



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Title III Immigrant Education Program
Identification Procedures for Eligible Students

NUMBER: REF-062703

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Lydia Acosta Stephens, Executive Director
Multilingual and Multicultural Education Program

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ROUTING
Local District Superintendents
Administrators of Instruction
Directors
EL Program Staff
School Principals
Assistant Principals
EL Designees
School Administrative Assistants

PURPOSE: The purpose of this Reference Guide is to provide information and guidance to schools on procedures for identification of students eligible for the Title III Immigrant Education Program.

MAJOR CHANGES: This is a new Reference Guide. The Title III Immigrant Education Program Questionnaire Form (Attachment A) must now be included in the opening packet for new or returning students.

I. BACKGROUND

The Title III Immigrant Education Program is a federally-funded program under Title III, Part A, of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA). Under ESSA, the purpose of the Title III Immigrant Education Program is to provide enhanced instructional opportunities for immigrant children and youth. These opportunities may include, but are not limited to:

- Family literacy, parent and family outreach
- Recruitment of personnel, including teachers and paraprofessionals
- Provision of tutorials, mentoring, and counseling
- Identification, development, and acquisition of materials, and software
- Basic instructional services needed by immigrant students

Under federal law, the term "immigrant children and youth" is defined as an individual student who (a) is aged three through twenty-one; (b) was not born in any of the 50 states or the District of Columbia or the Commonwealth of Puerto Rico; and (c) has not been attending any one or more schools in the United States for more than three full school years.

In order to qualify for federal Title III funding to support the Title III Immigrant Program educational supplemental services, eligibility of students must be



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

determined and corresponding information must be entered in MiSiS. There are two national origin related questions required by state and federal law:

- Country of Birth
- Date of First U.S. School Enrollment (excluding preschool).

Beginning in the Fall of 2019, national origin questions will no longer be included as part of the LAUSD Enrollment Form. Instead, this information will be collected using a separate form titled *The Title III Immigrant Education Program Questionnaire Form* (Attachment A).

The rationale for this change in the collection of the information is due to the adoption of *Assembly Bill 699, Educational Equity: Immigrant and Citizenship Status (AB 699)* on October, 2017. As amended by AB 699, Education Code sections 200 and 220 added “immigration status” as a specified protected characteristic for purposes of anti-discrimination and equal protection laws in public schools. Education Code section 234.7 limits the collection of information or documents regarding citizenship or immigration status of students or their families to only information required by state or federal law. Therefore, the gathering of national origin-related information required for Title III programs will be collected on a separate form as part of the enrollment packet by the school personnel.

INSTRUCTIONS: TITLE III IMMIGRANT IDENTIFICATION PROCEDURES

The *Title III Immigrant Education Program Family Questionnaire* serves as an initial screening document to determine eligibility for Title III Immigrant Education Program supplemental services. The *Title III Immigrant Education Program Questionnaire Form* (Attachment A) is to be included in the school’s enrollment packet for parents/guardians of students who are initially enrolling to complete and return to the school. Once the completed form is returned to the school, follow these procedures:

1. MiSiS Data Entry

Parent/guardian responses to the questions listed on the *Title III Immigrant Education Program Family Questionnaire Form* (Attachment A) need to be entered into the MiSiS as follows:

- Go to Student Enrollment Screen>Student Enrollment Information and then enter the Country of Birth
- Go to Census>School Experience, enter the U.S. School Start Date and then save



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

2. Documentation and Record Keeping

The completed and signed *Title III Immigrant Education Program Questionnaire Form* is to be filed and maintained in the student's cumulative record.

L.A. Unified must take counts of eligible immigrant students on the first Wednesday of October every year and report the student counts to the California Department of Education via the California Longitudinal Pupil Achievement Data System.

RELATED RESOURCES:

[Every Student Succeeds Act of 2015](#)

Title III, Elementary and Secondary Schools Act, sections 3101-3102, as amended by the Every Student Succeeds Act

California Education Code sections 200, 220, 234.1, 234.7

[Assembly Bill 699 Education Equity: Immigrant and Citizenship Status](#)

[REF- 6554.3, 2018-19 Opening Day Procedures: Supplemental Guide and Updates, dated August 3, 2018](#)

[BUL-5159.8, Uniform Complaint Procedures \(UCP\), dated August 1, 2018.](#)

ASSISTANCE: For assistance or further information regarding the Title III Immigrant Education Program identification process, please contact Rafael Escamilla, EL Programs Coordinator, at (213) 241-5582 or rafael.escamilla@lausd.net.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Title III Immigrant Education Program *Questionnaire Form*

ATTACHMENT A

Your child and you as the parent/guardian may be eligible to receive *FREE* supplemental educational and support services funded by the Title III Immigrant Education Program. These services may include:

<ul style="list-style-type: none"> After-School Tutoring Saturday School Summer School 	<ul style="list-style-type: none"> Family Literacy Family Training Parent/Family Outreach
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The purpose of the Title III Immigrant Education Program is to provide enhanced instructional opportunities to immigrant students and their families to support students in meeting the grade level and graduation standards.

Important: Proof of family income or immigration status is *NOT* required to receive services. Any student who was not born in the U.S. and has been attending U.S. schools for less than three school years may be eligible for these services. To determine eligibility for these services, please provide the following information to the school:

Student Name: _____	Grade: _____
Place of Birth (City, State/Province, and Country): _____	
Date of first U.S. school enrollment (mm/dd/yy): _____	

Programa de Educación Inmigrante de Título III *Forma de Cuestionario*

Sus hijos y usted como padre o guardián pueden ser elegibles para recibir servicios educativos y de apoyo *GRATUITOS*. Servicios pueden incluir:

<ul style="list-style-type: none"> Tutoría después de clases Clases de sábado Escuela de verano 	<ul style="list-style-type: none"> Alfabetización para familias Entrenamiento para familias Alcance para padres/familia
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El propósito de Programas de Educación Inmigrante de Titulo III es de proveer oportunidades de instrucción mejoradas para los estudiantes inmigrantes y sus familias. Esto asegurará que estos estudiantes alcancen los estándares del nivel de grado y los estándares de graduación.

Importante: NO se requiere pruebas del ingreso familiar o documentos de inmigración para recibir estos servicios suplementarios. Cualquier estudiante que no haya nacido en los Estados Unidos y haya asistido a escuelas en los Estados Unidos durante menos de tres años escolares puede ser elegible para estos servicios suplementarios. Para determinar si su hijo/a califica para estos servicios, provee la siguiente información a su escuela:

Nombre del Estudiante: _____	Grado: _____
Lugar de Nacimiento (ciudad, estado y país): _____	
Fecha de primera inscripción en la escuela de los EE.UU. (mes, día, año): _____	