

# Online Registration (OLR) Guidance – Home Language Survey



## Kentucky Department of Education Online Registration (OLR) Guidance Customization for Kentucky Home Language Survey

Updated for the 2022-23 School Year

Aligning On-Line Registration home language questions to the Kentucky Home Language Survey can minimize the confusion parents may encounter when being prompted with the questions. Beginning with the 2022-23 school year, the state Home Language Survey (HLS) template is required to be used.

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

### **How to update wording on the Language Information Pleat to match the [KDE KY Home Language Survey](#)**

#### ▼ Language Information

Please enter language information for your student below.

What is the language most frequently spoken at home?	<input type="text"/>	▼*
Which language did your child learn when they first began to talk?	<input type="text"/>	▼*
What language does your child most frequently speak at home?	<input type="text"/>	▼*
What language do you most frequently speak to your child?	<input type="text"/>	▼*
OPTIONAL: In which language would you prefer to receive all school information?	<input type="text"/>	▼

\* 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).

[← Previous](#) [Next →](#)

## 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”*

The screenshot displays the OLR Builder interface. On the left, the 'Index/Editor List' shows a tree view of fields, with 'Friend Language - droplist' highlighted. The main area shows the 'Field Detail' for 'Friend Language'. The 'Name' is 'friendsLanguage' and the 'Internal Display Name' is 'Friend Language'. The 'Field Type' is 'droplist'. The 'Style' is 'Align Input, text left'. The 'Default Selection (Enter Code)' is empty. The 'Validation' is 'none'. The 'Disabled (turned off)' checkbox is checked and circled in red. The 'Index/Editor' is 'student' and the 'Shown For' is 'New'. The 'Pleat' is 'LanguageInformation' and the 'Sequence' is '7'.

# Online Registration (OLR) Guidance – Home Language Survey

## 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

### Field Set Up

The screenshot shows the 'Field Set Up' configuration form in the OLR Builder. The form is divided into two main sections: 'Field Options' and 'Location of This Field in an OLR Application'.

**Field Options**

<b>Field Name *</b> SchoolInformationLanguage	<b>Display Name *</b> School Information Language
<b>Field Type *</b> Drop Down List	<b>List *</b> person - language
<b>Style *</b> Align Input, text left	<b>Default Value</b> [Empty]
<b>Validation *</b> none	<b>Disabled</b> <input type="checkbox"/>

**Location of This Field in an OLR Application**

<b>Index/Editor *</b> student	<b>Pleat *</b> LanguageInformation
<b>Show For *</b> New	<b>Seq *</b> 80

# Online Registration (OLR) Guidance – Home Language Survey

## Step 3

Create the Parent Agreement checkbox.

14. Open OLR Setup | OLR Builder | New Field

15. Field Name – ParentAcknowledgement

16. Display Name – Parent Acknowledgement

17. Field type – checkbox

18. Validation – required

19. Index/editor – Student

20. Pleat – LanguageInformation

21. Show for – New

22. Sequence – make it last in your Language Pleat

**Field Set Up**

**Field Options**

**Field Name \*** ParentAcknowledgement **Display Name \*** Parent Acknowledgement

**Field Type \*** checkbox

**Validation \*** required **Disabled**

**Location of This Field in an OLR Application**

**Index/Editor \*** student **Pleat \*** LanguageInformation

**Show For \*** New **Seq \*** 90

**Show This Field Based on the Value of Another Field**

**Parent Field** **Toggle Value** In

**Location the Data Will Be Written When the OLR Application Is Posted**

**Post Object** **Post Element**

**Pull data into app**

# Online Registration (OLR) Guidance – Home Language Survey

## 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”

The screenshot shows the OLR Builder interface. The top navigation bar includes tabs for Index, Search, OLR Set Up, OLR System Settings, Registration Window By School, Document Upload Options, OLR Builder (highlighted), OLR Notification Editor, OLR Information Center, and OLR Configuration List Editor. The main content area is titled 'Pleat Set Up'. On the left is a sidebar with a tree view containing categories like Online Registration, Staff Processing, Student Processing, Health Staff Processing, Audit Reports, OLR Status, OLR Dashboard, Parent Information, Mass Repost Application D, OLR List Bank Replacer, OLR List Value Updater, OLR Queue Set Up, OLR Queue Applications, Staff Locator, Census Wizard, Program Participation, Tools, and Reports. The 'OLR Set Up' item is highlighted. The main form area is titled 'Pleat Options' and contains the following fields: 'Pleat Name \*' with the value 'LanguageInformation'; 'Index/Editor \*' with a dropdown menu set to 'student'; 'Seq \*' with the value '50'; 'Enabled \*' with a dropdown menu set to 'Yes'; 'Show For' with a dropdown menu showing 'New' selected; 'Show This Pleat Based on the Value of a Field' section with a 'Field' dropdown and a 'Toggle Value' dropdown set to 'In'; and a 'Select Items...' input field.

## Step 4

There are two folders in the Multi-Language Editor that need to be updated for it to match the KDE KY Home Language Survey.

(Student | Language) and (Receipt | Student | Language)

### **Update the wording of the OLR Fields to match the KY Home Language Survey - 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
- 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**

Online Registration (OLR) Guidance – Home Language Survey 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”

Code	Translation
student.lang.title	Language Information
student.lang.first	What language does your child most frequently speak at home?
student.lang.footer	
student.lang.home	What language do you most frequently speak to your child?
student.lang.friends	
student.lang.parent	Which language did your child learn when they first began to talk?
student.lang.header	Please enter language information for your student below.
student.lang.student	What is the language most frequently spoken at home?
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
student.lang.ell	
student.LanguageInformation.customfield.SchoolInformationLanguage	OPTIONAL: In which language would you prefer to receive all school information?

Repeat the same process for the Receipt.

**Update the wording of the OLR Fields to match the KY Home Language Survey - 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?”**

# Online Registration (OLR) Guidance – Home Language Survey

- Update the translation box for `receipt.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).”**
- 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?

## 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 lists. 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 statewide [Home Language Survey \(HLS\) template](#) 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

# Online Registration (OLR) Guidance – Home Language Survey

Language within Infinite Campus referencing the [English Learners Data Standard](#).

Questions regarding the Home Language Survey should be directed to [Neil Watts](#). Questions regarding the Online Registration tool should be directed to [Jennifer Winburn](#).