# Online Registration (OLR) Guidance

# Customization for Kentucky Home Language Survey

Aligning Infinite Campus Online Registration home language questions to the required Home Language Survey template 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 the *Language Information Pleat* within the IC OLR to match KDE's Home Language Survey template.



## Step 1

### Disable the *Friend Language* Field

Path: Systems Settings | Online Registration Setup | OLR Builder

Expand *Student* folder

Expand *Language Information* folder

Select *Friend Language – droplist*



Check *Disabled* checkbox

Click *Save* button

**Field Options**

Field Name (Required)
friendsLanguage

Display Name (Required)
Friend Language

Field Type (Required)
Drop Down List ▼

List (Required)
person - language ▼

Style (Required)
Align Input, text left ▼

Default Value

Validation (Required)
None ▼

Disabled
☑

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

Index/Editor (Required)
student ▼

Pleat (Required)
LanguageInformation ▼

Show For (Required)
New ▼

Seq (Required)
70

Save    Cancel

# Step 2

## Disable the *ELL* field

Path: Systems Settings | Online Registration Setup | OLR Builder

Expand *Student* folder

Expand *Language Information* folder

Select *Friend Language – droplist*

▼ 📁 Student
  ▶ 🔒 Demographics
  ▶ 📁 Race Ethnicity
  ▶ 📁 Transportation
  ▶ 📁 Student Learning
  ▶ 📁 Housing
  ▶ 📁 Student Services
  ▼ 📁 Language Information
      📄 1: Language Header - header
      📄 2: Student Language - droplist
      📄 40: Parent Language - droplist
      📄 50: First Language - droplist
      📄 60: Home Language - droplist
      📄 70: Friend Language - droplist
      📄 80: ELL - droplist
      📄 90: Language Footer - header

Check *Disabled* checkbox

Click *Save* button

## Step 3

### Create a new field for School Information Language

PATH: Systems Settings | Online Registration Setup | OLR Builder

Click *New Field* button



Enter fields as outlined below:

       Field Name – SchoolInformationLanguage
       Display Name – School Information Language
       Field type – Drop Down List
       List – person – language
       Style – Align Input, text left
       Default Value - blank
       Validation – None
       Disabled checkbox - blank
       Index/editor – Student
       Pleat – LanguageInformation
       Show for – New

## Step 4

### Create the Parent Agreement Checkbox

PATH: Systems Settings | Online Registration Setup | OLR Builder

Click *New Field* button
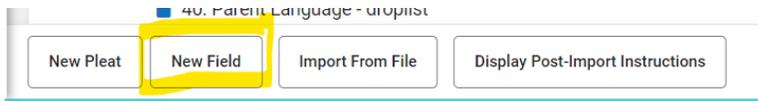
Enter fields as outlined below:

Field Name – ParentAcknowledgement

Display Name – Parent Acknowledgement

Field type – checkbox

Validation – required

Index/editor – Student

Pleat – LanguageInformation

Show for – New

# Step 5

## Update Settings to Make the Pleat Available for New Incoming Students

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

PATH: Systems Settings | Online Registration Setup | OLR Builder

Expand *Student* folder

Click on the *Language Information* folder
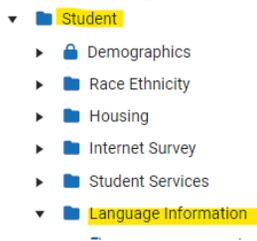


Select **New** from the drop-down list in the *Show For* field

Click *Save*

**Pleat Options**

Pleat Name (Required)                           Index/Editor (Required)

LanguageInformation                             student ▾

Seq (Required)                                  Show For (Required)

50                                              New ▾

Enabled (Required)

Yes ▾

**Show This Pleat Based on the Value of a Field**

Field                                           Toggle Value

▾                                               In ▾    Select items...

Save    Cancel

# Step 6

## Update Multi-Language Editor (Student | Language)

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)

PATH: System Settings | Online Registration Setup | OLR Literals Bank

*OLR Literals Bank* drop list select category of Student | Language Information

**OLR Literals Bank Category** (Required)

Language Information ▾

Update fields as follows:
student.lang.first – enter text in the *Translation* and the *Literal* box to *What language does your child
most frequently speak at home?*

| Code | Translation | Literal |
|------|-------------|---------|
| student.lang.first | What language does your child most frequently speak at home? | What language does your child most frequently speak at home? |

student.lang.home – enter text in the *Translation* and the *Literal* box to *What language do you most
frequently speak to your child?*

| Code | Translation | Literal |
|------|-------------|---------|
| student.lang.home | What language do you most frequently speak to your child? | What language do you most frequently speak to your child? |

student.lang.parent – enter text in the *Translation* and the *Literal* box to *Which language did your
child learn when they first began to talk?*

student.lang.parent

| | Which language did your child learn when they first began to talk? | Which language did your child learn when they first began to talk? |

student.lang.student – enter text in the *Translation* and the *Literal* box to *What is the language most frequently spoken at home?*

student.lang.student

| | What is the language most frequently spoken at home? | What is the language most frequently spoken at home? |

student.LanguageInformation.customfield.SchoolInformationLanguage – enter text in the *Translation* and the *Literal* box to *OPTIONAL: In which language would you prefer to receive all school information?*

student.LanguageInformation.customfield.SchoolInformationLanguate

| | OPTIONAL: In which language would you prefer to receive all school information? | OPTIONAL: In which language would you prefer to receive all school information? |

student.LanguageInformation.customfield.ParentAcknowledgement – enter text in the *Translation* and the *Literal* box to *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).*

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 | 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 |

Click *Save*

# Step 7

## Update Multi-Language Editor (Receipt | Student | Language)

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)

PATH: System Settings | Online Registration Setup | OLR Literals Bank

OLR Literals Bank drop list select category of Receipt | Student | Language

OLR Literals Bank Category (Required)
Language ▼

Update fields as follows:

student.lang.first – enter text in the *Translation* and the *Literal* box to *What language does your child most frequently speak at home?*

| Code | Translation | Literal |
| --- | --- | --- |
| student.lang.first | What language does your child most frequently speak at home? | What language does your child most frequently speak at home? |

student.lang.home – enter text in the *Translation* and the *Literal* box to *What language do you most frequently speak to your child?*

student.lang.home

> What language do you most frequently speak to your child?
>
> What language do you most frequently speak to your child?

student.lang.parent – enter text in the *Translation* and the *Literal* box to *Which language did your child learn when they first began to talk?*

student.lang.parent

> Which language did your child learn when they first began to talk?
>
> Which language did your child learn when they first began to talk?

student.lang.student – enter text in the *Translation* and the *Literal* box to *What is the language most frequently spoken at home?*

student.lang.student

> What is the language most frequently spoken at home?
>
> What is the language most frequently spoken at home?

student.LanguageInformation.customfield.SchoolInformationLanguage – enter text in the *Translation* and the *Literal* box to *OPTIONAL: In which language would you prefer to receive all school information?*

student.LanguageInformation.customfield.SchoolInformationLanguate

> OPTIONAL: In which language would you prefer to receive all school information?
>
> OPTIONAL: In which language would you prefer to receive all school information?

student.LanguageInformation.customfield.ParentAcknowledgement – enter text in the *Translation* and the *Literal* box to *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).*

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
>
> 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

Click *Save*

# Step 8
## Notification to District Title III English Learner Coordinator

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 English Learner 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 Infinite Campus Support.