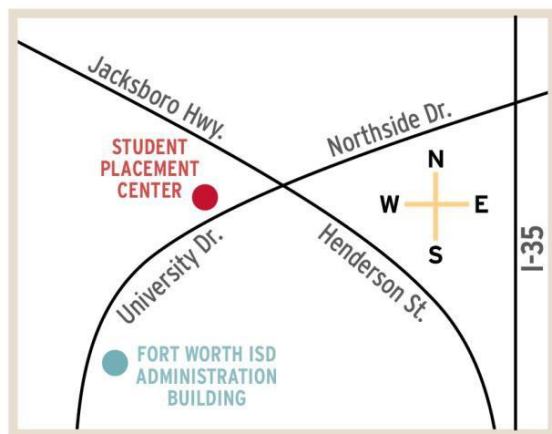


Where is the Student Placement Center?

999 N. University Drive (North of Downtown)  
Fort Worth, Texas 76114  
Phone: (817) 815-7700  
Fax: (817) 815-7705  
Email: [spc@fwisd.org](mailto:spc@fwisd.org)



### Emergent Bilingual Programs

Dr. Marie Mendoza  
Executive Director  
[marie.mendoza@fwisd.org](mailto:marie.mendoza@fwisd.org)

### Student Placement Center

Diana De La Paz  
Director  
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iBienvenidos!

Soo dhawow!

Svāgata  
cha!

'ahlaan bk!

Kyaosopartaal!

Welcome!

# Student Placement Center

Fort Worth Independent School District

Rev. 6/27/24

### What is the Student Placement Center?

The Fort Worth ISD Student Placement Center provides support to new families who have never been enrolled in a public Texas school and who speak or hear a language other than English. The center provides registration services and assesses students to initiate the path toward an academically successful school year.

### Do all new students who speak a language other than English need to be assessed?

If any of the three questions below are answered with a language other than English **AND** the student has never been enrolled in a Texas public school, then the answer is “Yes”.

1. Which languages are used at home?
2. Which languages are used by the child at home?
3. If the child had a previous home setting, which languages were used? If there was no previous home setting, answer Not Applicable (N/A).

### How long is the process?

The time will vary from 45 minutes to 2.5 hours, depending on the student's grade and assessment. Students of primary school age may be scheduled late morning or in the afternoon, as these assessments are not as long as for students of secondary age.

### What records pertaining to the student should parents bring to the Student Placement Center?

- Student's proof of age and identity
- Health Information (Immunizations)
- Guardian Information (identification)
- Proof of Address
- Report card or International Transcript (any type of school records from previous school, if available)
- Proof of Asylee/Refugee status (successor document, if available)

Parents may email or fax the required documents.

Email: [spc@fwisd.org](mailto:spc@fwisd.org)

Fax: 817.815.7705

### Do parents need an appointment?

Yes, appointments will be made by calling the center or an SPC team member will contact the parent.

### What are the hours of operation?

The center is open from 8:00 a.m. to 5:00 p.m. Monday-Friday, excluding school holidays.

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

Parents can expect:

- to be greeted by staff who speak English, Spanish, and other languages (interpreters available upon request)
- to receive information/assistance with:
  - Student registration
  - Initial placement assessment
  - Bilingual/ESL program information
  - International transcript translations
  - Bussing information
  - Immunization information
  - Fort Worth ISD information (dress code, parent portal etc.)
  - Notary services
- to leave the center with a yellow envelope pertaining enrollment information to the assigned school (any available enrollment documents are uploaded in the online registration site)
- follow-up services over the translation of international transcripts, assistance with transportation issues or other related school questions

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

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