The parent(s)/guardian(s) of all students enrolling in a district for the first time must complete the Language Use Survey. The entire identification process must be completed within thirty days of enrollment from the beginning of the school year or within two weeks of enrollment during the school year. Note that if a parent/guardian refuses to complete the Language Use Survey, districts are still required under federal law to identify all English learners. In such cases, the “School Use Only” section of the Language Use Survey must indicate observed or student-reported use of a primary or home language other than English before an English language proficiency screener can be administered. See Serving Maine’s English Learners for additional guidance.

### Decision Tree

**Parent/Guardian answers the questions on the Language Use Survey.** (Translation and/or interpretation are provided if desired.)

- **All answers on the Language Use Survey indicate that English is the student’s only language.**
  - The student is **NOT** classified as an English Learner.

- **At least one answer on the Language Use Survey indicates that the student speaks or understands a language other than English.**
  - The student is identified as a **potential** English Learner.

  - **The student is administered an English language screener.**
    - **The student’s score meets the State’s definition of English proficient.**
      - The student is **NOT** classified as an English Learner.
    - **The student’s score does not meet the State’s definition of English proficient.**
      - The student is classified as an English Learner.