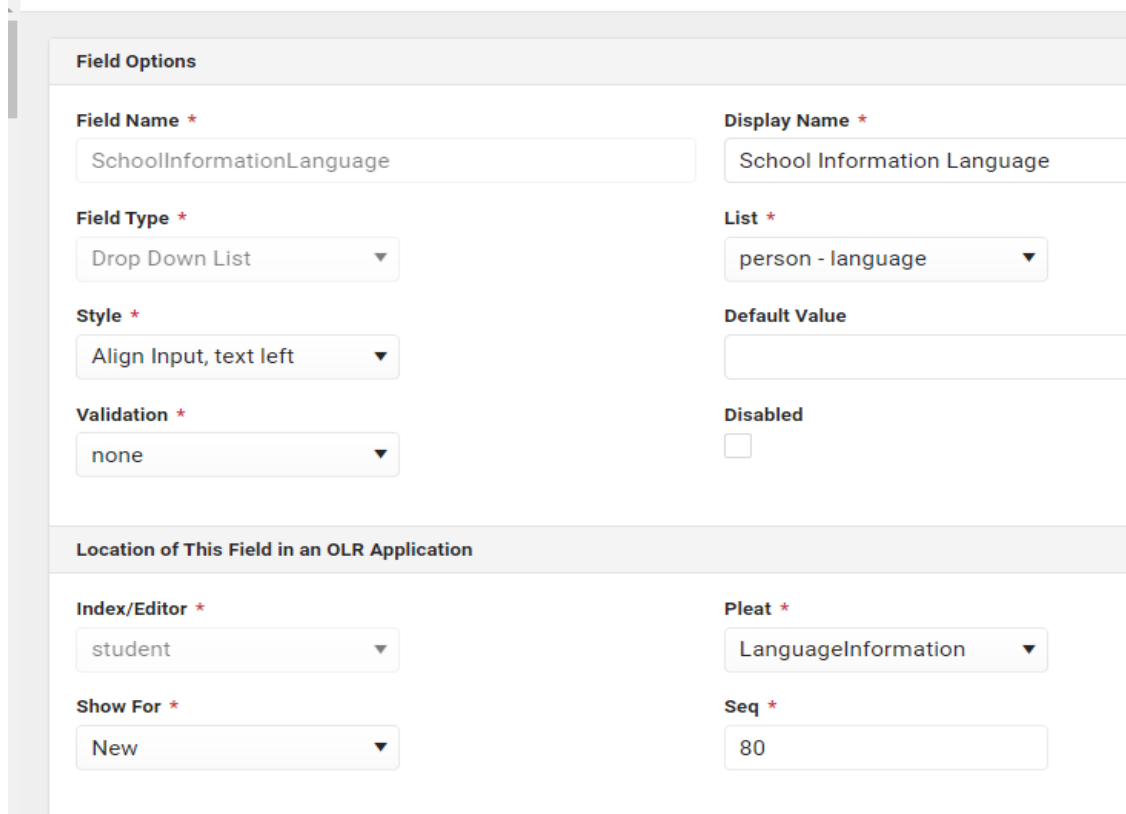7. Hit *"Save"*

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Step 2
Create a new field for School Information Language

1. Open OLR Setup | OLR Builder | New Field
2. Field Name – SchoolInformationLanguage
3. Display Name – School Information Language
4. Field type – Drop Down List
5. List – person – language
6. Style – Align Input, text left
7. Default Value - blank
8. Validation – None
9. Disabled checkbox - blank
10. Index/editor – Student
11. Pleat – LanguageInformation
12. Show for – New
13. Sequence – In between *Parent Acknowledgement* and *Home Language*

Field Set Up

Field Options

Field Name *

SchoolInformationLanguage

Display Name *

School Information Language

Field Type *

Drop Down List

List *

person - language

Style *

Align Input, text left

Default Value

Validation *

Disabled

☐

Location of This Field in an OLR Application

Index/Editor *

student

Pleat *

LanguageInformation

Show For *

New

Seq *

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Step 3
Create the Parent Agreement checkbox.

1. Open OLR Setup | OLR Builder | New Field
2. Field Name – ParentAcknowledgement
3. Display Name – Parent Acknowledgement
4. Field type – checkbox
5. Validation – required
6. Index/editor – Student
7. Pleat – LanguageInformation
8. Show for – New
9. Sequence – make it last in your Language Pleat

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Step 4

The revised Inclusion of [Special Populations Regulation 703 KAR 5:070](#) states that parents can only be asked the HLS questions upon an initial enrollment registration. You can change the settings on the *Language Information* pleat to only show for families using the Kiosk link and for families with new incoming students.

Census | Online Registration | OLR Setup | OLR Builder

1. Open the Student folder. Click on LanguageInformation folder
2. Click the drop-down list in the Show For field and choose "New"
3. Hit "Save"

There are two folders in the Multi-Language Editor that need to be updated for it to match the KDE [Home Language Survey template](#).
(Student | Language) and (Receipt | Student | Language)

Update the wording of the OLR Fields to match the KDE Home Language Survey template -
Sys Admin | Data Utilities | Multi-Language Editor | OLR Literals Bank

1. Open the folder where the cosmetic changes need to be made (in most cases, English).
2. Find the folder where the specific area is located Student | Language Information
3. Update the Translation box for student.lang.first to say: "What language does your child most frequently speak at home?"
4. Update the Translation box for student.lang.home to say—" What language do you most frequently speak to your child?"
5. Update the Translation box for student.lang.parent to say: "Which language did your child learn when they first began to talk?"
6. Update the Translation box for student.lang.student to say: "What is the language most frequently spoken at home?"
7. Update the Translation box for student.LanguageInformation.customfield.SchoolInformationLanguage to say: "OPTIONAL: In which language would you prefer to receive all school information?"
8. Update the translation box for student.LanguageInformation.customfield.ParentAcknowledgement

to say "By checking this box, you certify that responses to the four required questions above are specific to your student. You understand that if a language other than English has been identified, your student will be tested to determine if they qualify for language support services, to help them become fluent in English. Students qualifying for language support services are entitled to services as an English learner and will be tested annually to determine their English language proficiency as required by ESSA 1111(b)(2)(G).

9. Hit "save"

Repeat the same process for the Receipt.

Update the wording of the OLR Fields to match the KDE Home Language Survey template

Sys Admin | Data Utilities | Multi-Language Editor | OLR Literals Bank

1. Open the folder where the cosmetic changes need to be made (in most cases, English).
2. Find your folder where your specific area is located

   Receipt | Student | Language
3. Update the Translation box for student.lang.first to say: "What language does your child most frequently speak at home?"
4. Update the Translation box for student.lang.home to say—" What language do you most frequently speak to your child?"
5. Update the Translation box for student.lang.parent to say: "Which language did your child learn when they first began to talk?"
6. Update the Translation box for student.lang.student to say: "What is the language most frequently

spoken at home?"

7. Update the Translation box for student.LanguageInformation.customfield.SchoolInformationLanguage to say: "OPTIONAL: In which language would you prefer to receive all school information?"
8. Update the translation box for student.LanguageInformation.customfield.ParentAcknowledgement to say "By checking this box, you certify that responses to the four required questions above are specific to your student. You understand that if a language other than English has been identified, your student will be tested to determine if they qualify for language support services, to help them become fluent in English. Students qualifying for language support services are entitled to services as an English learner and will be tested annually to determine their English language proficiency as required by ESSA 1111(b)(2)(G).
9. Hit "Save"

Language Groups	**OLR Literals Bank**	OLR Lists Bank

OLR Literals Bank

Configuration *	Language Group *	OLR Literals Bank Category *
2022 converted ▼	English ▼	Language ▼

Code	Translation
receipt.student.lang.title	Language Information
receipt.student.lang.first	What language does your child most frequently speak at home?
receipt.student.lang.home	What language do you most frequently speak to your child?
receipt.student.lang.friends	
receipt.student.lang.parent	Which language did your child learn when they first began to talk?
receipt.student.lang.student	What is the language most frequently spoken at home?
receipt.student.LanguageInformation.customfield.ParentAcknowledgement	By checking this box, you certify that responses to the four required questions above are specific to your student. You understand that if a language other than English has been identified, your student will be tested to determine if they qualify for language support services, to help them become
receipt.student.lang.ell	
receipt.student.LanguageInformation.customfield.SchoolInformationLanguage	OPTIONAL: In which language would you prefer to receive all school information?

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Step 5

The student's *Home Primary Language* does not automatically update in Campus based on entries into the OLR. KDE recommends that a notification is created to alert the district Title III Coordinator if a person selects any language other than English from the language drop list. Reference the OLR Notification Editor instructions to create a notification alert.

The district/school must then follow-up with the family to confirm the responses provided in the Language Information section of OLR by administering the required Home Language Survey and ensuring families understand the intent and purpose of the HLS. Once the HLS is completed and responses are confirmed, the district/school should then proceed with properly identifying the student as an English Learner by following the identification procedures outlined in the district's Lau Plan (EL Plan uploaded into Cognia) and updating the student's Home Primary Language within Infinite Campus referencing the English Learners Data Standard.

Questions regarding the Home Language Survey should be directed to Windy Spalding.

Questions regarding the Online Registration tool should be directed to Lisa Keeter.