



ENROLLING CHILDREN IN PUBLIC SCHOOL

Proficiency Level: 1.75 hours + Extension Activity

Vocabulary & Expressions: Words related to the documents needed for enrolling a child in public school, phrases needed for enrollment conversation, required, optional, registrar

Language/Culture Point: School enrollment and immigration status

Objective: Students will be able to understand and talk about the requirements for enrolling children in public school

Materials: Examples of the following documents: birth certificate, proof of address, social security card, immunization record, report card, photo ID of parent/guardian, red, green, and yellow Signal Cards, Child Bio Scenario Cards, example dialogues, example, school enrollment form, ball



STEP 1: ACTIVATE BACKGROUND KNOWLEDGE

Time Frame	Materials	Teaching Strategies
10 minutes		- Brainstorming - Graphic Organizers

TEACHING ACTIVITY

1. Draw two columns on the board. Label the chart “Enrolling My Child in School.” Label one column “In My Country” and the other “In the United States.”
2. Ask the students, “How do you enroll your child in school in your country. What documents do you need? Does it cost money? Can every child go to school? Write the students’ responses on the board.
3. Then ask students, “How do you enroll children in school in the United States? What do you know, or What do you think? What documents do you need? Does it cost money? Can every child enroll?”
4. Ask the students what they need or want to know about enrolling children in school and add this to the US column.
5. Use this information to create a KWL (Know, Want to Know, Learned) chart for students to copy.

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STEP 2: MINI-PRESENTATION WITH PROMPT

Time Frame	Materials	Teaching Strategies
10 minutes	- Example Documents	- Think Aloud - Authentic Materials

TEACHING ACTIVITY

1. Do a Think Aloud pretending that you are a parent preparing to enroll your child in public school. As you mention each document needed, show the example to the class, using examples from your community when possible. Links to good examples are included below.

-  Birth certificate - <https://www.uscis.gov/sites/default/files/images/Verification/l9Central/RI-BirthCert.jpg>
-  Proof of address (utility bill) - <http://bit.ly/2ek7POw>
-  Social Security Card - <https://www.ssa.gov/policy/docs/ssb/v70n3/2007-Social-Security-Card.jpg>
-  Immunization record - <http://cdn.vertex42.com/ExcelTemplates/Images/immunization-record.gif>
-  Report card - <http://www.dvUSD.org/site/handlers/filedownload.ashx?moduleinstanceid=75197&dataid=37726&FileName=Grade%203%20Report%20Card%20Template%20final%20draft.pdf>
-  Texas driver license - https://qph.ec.quoracdn.net/main-qimg-3be86bae07eaf1d081be845021653d31-c?convert_to_webp=true

Ex: My daughter, Sara, is in 3rd grade. I need to enroll her in school. She will go to Purple Sage Elementary, so I read the website to see what I need. It says that I need to bring a lot of documents. I need to bring her birth certificate, immunization records, social security card and proof of residence. I also need to bring her report card from her previous school and my ID. Some of these documents are required, but some are optional. I will also have to fill out an enrollment form with her information.

2. Do the Think Aloud again, giving additional details about each document, and what to do if you do not have the document. Be sure to emphasize if the document is required or optional. For example, “I need my child’s social security card, but my child does not have one. What do I do? Well, this document is optional. That means if I don’t have it, it’s ok. The school will give my child an ID number to use for school. The school cannot require me to provide proof of my immigration status.” “I don’t have my child’s report card. The report

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card is optional. The school will give him a test to know which grade he needs to be in.”

- Repeat the Think Aloud one or two more times, showing each document as it is mentioned and emphasizing if it is required or optional.



STEP 3: DISCUSSION AND COMPREHENSION CHECK

Time Frame	Materials	Teaching Strategies
5 minutes	- Red, green, and yellow Signal Cards	- Signal Cards - True/False Quiz

TEACHING ACTIVITY

- Make a series of true and false statements about the public school enrollment process. Have students use their Signal Cards to indicate True/False/I don't know.

STEP 4: HIGHLIGHT LESSON FOCUS AND MODEL TASK

Time Frame	Materials	Teaching Strategies
15 minutes	- Child Bio Scenario Cards  - Example social security cards, records of immunization, report cards, and birth certificates - Example Dialogues  - Enrollment Form	- Scenario Cards - Authentic Materials - Think Aloud - Role Play

TEACHING ACTIVITY



- Before class, compile Child Packets that include the following materials: a Child Bio Scenario Card, social security card, record of immunization, report card, birth certificate, and sample dialogue. Some Child Packets will be missing the optional materials; look at the Child Bio Scenario Cards in advance to determine what materials need to be in each packet.
- Tell students that today we are going to learn about how to enroll children in the public school system. Highlight the two main points of the lesson: 1) The documents needed to enroll, and 2) the conversation they will have with the registrar.
- Ask the students if any of them have enrolled their children in school in the US. Did

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they speak in English? Did they get help from a translator? If there is time, allow students to share their feelings (were they nervous? Scared? Excited? Was it easy, or difficult?)

4. Choose a Child Packet and tell your students about your child.
 Say, "I want to enroll my son Jacob in school. He is 12 years old and in sixth grade." Then, look through the documents and tell the students which documents he has, what is missing, and what you will do about the missing documents. "Let's see Jacob has a birth certificate, immunization records, and proof of address. Oh, and here is his social security card, great. Hmm...where is his report card. I can't find it. Oh, I remember my friend told me it's ok if I don't have it. The school will give Jacob a test to see what grade he needs to be in."
5. Then, ask an advanced student to read the part of the registrar. Provide the student with the registrar dialog that is in the Child Packet, and an enrollment form, approach him/her and prompt them to begin the conversation.

STEP 5: GUIDED PRACTICE

Time Frame	Materials	Teaching Strategies
15 minutes	<ul style="list-style-type: none"> - Child Bio Scenario Cards  - Example social security cards, records of immunization, report cards, and birth certificates - Example Dialogues  - Enrollment Form 	<ul style="list-style-type: none"> - Scenario Cards - Authentic Materials - Role Play

TEACHING ACTIVITY

1. Then, choose an advanced student to role play as a parent while you role play as the registrar. Have the student choose a Child Packet and read the child's bio to the class. As the registrar, have a conversation with the student to enroll their child in public school and hand them the enrollment form when appropriate.
2. Choose one or two more students to practice the dialog with you again. Be sure to demonstrate the different options with a child who does not have a social security card or report card, and a child who does. Be sure to provide the registrar with an enrollment form to be given to the parent when appropriate.
3. Then, have two students demonstrate the conversation together in the same way.



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STEP 6: PAIR OR SMALL GROUP WORK

Time Frame	Materials	Teaching Strategies
30 minutes	<ul style="list-style-type: none"> - Child Bio Scenario Cards - Example social security cards, records of immunization, report cards, and birth certificates - Example Dialogues - Enrollment Form 	<ul style="list-style-type: none"> - Scenario Cards - Authentic Materials - Role Play

TEACHING ACTIVITY

1. Assign half of the class to be a parent, and the other half a registrar. Each parent will receive a child packet, and each registrar will receive an enrollment form. If there is an odd number of students, the teacher can fill in so that each student has a partner.
2. Have the registrars space out at their tables/desks as if they each have their own Registrar Desk.
3. Each parent will choose a registrar to help them enroll their child. When the parent first approaches the registrar, the parent will give the registrar dialog to the registrar. The students will practice the conversation and then will switch roles.
4. After each student has played both roles, the students will put the Child Packet back together with the registrar dialog. The original registrar will now be the parent and will find a new registrar to practice with. The original parent will now be the registrar and will wait for a parent.
5. To add some challenge to the activity, make school labels for each registrar, using the names of schools in your area. For example: Naumann Elementary, Bedicheck Middle, Austin High. Students playing the part of the parent will have to choose a correct school based on their child's age/grade.

STEP 7: HIGHLIGHT HOW ENGLISH WORKS

Time Frame	Materials	Teaching Strategies
10 minutes		

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TEACHING ACTIVITY

1. To review, ask students if a social security card is required to enroll a child in public school.
2. When the class responds with no, ask them if they know WHY it is not required. Allow a few minutes for the students to brainstorm ideas.
3. Explain to the students that the law in the United States requires ALL children between the age of 6 and 16 to attend school. No school can deny enrollment based on immigration status. The school cannot require any information that would reveal their immigration status.



(Reference: <http://www.k12.wa.us/MigrantBilingual/ImmigrantRights.aspx>)

4. Allow a few minutes for students to discuss what they think about this law.

STEP 8: QUICK CHECK AND REVIEW

Time Frame	Materials	Teaching Strategies
10 minutes	- Ball	- Ball Toss

TEACHING ACTIVITY

1. Have the students stand in a circle for a ball toss.
2. The teacher will toss the ball to a student and ask them a question about the enrollment process and the student will answer.
3. After the student answers, they will toss the ball to another student and the teacher will ask a new question.
4. If the student does not know the answer, they can toss the ball to another student to answer.
5. Keep going until each student has correctly answered a question.

Example Questions:

- My child does not have a social security card. What can I do? (Answer: This is optional. The school will give the child an ID number).
- Tell me 2 documents that I need to enroll my child in school.
- Will I have to fill out a form?



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EXTENSION ACTIVITY

Time Frame	Materials	Teaching Strategies
Varies		

TEACHING ACTIVITY: GUEST SPEAKER

1. Invite a registrar from one of your local schools to come speak with your students about the enrollment process. Ask the registrar to go beyond the basic documents and forms, and to talk with the students about some anomalies in the process, such as: 1) Immigration status, 2) grade placement, 3) a child with learning disabilities, 4) second language learners and bilingual classrooms.

TEACHING ACTIVITY: ONLINE REGISTRATION

1. If you have access to a computer lab, allow the students to look up the online registration process for their local school. Many schools have forms online. This may allow students to get assistance in filling out the forms before showing up at the school. Students can also feel more prepared by having all of the information in advance.

