

**B/ESL TESTING
REFERRAL PROCEDURES
Community Enrichment Center (CEC)**

**ATTENTION: ALL PERSONNEL WHO REGISTER
NEW STUDENTS TO GPISD**

1. Please refer **ONLY** students to the CEC who are new to GPISD (not students who are transferring from within the district already in the B/ESL program or returning).
2. Refer students whose “Home Language Survey” on the enrollment form indicate any language other than “English/English” **regardless of how fluent they appear to be in English.**
3. A “Home Language” survey cannot be changed under any circumstances. If the wrong information was entered, please contact the CEC or testing facilitator at 972-343-4778 for instructions on what procedures to follow.
4. Any PreK student that registers after the **Last Central LPAC Meeting** (before school starts) at the CEC that needs to be tested and qualifies by language only, must be LPAC’ed before they can attend school.
5. If the “Home Language Survey” states “English/English”, **please send only those yellow copies of new students to GPISD who have never attended school in GPISD to Sandy Salmeron at the CEC to be stamped.**
6. Anyone referred to the CEC needs to be given the yellow copy of the enrollment form and an ID # **prior to bringing his/her child to the CEC for testing.**
7. If the student needs transport to another campus, arrangements will be made at the CEC. Both campuses will be notified by email with transportation information.
8. Testing for new arrivals will be available throughout the year every Monday – Thursday by appointment only (walk-ins may have to be rescheduled).
9. For LEP students **in the B/ESL Program** who need a Special Education referral, a diagnostician, counselor or campus administrator can request an “UPDATE” if the last score on file is more than a year old. The Testing Facilitator or campus tester will administer the WMLS at the campus.
10. Once TAKS scores are received from the previous school, please fax or send a copy to the CEC as soon as possible. **When a student in grades 3-12 scores “4-6” (WMLS-R) on the oral proficiency test, TAKS scores need to be faxed or mail a copy to CEC when received from previous school.**
11. If you suspect the student has already been tested, call the CEC for possible scores.

Please call the CEC at (972) 343-4778 if you have any question or concerns.