UNIVERSITY OF JUSTICE

Home Language Survey (HLS)

STUDENT DETAILS

Full Legal Name _____

Student ID Number _____

Date of Birth (MM/DD/YYYY) _____

Academic Major _____

DIAGNOSTIC QUESTIONS

1. What was the first language learned by the student?

_____

2. What language is primarily spoken in the student's home?

_____

3. What language do you most frequently use when speaking with your peers?

_____

4. In which language would you prefer to receive official University correspondence?

_____

FOR OFFICE OF LANGUAGE ACCESS USE ONLY

ESL Status Determination

☐ YES ☐ NO

Assessment Assignment(s) / Testing Dates _____

Language Access Officer Signature _____

Date _____

UNIVERSITY OF JUSTICE

HLS Instructions & Submission Policy

1. Importance of the Survey

The Home Language Survey (HLS) is a federally mandated document used to identify students who may be eligible for additional English Language Learner (ESL) support services. Accurate completion ensures that the University of Justice (USJ) provides the necessary resources for your academic success.

Translation Services:
Will you need a translator? ☐ YES ☐ NO
Do you have a person that can translate for you? ☐ YES ☐ NO
Contact Information for your translator (Name & Phone):

_____

If you need a translator, please acknowledge that the school will pair you with a classmate that could help you in translation. Anytime you visit one of our offices for assistance this person must either be present or on the phone at all times.

2. Submission Instructions

Timeline: This form must be submitted as part of your initial enrollment package or within **10 business days** of your first date of attendance.
Method: The completed and signed form should be uploaded via the Student Portal or delivered in person to the Office of Admissions & Records.
Requirement: Every student, regardless of their country of origin or primary language, must have a completed HLS on file to satisfy USJ compliance standards.

3. Evaluation & Approval Process

Once submitted, your survey will be reviewed by the Language Access Office (LAO):
Screening: If any language other than English is listed, a language proficiency screening may be scheduled.
Placement: Based on the screening, you may be recommended for English as a Second Language (ESL) bridge courses or granted elective credit for native language proficiency.
Official Record: After the Reviewing Officer signs the approval section, a copy of the finalized HLS will be placed in your permanent academic file.

4. Privacy and Civil Rights

Your responses are protected under the Family Educational Rights and Privacy Act (FERPA). Language information is used solely for educational support and statistical reporting; it has no impact on your admission status or residency standing.

5. Support and Contact

If you require assistance completing this form or need an interpreter for the enrollment process, please visit our website for resources:

Student Acknowledgment Signature

_____

Date: _____