

Revised: 07/08/2009	<b>ARIZONA DEPARTMENT OF EDUCATION</b>  <b>GUIDELINES &amp; PROCEDURES</b>	NO. EX-48
SUPERSEDES: 06/30/2009		SHEET 1 of 2
<b>SUBJECT:</b> ASSESSMENT FOLLOW-UP TO PHLOTE QUESTION		<b>FILING INSTRUCTIONS</b> (Guidelines & Procedures Manual) Section: External As item: EX-48

## I. PURPOSE

The purpose of this guideline is to define how school districts and charter schools may initiate the process for the administration of the Arizona English Language Learner Assessment (AZELLA) by a mainstream classroom teacher.

## II. GUIDELINE

- a. Pursuant to A.R.S. §15-756 (A) "The primary or home language for all new pupils who enroll in a school district or charter school shall be identified in a manner prescribed by the superintendent of public instruction." If a parent/guardian responds to the one PHLOTE question on the Home Language Survey with a language other than English, the student will have the AZELLA instrument administered at the appropriate level.
- b. If a parent/guardian responds to the one PHLOTE question on the Home Language Survey with English as the primary language of the student, the student is assigned for placement in a mainstream classroom, and no AZELLA instrument will be administered to the student at this time.
- c. Pursuant to A.R.S. §15-756(B) "The English language proficiency of all pupils with a primary or home language other than English shall be assessed through the administration of English language proficiency assessments in a manner prescribed by the superintendent of public instruction."
- d. A mainstream classroom teacher may initiate the process for the administration of the AZELLA instrument by requesting a parent/guardian conference.
- e. At the parent/guardian conference, the mainstream classroom teacher will present evidence for initiating the parent/guardian conference that may result in the administration of the AZELLA to the student. The following are required criteria in determining the need for an AZELLA administration:
  1. The student exhibits that the primary language is other than English.
  2. The student does not respond to everyday language, questions, or commands given in English.
  3. The student does not complete written assignments given in English.

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- f. Upon determination at the parent/guardian conference of the need for administration of the AZELLA instrument, (based on any of the above-listed criteria), and with written permission from the parent/guardian, the student in the mainstream classroom will be administered the AZELLA instrument. The result of the AZELLA will determine the status of the student for educational services.

### III. PROCEDURE

Instructions for the completion of the **“PHLOTE–Home Language Survey”**

- a. The parent(s) and/or guardian(s) of newly-enrolled students must be asked via written question:
- “What is the primary language of the student?”**
- “¿Cuál es el idioma principal que usa su estudiante?”**
- (Answer with the language used most often by the student)
- b. If the response to this question is any language other than English, then the student must be assessed with the Arizona English Language Learner Assessment (AZELLA).
- c. The primary language of all students shall be identified by the student’s parent or legal guardian on the home language survey and on the enrollment form. See: State Board Rule R-7-2-306 B.1 and A.R.S. §15-756A.
- d. A copy of the completed “PHLOTE-Home Language Survey” shall be included in the student’s Cumulative (CUM) file. A.R.S. §15-756.08B
- e. The “PHLOTE-Home Language Survey” must not be modified or changed in any manner.
- f. A new “PHLOTE-Home Language Survey” does not need to be completed annually.



State of Arizona  
**Department of Education**  
Office of English Language Acquisition Services

**Primary Home Language Other Than English (PHLOTE)**  
Home Language Survey  
(Effective July 1, 2009)

This question is in compliance with A.R.S. §15-756. **Identification of English Language Learners**

Your response to the following question will be used to determine whether your student will be assessed for English language proficiency:

**“What is the primary language of the student?”**  
(Answer with the language used most often by the student)

**Language:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Parent/  
Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

.....  
(For Office Use Only)

**Student ID:** \_\_\_\_\_

**SAIS ID:** \_\_\_\_\_



Estado de Arizona  
**Departamento de Educación**  
Servicios de Aprendizaje del Inglés

**Idioma Principal del Estudiante excluyendo el inglés (PHLOTE)**  
Encuesta sobre el idioma principal del estudiante  
(Efectivo el primero de julio de 2009)

La pregunta está en conformidad con A.R.S. §15-756. **Identificación de los Alumnos que están aprendiendo el inglés**

La respuesta que proporcione a la pregunta siguiente será usada para determinar si se evaluará la competencia en el idioma inglés de su hijo(a):

**¿Cuál es el idioma principal que usa su estudiante?**  
(Conteste con el idioma que usa con más frecuencia su estudiante)

**Idioma:** \_\_\_\_\_

**Nombre del estudiante:** \_\_\_\_\_

**Fecha de nacimiento:** \_\_\_\_\_

**Firma del padre o tutor:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

.....  
(For Office Use Only)

**Student ID:** \_\_\_\_\_

**SAIS ID:** \_\_\_\_\_