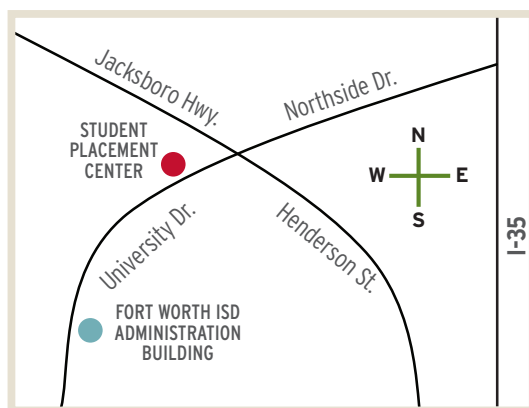


Is there a fee for the services provided by the center?

No, the Fort Worth ISD offers these services at no cost to the parent.

Where is the Student Placement Center?

999 N. University Drive
(North of downtown)



What are the hours of operation?

Opening Date:
August 11, 2008
8:30 a.m. to 4:30 p.m.

The Student Placement Center is open from 8:30 a.m. to 4:30 p.m. Monday-Friday during the school year, excluding school holidays. During August, the center will also be open on Saturdays, August 16th and 23rd, for families not able to come in on a weekday. Starting August 11 to the beginning of the school year, the office opens on weekdays at 8:30 a.m., with closing times varying, depending upon the number of students to be registered and assessed.

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¡Bienvenidos!

Chào Mừng

Dobro došli

Welcome!

Fort Worth Independent School District

Student
Placement
Center

What is the Student Placement Center?

The Student Placement Center assists students new to Fort Worth ISD who speak a language other than English register for school.

The office is a part of the Bilingual/ESL Department and provides many services for new students and their families.

Services for students include:

- Registration
- Assessment
- Transcript translations
- Bus information
- School assignment information
- Immunization information
- Counseling services

Services for parents include:

- Information about the Fort Worth ISD
- Assistance in filling out forms such as free and reduced lunch applications, if needed
- Referrals to the Migrant Coordinator, if needed
- Assistance with notarized statements
- Referrals to special programs

Do all new students who speak languages other than English need to go to the center to be assessed?

Yes, students who speak a language other than English and **have never been enrolled** in the Fort Worth ISD need to go to the center. Former students should come to the center where staff will determine if an updated assessment is needed.

What can parents expect when they take their sons/daughters to the center?

Parents can expect to:

- Be greeted by trained staff who speak English and
 - Spanish
 - Vietnamese
 - Lao
 - French
 - Serbo-Croatian (Bosnian)
 - other language translators are available when needed
- Be assisted in completing enrollment forms.
- Have their son/daughter assessed in English and Spanish.
- Be provided information about appropriate programs and asked to help make the decision about placement.
- Be given information about how to apply for free and reduced lunch and about immunization procedures, if needed.
- Be put in contact with the coordinator for the Migrant Program, if appropriate.
- Leave the center with a packet of information for enrollment at schools fully or partially complete, depending upon records parents bring with them.

Is there a “best” time during the day to go to the center?

During the busy periods in July and August, it is best for parents of middle and high school students to go to the center as early in the morning as possible.

Parents whose children are of primary school age may wait until later in the morning, as assessment does not take as long as it does with older students.

During the busy times, parents are urged not to go to the center after noon without calling, as it may not be possible to complete all procedures because of the number of students being assessed.

How long does it take to register?

The time will vary from 45 minutes to three hours, depending on the age of the student and the type of assessment needed to ensure the best possible program for the student.

What follow-up services does the center provide?

Student Placement Center staff takes a personal interest in all the students they register. Staff are available to:

- Make follow-up visits to schools, as needed.
- Translate foreign transcripts.
- Assist with transportation issues.
- Home visits.