

Clovis Municipal Schools



DOCUMENTED ATTEMPTS - LANGUAGE USAGE SURVEY (LUS)

Use this form to document attempts to obtain a LUS (or equivalent document) from a student's previously attended school/district when a student is either:

- 1) enrolling for the **first time in any CMS school**, or
- 2) **re-enrolling** in a CMS school and a Language Use Survey or its equivalent does not exist in the student's prior CMS records.

The LUS (or any equivalent document used by other districts or states) is the primary document that you must attempt to obtain. However, upon making a request for the LUS, you may receive any or all of the following types of records in addition to or in place of the LUS. The LUS and any other language-related documentation received must be scanned to santi.gutierrez@clovis-schools.org immediately upon receipt.

- W-APT and ACCESS Scores ([Teacher Report](#))
- English Proficiency
- Language-other-than-English Proficiency (Spanish, Chinese, German, etc.)
- Other language-related documentation

At least three (3) valid attempts to obtain the LUS must be made within three (3) business days after the student enrolls in any CMS school. These attempts must be documented in the table below. **If you are unsuccessful** in obtaining a student's LUS (or its equivalent) after making three (3) valid attempts within three (3) business days, scan this form to veronica.apodaca@clovis-schools.org. File the original in the student's cumulative folder. The Federal Programs Department will direct you regarding next steps upon receipt of this form.

Student Full Name:	Student D.O.B.:
CMS School (current):	CMS Enrollment Date (current):

School last attended (non-CMS):	School address:	School Phone:
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	Date	Type of Contact	Notes
Attempt #1		CMS "Request for Student Records" faxed/scanned/emailed to prior School/District.	
Attempt #2		<input type="checkbox"/> Phone request <input type="checkbox"/> Fax request <input type="checkbox"/> E-mail request	
Attempt #3		<input type="checkbox"/> Phone request <input type="checkbox"/> Fax request <input type="checkbox"/> E-mail request	
Date received by Federal Programs:		Federal Programs Department follow-up:	

The mission of the Clovis Municipal Schools, an alliance highly committed to educational excellence, is to equip each student with the knowledge and skills needed for a productive life of creative thinking, continuous learning, and exemplary character through challenging and engaging learning experiences led by a dedicated, unified team in vital partnership with family, church, and community.

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