

## Enrollment Procedures

We need the assistance of **all school staff** to ensure that immigrant & refugee students are identified and served by the GEO Center.

**ALL** immigrant and refugee students **MUST** come to the GEO Center for enrollment and screening if:

1. They are coming to Warren County from another county in Kentucky
2. They are coming to Warren County from another state
3. They are coming to Warren County any country or territory outside the U.S.

\*\*\* Students transferring to a Warren County school from Bowling Green Independent Schools **do not** have to come to the GEO Center, unless assistance with the enrollment and screening process is needed.

### Types & descriptions of students who must be screened by the GEO Center

Type of Student	Referral Source(s)	Referral based on:
"Primary Refugee"- Individual has refugee status and is new to U.S. Resettled by International Center to Bowling Green	1. Only International Center School Liaison Staff (Set the appointments and coordinate the visit)	Home Language Survey & resettlement documents
"Secondary Refugee"- Has resided in the U.S. for a period of time and moved to Bowling Green (often to join family & friends) ***	1. International Center staff or other community partners 2. School staff 3. Family initiates GEO contact	1. Home Language Survey & resettlement documents 2. Home Language Survey 3. Home Language Survey
Immigrant- New to U.S.	1. Referral from community partners 2. Family initiates GEO contact 3. School staff	1. Home Language Survey 2. Home Language Survey 3. Home Language Survey
Immigrant- Has resided in the U.S. for a period of time prior to moving to Warren County district. <b>Students who have been in U.S. schools 3 years or more are no longer classified as Immigrant</b>	1. Referral from community partners 2. Family initiates GEO contact 3. School staff	1. Home Language Survey 2. Home Language Survey 3. Home Language Survey

As indicated in the table, completing the Home Language Survey (HLS) is **the** critical step in determining if a student should be screened for English Language Proficiency. When families arrive at the GEO Center, the HLS is the first document they receive- if they have not already completed it at one of the schools

When secondary refugees and immigrants go to schools first, rather than the GEO Center, it is very important for front office and enrollment staff **to give the HLS first**. The family can then be referred to the GEO Center. To set up an appointment or ask questions, please call the GEO Center at 270-904-4059. "Primary Refugees" will never come to schools. The International Center coordinates all resettlement activities for these families with the GEO Center.