

Enrollment Survey Frequently Asked Questions

Section A: Timeline

A1. When should a district implement the Enrollment Survey (ES)?

The ES may be implemented immediately with the expectation that it is fully implemented by the first school day of a district's 2022-2023 school year ([South Carolina Department of Education \(SCDE\) ES Memo](#)). There are three minor changes made to the Spanish translation of the ES as of February 2023. These updates must be implemented by the first school day of a district's 2023-24 school year.

Section B: PowerSchool and Data Entry

B1. Is there a character limit for the ES write-in fields in PowerSchool?

The PowerSchool character limits are as follows. If you are experiencing other character limits, it is possible the online registration system has restrictions or settings that need to be adjusted.

- Housing Status: 150 character limit
- Language Fields: 50 character limit

B2. Is a paper version of the ES required, or will adding the exact questions to our online registration suffice?

The ES must be embedded with all enrollment processes. The ES may be administered online rather than on paper for districts that offer online registration. If the district wishes to include the ES within an online registration system, the following requirements must be true:

- The ES must be easily accessible in the case of federal program monitoring and/or for easy retrieval when students transfer;
- At the minimum, Section II/page two of the online form must be printed and placed in the student file. Districts must ensure that the student information, date, and parent/guardian signature are transferred onto the printed form;
- The online form captures the exact language of the ES, and in a language the family understands;
- The online form has parameters in place to ensure that the Title III, Part A section does not populate for students that have been previously enrolled in a South Carolina school; and
- The parent/guardian signature on the Title III, Part A section is captured or is printed.

B3. Are the ES responses entered into PowerSchool for each student?

Yes. Although the ES questions act as initial screening questions for each program, the data is still entered on the SC Student Information page in PowerSchool. Review the PowerSchool section in the ES Guidelines.

- B4. If true identification for any of the federal programs is determined for a student through program-specific procedures following the completion of the ES, where can we find information to accurately code student information in PowerSchool?**

Districts should utilize the [Student Information System Data Entry Manual](#) for all PowerSchool coding. Please contact each program's state coordinator(s) for additional questions and/or inquiries.

Section C: Early Learning Enrollment

- C1. Which ES sections should be included in the 3K/4K registration packet?**

None. The Enrollment Survey should be administered one time only upon initial **enrollment** into South Carolina public schools and not during potential registration into pre-kindergarten programs. Therefore, the Enrollment Survey should be completed during official **enrollment** into 3K or 4K programs.

- C2. If a student had previously been enrolled in a 3K program, which portion of the ES is administered during 4K registration?**

If there is annual registration taking place after a student's initial PK enrollment, Section I/Page 1 should continue to be administered in such registration as is done in K-12. Section II should not be re-administered, and the initial 3K completed version should already be in the student file.

Section D: Identification Processes

- D1. Does the ES qualify students for the different programs?**

All ES indicators are for **screening purposes only**. True identification is coded after program-specific follow-up procedures have taken place.

- D2. Does the ES replace a district's home residency survey for McKinney-Vento (MV)?**

Yes, the ES will replace a district's home residency survey. However, a district's procedures for determining eligibility and following up with McKinney-Vento student referrals shall remain in place.

- D3. Should any moves and/or agricultural work that occurred outside of the United States be considered when responding to the Migrant Education Program (MEP) questions?**

No. Eligibility for MEP is based on moves and agricultural or fishing work that has occurred within the United States.

D4. South Carolina is an agricultural state, and many families/youth have worked in agriculture within the past six years. Does checking “yes” for question two of the MEP portion of the ES automatically identify students as “migratory”?

No. The MEP questions are screener questions only, and true identification is not determined by ES MEP responses alone. The SCDE MEP recruiters will follow up with families and/or youth who are screened for potential eligibility to complete the identification process.

Section E: Record Keeping

E1. Which sections of the ES need to be printed and maintained in a student’s permanent record?

Section II/page two of the ES must be printed, including the student information, date, and parent/guardian signature, and kept with the student’s permanent record.

It is a district decision to print or maintain online records of Section I/page one of the ES.

E2. Does the district need to arrange the ES questions in the online registration system to make Section I/page one printable?

A district must ensure the questions and potential responses match the new verbiage in the ES in their online registration system. It is ok to have the questions separated in the online system. However, when printing Section I and/or Section II, the form and questions should be in similar order and format to the actual ES.

E3. Where can we find the translated versions of the ES provided by the SCDE?

All translations of the ES are located on the [ESEA Title I Migrant Education Part C](#), [ESSA Title IX, Part A McKinney-Vento Homeless Assistance Act](#), or [ESEA, Title III Multilingual Learner and Immigrant Children and Youth Program](#) pages of the SCDE website. It is a district's responsibility to translate the ES into additional languages as needed outside of the provided versions from the SCDE.

E4. Will evidence of the ES need to be provided for federal monitoring?

Yes. Indicator SID 14 on the Federal Programs Consolidated Monitoring Tool provides monitoring details for the ES.

Evidence of the annual administration of Section I of the ES must be presented. In addition, evidence of the initial administration of Section II of the ES at the first-time enrollment into South Carolina schools must be presented.

Whether the ES is completed during paper or online registration, Section II of the ES is kept in every student's file. Section II of the ES is required as monitoring evidence for both identified ML and non-ML students.

Section F: Amendments

F1. Can a district submit an Amendment Form to remove a student from the Multilingual Learner Program (MLP)?

The Home Language Survey (HLS) Amendment process cannot be filled out to simply remove a student from the MLP. The HLS portion of the Enrollment Survey Amendment Form is used sparingly as federal law stipulates that once identified, all multilingual learners (MLs) must be served (*Lau v. Nichols 1974; Castaneda v. Pickard 1981; Plyler v. Doe 1982; Sec. 1111(b)(1) of ESEA 2001*). Contact your district Title III Coordinator for additional information regarding amendment processes.