

Home Language Survey (HLS) Amendment Request Guidance



INDIANA
DEPARTMENT of
EDUCATION

Submit all required documentation via Jotform [here](https://bit.ly/INHLSAmendment) (<https://bit.ly/INHLSAmendment>).
[Do **NOT** email this form or any of the supporting documentation, as it is in violation of FERPA]

Please note: The HLS amendment submission process has transitioned to Jotform. Schools must now submit all Home Language Survey (HLS) Amendment Request Forms and supporting documentation exclusively through the designated Jotform link above. This updated process will help streamline submissions, improve security, and support a faster and more efficient review by the Indiana Department of Education (IDOE).

The Home Language Survey Amendment Request Form should only be used in very rare cases when a true coding mistake has been made in the state student database (i.e., Ed-ID). The guidance below should be read carefully, and all supporting documentation should be provided so IDOE staff can make an appropriate decision regarding the correct language listed for a specific student.

- All language code assignments are dependent on the language(s) listed on the original Home Language Survey when the student first enrolled in an Indiana school. Local educational agencies (LEAs) must reference the original Home Language Survey when making language code change requests. If a non-English language is listed for *any* of the three required Home Language Survey questions, then the non-English language is assigned to the student in the local student information system (SIS) and in the Ed-ID portal.
- The Home Language Survey Amendment Request Form is only used when a student's language code of a non-English language is **INCORRECTLY** listed in the state student database (Ed-ID) and must be changed to English (Code 211). When submitting the request form, the following items must be included, or the form will be denied:
 - Include the original HLS when the student first enrolled in Indiana schools;
 - Provide all pertinent information requested that is available (testing data, other contextual factors, etc.);
 - Obtain the parent's signature; and
 - Have a district administrator sign the form. If the district does not have an EL coordinator, then another administrator responsible for this student can sign the form.
- This form is NOT needed when:
 - A student's language is currently listed as English (Code 211) but needs to be changed to a non-English code. If the original survey lists a non-English language, then LEAs can make this change request in their SIS without providing the Home Language Survey Amendment Request Form.

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1. Student Test Number (STN): _____ Date: _____
2. School Corporation: _____ Corporation #: _____ School #: _____
3. Point of Contact Name: _____ Email: _____
4. Original Language(s) on HLS: _____
5. Current ED-ID Language Code: _____ Previous School Attended: _____
6. Please include a brief overview indicating the reason the HLS should be amended.

7. Spring WIDA ACCESS Scores Overall: _____ Date: _____

Score Type	Score	Proficiency Level	Score Type	Score	Proficiency Level
Speaking			Writing		
Listening			Oral		
Reading			Comprehension		

8. Previous WIDA ACCESS Overall Proficiency Level: _____ Date: _____
9. Previous WIDA ACCESS Overall Proficiency Level: _____ Date: _____
10. WIDA Screener Overall Proficiency Level (If Applicable): _____ Date: _____
11. ILEARN Assessment Results (If Applicable)

Date	English/Language Arts	Mathematics

12. Additional Assessment Data (IREAD, End-of-Course Assessments, SAT)

EL Coordinator/Corporation Administrator Signature

Parent Signature

The EL Coordinator or Corporation Administrator and parent signatures ensure that the form, and the effects of a language code change, have been explained. This form **must** be accompanied by the original HLS with a parent's signature in order for an amendment to be considered. Submission of this form does not guarantee that a change will be approved. The Indiana Department of Education will review all submitted information and will contact the requestor with an approval/denial determination via email.

El Coordinador EL o el Administrador de la Corporación y las firmas de los padres garantizan que se hayan explicado el formulario y los efectos de un cambio de código de idioma. Este formulario debe ir acompañado del HLS original con la firma de uno de los padres para que se considere una enmienda. El envío de este formulario no garantiza que se aprobará un cambio. El Departamento de Educación de Indiana revisará toda la información enviada y se comunicará con el solicitante con una determinación de aprobación/denegación por correo electrónico.