

ESL Intake Center

Hazelwood Elementary/Lower Level, 1325 Bluegrass Avenue, Louisville, KY 40215



The Jefferson County Public School District is required by federal and state regulations to identify students from a non-English language background and to evaluate their English language proficiency. The ESL Intake Center assists with the registration and assessment of students. To make an appointment, please **call (502) 485-3623**.

It is necessary for the parent or guardian to come with the student to the appointment.

The following documents and information are required:

- **Proof of birth** (I-94, passport or birth certificate)
- **Proof of address** (lease, recent utility bill)
- **Family's food stamp number** (if applicable)
- **Parent's identification** (from U.S. or former country, driver's license or Consular ID Card)
- **Records/transcripts from previous schools** (if available)
- **Kentucky Medical Examination** (each school **requires** and maintains these records)
- **Kentucky Immunization Certificate** (each school **requires** and maintains these records)
- **Kentucky Vision Examination** (due no later than January 1 of first year of enrollment)
- **Kentucky Dental Examination**

At the Intake Center:

- The multilingual Intake staff assists in completing paperwork for school enrollment.
- The child takes an English test that determines whether he/she is eligible for ESL services.
- Participation in the ESL program is voluntary.
- If the student does not qualify for ESL or the parent decides to waive ESL services, the student will be referred to his/her home school (based on his/her address) and placement will be based on the Student Assignment Plan. Intake staff can provide the parent with information about Jefferson County Public Schools.
- Parents who accept ESL services (except incoming K students registering early), will receive a phone call providing information about the school assignment, bus information, student dress code, etc.

To begin Kindergarten, a child must be 5 years old on or **before** October 1.

Call (502) 485-3623 between 7:30 am and 4:30 pm for more information or to schedule an appointment for registration and assessment.