

# STUDENTS WITH INTERRUPTED/INCONSISTENT FORMAL EDUCATION (SIFE) SCREENING, IDENTIFICATION, AND PLACEMENT

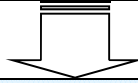
English Language Learner (ELL) Screening, Identification, and Placement must be completed within 10 school days from the enrollment date. Follow initial steps for identifying a student as an ELL. Student must first be identified as an ELL before being identified as a SIFE.

**1**

**SCREENING - HOME LANGUAGE QUESTIONNAIRE (HLQ):** Administer the HLQ to all new students, which is to be maintained in each student's cumulative record. *Students must be enrolled in school upon registration.*

HLQ indicates student's home or primary language is other than English.

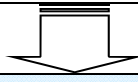
CONTINUE TO STEP 2. SCREENING – INDIVIDUAL INTERVIEW.



**2**

**SCREENING - INDIVIDUAL INTERVIEW:** An Individual Interview is conducted with the student in English and in the student's home or primary language by qualified personnel. This includes reviewing documents, prior assessments, and academic experience. An assessment of abilities and work samples determines the literacy and math level in the home or primary language. *The interview and all future oral and written communications must be conducted with a qualified translator/interpreter provided by a school/district.*

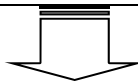
Results of the individual interview confirm that the student speaks and/or understands a language other than English. Review of student's abilities and work in English and in the home language obtained during the individual interview may assist in SIFE determination in Steps 4 & 5. **IF STUDENT DOES NOT HAVE AN IEP, PROCEED TO STEP 3. IF STUDENT HAS AN IEP FOLLOW STEPS FOR STUDENTS WITH AN IEP BEFORE PROCEEDING TO STEP 3 ([see ELL ID Process chart](#)).**



**3**

**INITIAL ELL IDENTIFICATION ASSESSMENT** – Qualified personnel administer the New York State Identification Test for English Language Learners (NYSITELL). *For students with disabilities, provide approved testing accommodations per the student's IEP, as indicated in CR section 154-3.3(a)(7).* Originals or copies of NYSITELL score sheets and results must be maintained in each student's cumulative record.

If student scores below the **COMMANDING** level on the NYSITELL, student is an ELL. Follow procedures for parent notification of ELL Identification and proceed with parent orientation and program placement ([see ELL ID Process chart](#)). **IF A STUDENT WAS IDENTIFIED AS A POTENTIAL SIFE DURING STEP 2, CONTINUE TO STEP 4: DETERMINATION OF ELL STUDENT WITH SIFE STATUS.**



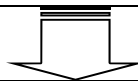
*The above steps apply to all ELLs. The following steps apply to potential ELL/SIFE only.*

**4**

**DETERMINATION OF POTENTIAL SIFE STATUS:** Qualified Personnel Administer SIFE Oral Interview Questionnaire. This interview must be conducted in English and in the student's home language by qualified personnel. *The interview and all future oral and written communications must be conducted with a qualified translator/interpreter provided by a school/district.*

Results of the SIFE Oral Interview Questionnaire indicate student is a potential SIFE.

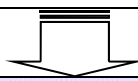
PROCEED TO STEP 5: ADMINISTER MULTILINGUAL LITERACY SIFE SCREENER (MLS) IN THE HOME LANGUAGE



**5**

**ADMINISTER MLS:** Qualified personnel administer the MLS. Interview notes, academic and assessment history, and work samples are to be collected and maintained in the student's cumulative record.

Results of the MLS indicate student is a SIFE. **PROCEED TO STEP 6: ADMINISTER THE WRITING SCREENER.**



**6**

**ADMINISTER WRITING SCREENER** to determine the student's basic writing skills in his or her home or primary language.