



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Procedures for Granting Equivalency and Achievement Marks for Language Other Than English (LOTE) for the Graduating Classes of 2016 and Beyond.

NUMBER: BUL-2533.1

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ROUTING

Local District Superintendents
Local District Instructional Directors
Operations Administrators
Local District Center
Counseling Coordinators
Secondary Principals
Secondary Assistant Principals
College Counselors
Counselors

POLICY: This bulletin outlines procedures for schools to grant equivalency and achievement marks for Language Other than English (LOTE) to students in the graduating classes of 2016 and beyond.

MAJOR CHANGES: This revision replaces Bulletin 2533.0, "Procedures for Granting Foreign Language Credit and Achievement Marks", dated May 26, 2006. Changes include:

- Students in the graduating class of 2016 and beyond must complete **a minimum of two years in the same LOTE courses** with marks of "D" or higher in order to obtain a LAUSD high school diploma. However marks of "C" are required for CSU/UC admissions and for validation.
- The term "equivalency" for years of study towards LAUSD A-G graduation and CSU/UC A-G admissions requirements is used in this document to distinguish between "numerical credit". Equivalency is also a form of "credit", but numerical high school credit is only granted for in-seat study time in an accredited public or private high school. (Schools from outside the U.S., per transcript evaluation).
- Procedures for granting credit for private school study other than regular day or boarding school now require that a copy of the student's examination from the private school be submitted to the school's counselor for review.

GUIDELINES: This bulletin includes guidelines for obtaining credit through the following ways:

- Equivalency for private school study other than regular day or boarding school
- Equivalency for individual instruction
- Equivalency for formal instruction in a foreign school
- Equivalency for proficiency in a world language without formal instruction
- Equivalency by examination
- Equivalency for LOTE courses taken in middle school

The following guidelines apply:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

I. EQUIVALENCY FOR PRIVATE SCHOOL STUDY OTHER THAN REGULAR DAY OR BOARDING SCHOOLS

Pursuant to Education Code 51243, credit shall be granted to a student in grades 9-12 for LOTE instruction received in private schools, provided that the following requirements are met during the concurrent enrollment:

- A. **IMPORTANT:** The receiving principal's approval and LAUSD counselor's consent **must be obtained prior to enrollment in a private school program** in order for a student to receive LOTE credit. Student will be considered concurrently enrolled.
- B. The minimum amount of class instruction is 120 hours for 10 numerical high school credits. (i.e. 4 hours per Saturday x 30 Saturdays = 120 hours, 120 hours of class instruction during summer, etc.)
- C. Maximum numerical high school credit granted shall not exceed 10 credits per grade-level in grades 9-12.
- D. The student must complete the "Application and Authorization Form for Credit for a Language Other Than English (LOTE)." (Attachment A), obtain the LAUSD academic counselor's signature and then submit to the principal/headmaster of the private school he/she will be attending. At the completion of the course, the student must demonstrate he/she is able to understand, speak, read, and write the LOTE at a level equivalent to the LAUSD LOTE course. A copy of the final examination or other documentation providing evidence of equivalency must be provided to the LAUSD school academic counselor/administrator for credit.
- E. Procedures for Principals/Headmasters of private schools:
 - 1. Certify the grade level, the name of school, the dates of instruction, and the total hours of instruction in part II of the "Application and Authorization Form for LOTE Credit." (Attachment A).
 - 2. Administer a final examination for each LOTE level.
 - 3. Assign an achievement mark in Part III of the application.
 - 4. Mail the completed application and authorization form to the school upon completion of course.

II. EQUIVALENCY FOR INDIVIDUAL INSTRUCTION

Numerical credit is no longer granted for individual private instruction as LOTE is now a graduation and "A-G" requirement. Students wishing to receive equivalency for their proficiency based on individual private instruction may do so by challenging a district-approved examination in LOTE, such as the LAUSD LOTE Equivalency Exam in Spanish, SAT Subject tests in various LOTE or Advanced



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Placement examinations in various LOTE, or LOTE assessments by an accredited college/university, when available.

III. EQUIVALENCY FOR FORMAL INSTRUCTION IN LOTE AT A REGULAR DAY OR BOARDING SCHOOL IN ANOTHER COUNTRY

- A. Equivalency may be granted to students who have completed formal instruction in a school where a language other than English was used as the medium of instruction beginning in grade 6 or later. Consecutive enrollment is not required.
- B. Official school academic records or transcripts must reflect formal instruction with satisfactory marks in a language other than English in grades 6 or above. Each year of instruction reflected on the transcript from another country is equivalent to ten LAUSD numerical high school credits, per transcript review.
- C. LOTE courses taken in a non English-speaking country or in a school taught in a language other than English will yield LOTE credit (e.g., French courses taken in Mexico).
- D. English as a Second/Foreign Language courses taken in a non-English speaking country or in a school where the language of instruction is a language other than English will also yield LOTE credit (e.g., English as a Second/Foreign Language taken in a public school in China).

IV. EQUIVALENCY FOR PROFICIENCY IN A LANGUAGE OTHER THAN ENGLISH WITHOUT FORMAL INSTRUCTION(VIA EXAMINATION)

In conformance with Section 51225.3 of the California Education Code, school districts shall adopt alternative means for students to complete the prescribed course of study through various means, including “a practical demonstration of skills and competencies”. A student who has developed proficiency in a language other than English, even without documented formal instruction, may receive validation based on a district-approved examination to be administered by the school’s World Languages Department or other designated personnel. Based on the results of the examination, a student may fulfill the minimum “E” (LOTE) requirement for graduation and “A-G”. The student may then opt to continue to take higher-level LOTE coursework, if offered, to go beyond the minimum requirement (recommended by UC).

No numerical credit is granted for equivalency established by examination. A student’s proficiency on an exam will be granted equivalency for years of study to meet LAUSD A-G graduation and CSU/UC A-G admissions requirements, but students must satisfy the total numerical credits required for graduation by taking additional coursework, which may include, but is not limited to, courses in LOTE. For example, a student who scores a “3” on the AP Japanese exam will be granted equivalency for LOTE Year 4+ and will have met (and exceeded) the minimum two-



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

year requirement for LOTE, but will receive “0” numerical high school credits towards graduation. The student’s options may include, and are not limited to: taking additional advanced coursework in Japanese (if offered), taking courses in another LOTE (e.g., Spanish), taking courses required for intervention in other subject areas, or taking courses in other subject areas for enrichment.

The following are district-approved examinations that may be used to grant equivalency for proficiency in LOTE:

- A. College Board Advanced Placement examinations in a Language Other than English – a student may demonstrate proficiency at LOTE Year 4+ by scoring a “3”, “4” or “5” on an AP exam in LOTE.
- B. SAT Subject Tests in a language other than English – a student may demonstrate proficiency in a LOTE by taking a SAT Subject Test in a language other than English and meeting the minimum scores as determined by CSU/UC.

Please refer to the chart below to identify the minimum score required to establish proficiency at LOTE Year 2 through SAT Subject tests in languages other than English. Please note that the minimum score requirements for CSU and UC vary.

	CSU	UC
Chinese with Listening	460	520
French/French with Listening	490	540
German/German with Listening	460	510
Hebrew (Modern)	440	470
Italian	480	520
Japanese with Listening	460	510
Korean with Listening	460	500
Latin	480	530
Spanish/Spanish with listening	460	520

**These scores are up-to-date as of the date of publication of this bulletin. Additional information is found in the CSU Handbook and the UC Quick Reference for Counselors documents.*

- C. Accredited college or university examination – a student may demonstrate proficiency in a LOTE by taking an examination given by an accredited college or university. The college or university must issue a statement of competency on official letterhead to serve as certification. Search university websites to learn if they have a department in the desired language and contact them to ask if they offer assessments to high school students and request an appointment to have an assessment conducted.
- D. LAUSD Language Other than English Equivalency Examination in Spanish – a student may demonstrate proficiency at LOTE Year 2 by passing both parts



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

of the LAUSD LOTE Equivalency Examination. For additional details, see BUL-4723.3 *The LAUSD Language Other than English Equivalency Examination in Spanish*

- E. School-developed examination – a student may demonstrate proficiency in a LOTE by taking an oral and written examination given by the world languages department of a LAUSD school that offers UC-approved "E" (LOTE) courses in the LOTE being assessed. For example, a high school offering UCOP-approved courses in American Sign Language (ASL) and French may give school-based examinations in ASL and French.
- F. *International Baccalaureate examinations (for IB schools only)* – a student may demonstrate proficiency at LOTE Year 4+ by earning a 5, 6, or 7 on an International Baccalaureate Language B HL (formerly A2 HL) exam.

VI. EQUIVALENCY FOR LOTE COURSES TAKEN IN MIDDLE SCHOOL

UCOP- approved "E" (LOTE) courses taken in grades 7 and 8 may be granted equivalency for LAUSD A-G graduation and CSU/UC A-G admissions requirements. Students must receive a mark of "C" for equivalency to be granted for CSU/UC A-G admissions.

Example: Student takes Spanish 1AB in grade 7 and Spanish 2AB in grade 8 with marks of "B" and "C". The student has met the minimum requirements for LAUSD graduation and CSU/UC admissions by the end of 8th grade. In 9th grade, he should be offered the opportunity (and encouraged) to take Spanish 3AB.

VII. ENTERING INFORMATION ON THE TRANSCRIPTS SCREEN IN MiSiS.

Only the Scheduling Administrator, Principal, and Counselor Plus roles are able to add/edit transcripts in MiSiS. To access the add/edit Transcript screen from the Student's Profile screen, navigate to Academics>Transcripts>Transcript Details. This is the Add/Edit Transcript screen

A. EQUIVALENCY FOR PRIVATE SCHOOL STUDY OTHER THAN REGULAR DAY OR BOARDING SCHOOLS

1. To access the add/edit Transcript screen, from the Student's Profile screen, navigate to Academics>Transcripts>Transcript Details.
2. Click on 'Add New Record'. By default, the 'Out of District' indicator is selected.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

3. Enter all of the required fields noted with an asterisk. ‘School Name,’ ‘School Year,’ ‘Grade Level,’ ‘Course End Date,’ ‘Course Catalog,’ and ‘Grade’ earned. The ‘School Term’ field will auto populate based on Course End Date. ‘School Number’ and ‘Start Date’ are optional.
4. For Course Catalog: enter the corresponding LAUSD course ID number, and type in the corresponding Course Title (e.g., “254513”, “Japanese 2B”). For all courses/languages without a LAUSD equivalent course number, refer to the “Generic District Course Number and LOTE Level Table” below and the “MiSiS Language Title” column on Attachment B for the appropriate course title.

Generic District Course Number and LOTE Level Table

District Course Number	LOTE Level
250201	LOTE 1
250202	LOTE 2
250203	LOTE 3
250204	LOTE 4

For example, a Year 1 Urdu course would be entered as Course Catalog: “250201” and Course Title: “Urdu 1”.

5. For School Name: type in the name of the private school.
6. For Grade: enter the corresponding mark based on the completed Application and Authorization Form for Credit in a Language Other Than English (LOTE) Instruction received in Private, Non-Regular Day and Non-Boarding Schools (Attachment A).
7. For “Attempted Credits”: enter the corresponding number.
8. For “Earned Credits”: enter the corresponding number. At least 120 clock hours of study is equivalent to 10 credits.
9. For End Date: enter the date the course was completed.

The screenshot shows a web application interface for viewing transcript history. At the top, there's a 'View Transcript History' section with a 'Add new records' button. Below this is a table with columns: Out of District, Course, Attempted/Earned Credits, Grade, Grade Level, School Year, School Term, Term End Date, and School. The table contains one record for 'Urdu 1' with attempted credits of 10.0/10.0, grade A, grade level 11, school year 2015-2016, school term SPRING, term end date 05/17/2016, and school Hindustani Academy. Below the table is a 'Submit Transcript Grade' form. It includes fields for Out of District (radio buttons for Yes/No), School Number (text field), School Name (text field), School Term (dropdown menu), Start Date (text field), Test Course (dropdown menu), Course Catalog (text field), Course Title (text field), School Year (dropdown menu), Grade Level (dropdown menu), End Date (text field), Grade (dropdown menu), Attempted Credits (text field), and Earned Credits (text field). There are 'Save' and 'Cancel' buttons at the bottom.

10. When finished, click “Save”.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

After clicking on 'Save', the transcript information displays like the following:

Out of District	Course	Attempted/Earned Credit	Grade	Grade Level	School Year	School Term	Term End Date	School
	230437 - WORLD LT	5.0 / 5.0	A	12	2015-2016	A1	10/16/2015	8679 - James A Garfield Senior High
	250204 - Urdu 1	10.0 / 10.0	A	11	2015-2016	SPRING	05/17/2016	Production Academy
	250204 - Urdu 2	10.0 / 10.0	A	11	2015-2016	FALL	10/15/2015	Production Academy
	230208 - AP ENG LANG B	5.0 / 5.0	C	11	2014-2015	A4	06/04/2015	8679 - James A Garfield Senior High

(The sample student's transcript screen above indicates completion of URDU 1 with a mark of "A" and URDU 2 with a mark of "A").

B. EQUIVALENCY FOR INDIVIDUAL INSTRUCTION

No numerical credit is granted for private individual instruction. Students wishing to receive validation may challenge a district-approved examination such as the SAT Subject Test or Advanced Placement Exam.

C. EQUIVALENCY FOR FORMAL INSTRUCTION AT A SCHOOL IN ANOTHER COUNTRY

Follow the same procedures as for A. Equivalency for Private School Study Other Than Regular Day or Boarding Schools, p. 6.

D. EQUIVALENCY FOR PROFICIENCY IN A LOTE WITHOUT FORMAL INSTRUCTION (VIA EXAMINATION)

FOR AP EXAMS:

A student demonstrates proficiency in an AP LOTE exam by earning a score of "3", "4", or "5".

1. To access the add/edit Transcript screen from the Student's Profile screen, navigate to Academics>Transcripts>Transcripts Detail.

2. Click on 'Add New Record'. By default, the 'Out of District' indicator is selected.

3. Enter all of the required fields noted with an asterisk. 'School Name', 'School Year', 'Grade Level', 'Course End Date', 'Course Catalog', and

'Grade' earned. The 'School Term' field will auto populate based on Course End Date. 'School Number' and 'Start Date' are optional.

4. For Course Catalog: enter "250204" for LOTE Year 4, and for Course Title: type in the applicable AP Exam title (e.g., "AP Chin Lang") from the following MiSiS AP Title list:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

MiSiS AP Title
AP CHIN LANG
AP FRENCH LANG
AP GERMAN LANG
AP ITALI LANG
AP JAPAN LANG
AP LATIN
AP SPAN LANG
AP SPAN LIT

- For School Name: type in “LOTE Equiv Exam Spanish”.
- For Grade: enter “P”.
- The “Attempted Credits” and Earned Credits auto populate with “0” (zero).
- For End Date: enter the date the exam was taken.

- When finished, click “Save”

After clicking on ‘Save’, the transcript information displays like the following:

(The sample student’s transcript above indicates completion of AP Chinese Language, with a mark of “P” and “0” credits, but validated for LOTE 4).

FOR THE LAUSD LOTE EQUIVALENCY EXAMINATION IN SPANISH:

A student demonstrates equivalency of having completed Spanish for Spanish Speakers 1AB (LOTE Year 2) by passing both the reading and writing sections of the exam.

Use the following procedure to accurately document proficiency by the LAUSD LOTE Equivalency Examination in Spanish.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

1. To add the test score for “Language Other than English Equivalency Exam-Spanish” for an individual student, click on Academics > Test Scores.
Note: Only the Counselor and Principal roles are able to create/update/delete FLEE test scores.
2. Click the “Add a Test Score” button.
3. Enter the following information: Score Date (test date), Out of District = “No”, Grade Level = 7, 8, 9, 10, 11 or 12, and Test = LOTE-Spanish).
4. Click the check box for Reading, and select Passed or Failed in the Performance field. Enter "0" in the Score field (placeholder only). Repeat steps for Writing.
5. Click Save to save the record. Then click Close. The test will now display in the Test Score screen below.

Test Scores		Test History		
Expand All		Collapse All		
Add Test Score				
Test Code	Test Component	Score	Performance	Purpose
CELDT	California English Language Development			
	OVERALL			
CST	California Standardized Test			
	ELA			
	MATHEMATICS			
	SCIENCE			
FLEE - Spanish	Foreign Language Equivalency Exam-Spanish			
	READING		Passed	
	WRITING		Passed	

6. To add the transcript record, click on Academics>Transcripts>Transcript Detail.
7. Click on ‘Add New Record’. By default, the ‘Out of District’ indicator is selected. Enter all of the required fields noted with an asterisk. ‘School Number’ and ‘Start Date’ are optional.
8. In School Year field, select the correct School Year.
9. The School Term field will auto populate based on the course End Date.
10. For students who pass both sections of the exam, from the ‘Course Catalog
11. Field dropdown, select course 256031 (*Spanish for Spanish Speakers 1A*).
12. For the School Name field, enter “Cred by Span Equiv Exam”.
13. In the ‘Grade’ field dropdown, select a grade of “P”.
14. In the ‘Attempted Credits’ and ‘Earned Credits’ fields, change the 5.0 credits to 0.0 credits.
15. In the End Date field, enter the date the test was taken.

+ Add new record														
Out-Of-District	Course	Attempted/Earned Credit	Grade	Grade Level	School Year	School Term	Term End Date	School						
Submit Transcript Grade														
Out-Of-District	School Number *Name	*Yes/No Cred by Span Equiv Exam		School Year	*Grade Level		2015-2016							
School Term	Please Select		*End Date		12 - Twelfth Grade									
Start Date					12/18/2015									
Test Course	*Course Catalog		*Grade		P - Credit Awarded									
Course Title	256031 - SPAN SP 1A		Attempted/Earned Credits		0.0									
	SPAN SP 1A				0.0									



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

16. When finished, click “Save”.
17. Repeat steps 6-15 for course 256032 (*Spanish for Spanish Speakers 1B*). If Spanish for Spanish Speakers is not offered, enter course 256014 (*Spanish 2B*).
18. After clicking on ‘Save’, the transcript information should display like the following:

Transcript History								
View Transcript History								
+ Add new record								
Out-Of-District	Course	Attempted/Earned Credit	Grade	Grade Level	School Year	School Term	Term End Date	School
<input checked="" type="checkbox"/>	256031 - SPAN SP 1A	0.0 / 0.0	P	12	2015-2016	FALL	12/18/2015	- Cred by Span Equiv Exam
<input checked="" type="checkbox"/>	256032 - SPAN SP 1B	0.0 / 0.0	P	12	2015-2016	FALL	12/08/2015	- Cred by Span Equiv Exam
<input type="checkbox"/>	256014 - SPAN SP 2B	0.0 / 0.0	D	12	2015-2016	A1	10/16/2015	8670 - Luman A. Garfield Canine Middle

FOR SCHOOL-DEVELOPED EXAM:

1. To access the add/edit Transcripts screen, from the Student’s Profile screen, navigate to Academics>Transcripts>Transcripts Detail.
2. Click on ‘Add New Record’. By default, the ‘Out of District’ indicator is selected.
3. Enter all of the required fields noted with an asterisk. ‘School Name’, ‘School Year’, ‘Grade Level’, ‘Course End Date’, ‘Course Catalog’, and ‘Grade’ earned. The ‘School Term’ field will auto populate based on Course End Date. ‘School Number’ and ‘Start Date’ are optional.
4. For Course Catalog: refer to the “Generic District Course Number and LOTE Level Table” below and the “MiSiS Language Title” column on Attachment B for the appropriate course title.

Generic District Course Number and LOTE Level Table

District Course Number	LOTE Level
250201	LOTE 1
250202	LOTE 2
250203	LOTE 3
250204	LOTE 4

For example, a student who passed a school-developed exam in Yoruba at Year 3 level, would be entered as Course Catalog: “250203” and Course Title: “Yoruba 3”.

5. For School Name: type “CREDIT BY SCHOOL EXAM”.
6. For Grade: enter “P”.
7. For “Attempted Credits”: enter “0” (zero).
8. For “Earned Credits”: enter “0” (zero).
9. For End Date: enter the date the test was completed.

Transcript History								
+ Add new record								
Out-Of-District	Course	Attempted/Earned Credit	Grade	Grade Level	School Year	School Term	Term End Date	School
Submit Transcript Grade								
Out-of-District: <input checked="" type="checkbox"/>	School Number: <input type="text"/>	Credit by School Exam <input checked="" type="checkbox"/>		School Year: <input type="text"/>	Grade Level: <input type="text"/>		End Date: <input type="text"/>	School: <input type="text"/>
School Term: <input type="text"/>	Start Date: <input type="text"/>	Test Course: <input type="text"/>		Grade: <input type="text"/>		P - Credit Awarded: <input type="text"/>		Attempted/Earned Credits: <input type="text"/>
Course Catalog: <input type="text"/>	Course Title: <input type="text"/>	250203 - LOTE 3 TEST		Yoruba 3		0.0 / 0.0		

10. When finished, click “Save”.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

After clicking on ‘Save’, the transcript information displays like the following:

(The sample student’s transcript above indicates completion of a school-developed exam in Yoruba at LOTE Year 3, with a mark of “P” and “0” credits, but validated at LOTE Year 3).

FOR ACCREDITED COLLEGE/UNIVERSITY EXAMINATION:

1. To access the add/edit Transcripts screen from the Student’s Profile screen, navigate to Academics>Transcripts>Transcript Details.
2. Click on ‘Add New Record’. By default, the ‘Out of District’ indicator is selected.
3. Enter all of the required fields noted with an asterisk. ‘School Name’, ‘School Year’, ‘Grade Level’, ‘Course End Date’, ‘Course Catalog’, and ‘Grade’ earned. The ‘School Term’ field will auto populate based on Course End Date. ‘School Number’ and ‘Start Date’ are optional.
4. For Course Catalog: refer to the “Generic District Course Number and LOTE Level Table” below and the “MiSiS Language Title” column on Attachment B for the appropriate course title.

Generic District Course Number and LOTE Level Table

District Course Number	LOTE Level
250201	LOTE 1
250202	LOTE 2
250203	LOTE 3
250204	LOTE 4

For example, a student who passed an exam administered by UCLA in Russian at Year 2 level, would be entered as Course Catalog: “250202” and Course Title: “Russian 2”.

5. For School Name: type “CREDIT BY [NAME OF COLLEGE] EXAM” (e.g., “CREDIT BY UCLA EXAM”).
6. For Grade: enter “P”.
7. For “Attempted Credits”: enter “0” (zero).
8. For “Earned Credits”: enter “0” (zero).
9. For End Date: enter the date the test was completed.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

10. When finished, click “Save”.

After clicking on ‘Save’, the transcript information displays like the following:

(The sample student’s transcript screen indicates completion of a UCLA-administered exam in Russian at LOTE Year 2, with a mark of “P” and “0” credits, but validated at LOTE Year 2).

FOR SAT SUBJECT TESTS IN LOTE:

Students may demonstrate proficiency in LOTE via a qualifying score on a SAT Subject Test in LOTE taken in grades 9-12.

1. To access the add/edit Transcripts screen from the Student’s Profile screen, navigate to Academics>Transcripts>Transcript Details.
2. Click on ‘Add New Record’. By default, the ‘Out of District’ indicator is selected.
3. Enter all of the required fields noted with an asterisk. ‘School Name’, ‘School Year’, ‘Grade Level’, ‘Course End Date’, ‘Course Catalog’, and ‘Grade’ earned. The ‘School Term’ field will auto populate based on Course End Date. ‘School Number’ and ‘Start Date’ are optional.
4. For Course Catalog: refer to the table below to identify the minimum score required for proficiency at LOTE Year 2, and enter “250202”.

	CSU	UC
Chinese with Listening	460	520
French/French with Listening	490	540
German/German with Listening	460	510
Hebrew (Modern)	440	470
Italian	480	520
Japanese with Listening	460	510
Korean with Listening	460	500
Latin	480	530
Spanish/Spanish with listening	460	520

**These scores are up-to-date as of the date of publication of this bulletin. Additional information is found in the CSU Handbook (<http://www.calstate.edu/sas/publications/documents/admissionhandbook.pdf>)*

For example, a student who passed the SAT Subject Test in Hebrew with a score of “680”, would be entered as Course Catalog: “250202” and Course Title: “Hebrew 2”.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

5. For School Name: type “CREDIT BY SAT EXAM”.
6. For Grade: enter “P”.
7. For “Attempted Credits”: enter “0” (zero).
8. For “Earned Credits”: enter “0” (zero).
9. For End Date: enter the date the test was completed.

Submit Transcript Grade

Out-of-District: ☐ Yes ☒ No

School Number: / Credit by SAT Exam

School Year: 2015-2016

School Term: FALL

Grade Level: 11 - Eleventh Grade

Start Date: 12/18/2015

End Date:

1st Course: 250202 - LOTE 2 TEST

Course Catalog: SAT Hebrew

Grade: P

Attempted/Earned Credits: 0.0 / 0.0

10. When finished, click “Save”.

After clicking on ‘Save’, the transcript information displays like the following:

Student Information

District ID: 8888

School: James A. Garfield Senior High

Grade: 11

ELD Level: ELD Level

Primary Language: Hebrew

Language Classification: Hebrew

MR Teacher: MR Teacher

SLC: SLC

Counselor: Counselor

Graduation Requirements Year: 2016

Emergency Contact: Emergency Contact

Guardian Information: Guardian Information

Transcript History

Out-Of-District	Course	Attempted	Earned	Credit	Grade	Grade Level	School Year	School Term	Term End Date	School
<input type="checkbox"/>	230437 - WORLD LT	5.0	5.0		A	12	2015-2016	A1	10/16/2015	BE79 - James A. Garfield Senior High
<input type="checkbox"/>	370907 - AP MACRO ECONO	5.0	5.0		A	12	2015-2016	A1	10/16/2015	BE79 - James A. Garfield Senior High
<input type="checkbox"/>	420103 - HOMEROOM	0.0	0.0		P	12	2015-2016	A1	10/16/2015	BE79 - James A. Garfield Senior High
<input checked="" type="checkbox"/>	250202 - SAT Hebrew	0.0	0.0		P	11	2015-2016	FALL	12/18/2015	- Credit by SAT Exam

(The sample student’s transcript above indicates completion of the SAT Subject Test in Hebrew at LOTE 2, with a mark of “P” and “0” credits, but validated at LOTE Year 2).

FOR INTERNATIONAL BACCALAUREATE (IB) EXAMINATIONS (IB schools only):

Students may demonstrate proficiency in LOTE via a qualifying score on an IB Language B HL (formerly A2 HL) exam.

1. To access the add/edit Transcripts screen from the Student’s Profile screen, navigate to Academics>Transcripts>Transcript Details
2. Click on ‘Add New Record’. By default, the ‘Out of District’ indicator is selected.
3. Enter all of the required fields noted with an asterisk. ‘School Name’, ‘School Year’, ‘Grade Level’, ‘Course End Date’, ‘Course Catalog’, and ‘Grade’ earned. The ‘School Term’ field will auto populate based on Course End Date. ‘School Number’ and ‘Start Date’ are optional.
4. For Course Catalog: enter “250204” for LOTE Year 4, and for Course Title: type in the applicable IB Exam title in Attachment B.

For example, a student who passed the IB exam in German, would be entered as Course Catalog: “250204” and Course Title: “IB German”.

5. For School Name: type “CREDIT BY IB EXAM”.
6. For Grade: enter “P”.
7. For “Attempted Credits”: enter “0” (zero).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

8. For “Earned Credits”: enter “0” (zero).

9. For End Date: enter the date the test was completed.

10. When finished, click “Save”.

After clicking on ‘Save’, the transcript information displays like the following:

(The sample student’s transcript screen above indicates completion of the IB Serbian Exam at LOTE 4, with a mark of “P” and “0” credits, but validated at LOTE Year 4).

VIII. INSTRUCTIONS TO ENTER EQUIVALENCY EARNED BY EXAMINATION ONTO THE UC/CSU ADMISSIONS APPLICATION

A. UC Application and LOTE courses taken in 7th and 8th grade:

Students can enter the number of semesters earned through examination in the “7th/8th grade courses” section of the application. Students will indicate the LOTE and level taken in the “Course Name” box and indicate the number of semesters the exam has satisfied. For instance Level 1 is equivalent to 2 semesters, Level 2 is equivalent to 4 semesters, and Level 3 is equivalent to 6 semesters. Include the following comment “LOTE credit in 7th and 8th grade by examination” in the “Additional Academic Comments” section.

Example: Spanish exam results = Level 1(equivalent to 2 semesters of LOTE). On application in the “7th/8th grade course” section.-

B. CSU Mentor Application: Students can enter their LOTE credit in the LOTE Area E section of the CSU application. Student will record by “(LOTE and Level) by exam” in the space titled “Other Course” in the year the exam was



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

taken. For grade earned enter “Pass” in both semesters. For example if the student took a Spanish Exam in 9th grade and satisfied courses in level 1 then student will enter information as follows:

9th Grade - Spanish 1 by exam Fall Grade Earned: Pass, Spring Grade Earned: Pass

If the LOTE course exam is level 2 or greater and the exam was taken in grade 10, 11, or 12, enter the preceding course levels in grade 9. Use a “Pass” for grade earned in both the fall and spring semester grade. This will account for all courses validated by exam.

For example: Korean 3 exam taken in grade 11.

AREA E :: Language Other Than English (LOTE) – 2 years (4 semesters) back to top

Courses taken in 7th and 8th grades may be considered. (List 7th grade LOTE courses as 8th grade). Subject to waiver for applicants demonstrating equivalent competence. (Click [Instructions](#) for more info)

Grade level	Year	Title / School	Term type	Grade(s) earned				Honors/ AP/IB/ College	
				Fall	Spring	Sumr 1	Sumr 2		
9	2010-11	Korean 1 by exam NORTH HOLLYWOOD HIGH SCHOOL (CEEB: 052145)	Semester	Pass	Pass	—	—	—	EDIT DELETE
9	2010-11	Korean 2 by exam NORTH HOLLYWOOD HIGH SCHOOL (CEEB: 052145)	Semester	Pass	Pass	—	—	—	EDIT DELETE
11	2011-12	Korean 3 by exam NORTH HOLLYWOOD HIGH SCHOOL (CEEB: 052145)	Semester	Pass	Pass	—	—	—	EDIT DELETE

Total language other than English (LOTE) semesters: 6

AUTHORITY: This is a policy of Los Angeles Unified School District aligned with the California Education Code.

RELATED RESOURCES: BUL-6566, *Graduation Requirements for Classes of 2016 - 2019*, September 15, 2015.

BUL-4723.3, *The LAUSD Language Other than English Equivalency Examination in Spanish*, October, 2015.

University of California Quick Reference for Counselors

<http://admission.universityofcalifornia.edu/counselors/files/quick-reference-2014.pdf>

University of California A-G Guide, A-G Subject Requirements, Language Other than English (“e”) webpage

<http://www.ucop.edu/agguide/a-g-requirements/e-language/index.html>

California State University Admission Handbook 2014-2015

<http://www.calstate.edu/sas/publications/documents/admissionhandbook.pdf>

ASSISTANCE: For assistance or further information please contact Kate Sohn, Coordinator, World Languages and Cultures, at ksohn@lausd.net or (213)241-4517 your local district's PreK-12 Counseling Coordinator.



LOS ANGELES UNIFIED SCHOOL DISTRICT

ATTACHMENT A

APPLICATION AND AUTHORIZATION FORM FOR CREDIT IN A LANGUAGE OTHER THAN ENGLISH (LOTE) INSTRUCTION RECEIVED IN PRIVATE, NON-REGULAR DAY AND NON-BOARDING SCHOOLS

Must be completed and approved prior to beginning of instruction.

Part 1. APPLICATION

Last Name of Student First Middle Birthdate

Grade _____ School _____
Name of LAUSD School

I plan to receive instruction in _____ at _____
Name of Language Other than English Name of Private School

Street Address City and Zip Code

I am currently enrolled in the LAUSD in grade 9 or above and request credit equivalent to the following
LAUSD LOTE course:

Title of LAUSD language other than English course and level (e.g., Japanese 2AB)

Date Signature of Student Signature of Parent/Guardian

COUNSELOR'S ACKNOWLEDGEMENT OF STUDENT'S INTENTION TO APPLY FOR CREDIT

I acknowledge that the student named above, who is now attending _____

Name of LAUSD school
is currently enrolled in grade _____ and is making application for LOTE credit as indicated above.

Signature of Counselor Date

Part 2. VERIFICATION OF LOTE INSTRUCTION (This part is to be completed by the principal/headmaster of the private school in which the student is enrolled. Please include all information that is requested.)

While enrolled in grade _____ in a school of the Los Angeles Unified School District, the above-named
student will receive private school instruction in the private school of which I am principal/headmaster.
The student will receive private school instruction in _____
Name of world language and level (e.g., Advanced Japanese)

Continues on next page →



LOS ANGELES UNIFIED SCHOOL DISTRICT

Is the course currently approved by UCOP as an "A-G" course? Yes____ No____

If yes, what is your institution's ATP/CEEB Code? _____

The beginning date of instruction is _____

Month Date Year

The ending date of instruction is _____

Month Date Year

The total clock hours of instruction for the course are _____

Part 3. AUTHORIZATION OF CREDIT (To be completed by the principal/headmaster of the private school.)

I certify that the student named in Part 1 has received LOTE instruction described in Part 2 of this form. The student has satisfactorily met the standards of the course, passed an appropriate examination and is entitled to receive credit for completion of the course as indicated below. **I am including a copy of the student's examination and his/her score report.**

Grade Level	Course Title and level*	Credit**	Mark in Subject	Clock Hours of Instruction	Name of Private School

* Course must be recorded in terms of an equivalent course offered in the LAUSD. Course title should therefore correspond to that used in the District; for example, a first-year course in Japanese is titled Japanese 1AB. A second-year course is entitled Japanese 2AB, and so forth.

** A one-year course is granted 10 credits for a minimum of 120 hours of instruction.

Private school name: _____

Private school address _____
Number and Street City Zip

School Phone Number _____

School website _____

Principal/Headmaster's Printed Name and Signature _____

Important: This application and authorization form must be mailed directly to the LAUSD public school which the student is attending and must be **postmarked no later than the last day of the current school year.** **Include a copy of the student's examination including the score report.** If the credit for which a 12th grade student has applied is necessary for graduation during the current school year, the completed application and authorization form must be received by the school in which the student is enrolled no later than Wednesday of the 17th week of the spring semester for single-track schools and no later than Wednesday of the 13th week of the spring semester for the multi-track schools.



ATTACHMENT B: LOTE lists to identify appropriate transcript abbreviation(s) for exams

Language	MiSiS Language Title <i>Use for school-developed exams, Spanish Equivalency Exam, college/university exams and LOTE courses completed that do not have LAUSD equivalent course numbers. [X] indicates level. e.g. ARABIC 3</i>	MiSiS IB Title <i>Use course number 250204</i>
Afrikaans	AFRIKAANS + [X]	IB AFRIKAANS
Albanian	ALBANIAN + [X]	IB ALBANIAN
American Sign Lang	AM SGN LANG + [X]	IB AM SGN LANG
Arabic	ARABIC + [X]	IB ARABIC
Armenian	ARMENIAN + [X]	IB ARMENIAN
Bengali	BENGALI + [X]	IB BENGALI
Bulgarian	BULGARIAN + [X]	IB BULGARIAN
Cantonese Chinese	CANTONESE + [X]	IB CANTONESE
Creole	CREOLE + [X]	IB CREOLE
Croatian	CROATIAN + [X]	IB CROATIAN
Danish	DANISH + [X]	IB DANISH
Dari	DARI + [X]	IB DARI
Dutch	DUTCH + [X]	IB DUTCH
Farsi	FARSI + [X]	IB FARSI
Finnish	FINNISH + [X]	IB FINNISH
French	FRENCH + [X]	IB FRENCH
German	GERMAN + [X]	IB GERMAN
Greek	GREEK + [X]	IB GREEK
Gujarati	GUJARATI + [X]	IB GUJARATI
Hakka	HAKKA + [X]	IB HAKKA
Hebrew	HEBREW + [X]	IB HEBREW
Hindi	HINDI + [X]	IB HINDI
Hmong	HMONG + [X]	IB HMONG
Hungarian	HUNGARIAN + [X]	IB HUNGARIAN
Igbo	IGBO + [X]	IB IGBO
Indonesian	INDONESIAN + [X]	IB INDONESIAN
Italian	ITALIAN + [X]	IB ITALIAN
Japanese	JAPANESE + [X]	IB JAPANESE
Khmer	KHMER + [X]	IB KHMER
Kikuyu	KIKUYU + [X]	IB KIKUYU
Konkani	KONKANI + [X]	IB KONKANI
Korean	KOREAN + [X]	IB KOREAN
Lithuanian	LITHUANIAN + [X]	IB LITHUANIAN
Macedonian	MACEDONIAN + [X]	IB MACEDONIAN



LOS ANGELES UNIFIED SCHOOL DISTRICT

Malayalam	MALAYALAM + [X]	IB MALAYALAM
Mandarin Chinese	MANDARIN + [X]	IB MANDARIN
Marathi	MARATHI + [X]	IB MARATHI
Nepali	NEPALI + [X]	IB NEPALI
Norwegian	NORWEGIAN + [X]	IB NORWEGIAN
Patois	PATOIS + [X]	IB PATOIS
Polish	POLISH + [X]	IB POLISH
Portuguese	PORTUGUESE + [X]	IB PORTUGUESE
Punjabi	PUNJABI + [X]	IB PUNJABI
Romanian	ROMANIAN + [X]	IB ROMANIAN
Russian	RUSSIAN + [X]	IB RUSSIAN
Samoan	SAMOAN + [X]	IB SAMOAN
Serbian	SERBIAN + [X]	IB SERBIAN
Shanghainese Chinese	SHANGHAI + [X]	IB SHANGHAI
Sinhala	SINHALA + [X]	IB SINHALA
Slovak	SLOVAK + [X]	IB SLOVAK
Somali	SOMALI + [X]	IB SOMALI
Spanish	SPANISH + [X]	IB SPANISH
Tagalog	TAGALOG + [X]	IB TAGALOG
Tamil	TAMIL + [X]	IB TAMIL
Telugu	TELUGU + [X]	IB TELUGU
Thai	THAI + [X]	IB THAI
Ukrainian	UKRAINIAN + [X]	IB UKRAINIAN
Urdu	URDU + [X]	IB URDU
Vietnamese	VIETNAMESE + [X]	IB VIETNAMESE
Yoruba	YORUBA + [X]	IB YORUBA

For LOTE not listed, you may use a maximum of 25 characters in MISIS to identify a language (e.g. MONGOLIAN 2).

MiSiS AP Title
AP CHIN LANG
AP FRENCH LANG
AP GERMAN LANG
AP ITALI LANG
AP JAPAN LANG
AP LATIN
AP SPAN LANG
AP SPAN LIT

Use course
number 250204

MiSiS SAT Title
SAT CHINESE
SAT FRENCH
SAT GERMAN
SAT HEBREW
SAT ITALIAN
SAT JAPAN
SAT KOREAN
SAT LATIN
SAT SPANISH

Use course
number 250202