

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

ISSUER: Dr. Frances Gipson, Chief Academic Officer

Division of Instruction

Hilda Maldonado, Executive Director

Multilingual and Multicultural Education Department

DATE: April 29, 2016

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

ROUTING

Directors

Counselors

Local District Superintendents Local District Instructional

Operations Administrators Local District Center

Counseling Coordinators Secondary Principals

College Counselors

Secondary Assistant Principals

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 <u>a minimum of two years in the same LOTE courses</u> 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:

BUL-2533.1 Page 1 of 19 April 29, 2016



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 <u>must be obtained prior to enrollment in a private school program</u> 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

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-

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



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.

- 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.



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 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:

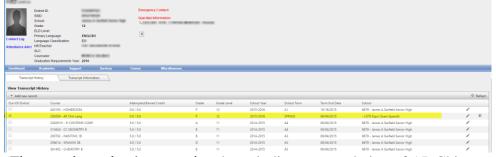
MiSiS AP Title
AP CHIN LANG
AP FRENCH LANG
AP GERMAN LANG
AP ITALI LANG
AP JAPAN LANG
AP LATIN
AP SPAN LANG
AP SPAN LIT

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



9. 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).

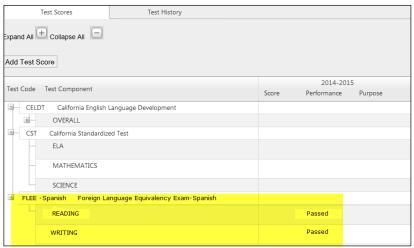
FOR THE LAUSD LOTE EQUIVALENCY EXAMINATION IN SPANISH:

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.

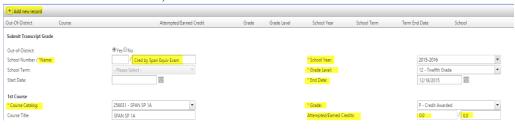
Use the following procedure to accurately document proficiency by the LAUSD LOTE Equivalency Examination in Spanish.



- 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.



- 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.



Page 9 of 19

April 29, 2016



- 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:



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.



10. When finished, click "Save".



District D

Emergency Contacts

Grade T12

EX D Testing T2

EX D Testing T

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".

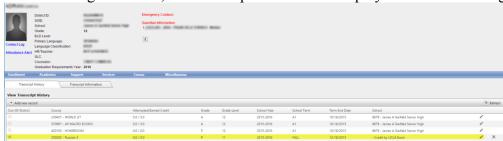
- 5. For School Name: type "CREDIT BY [NAME OF COLLEGE] EXAM" (e.g., "CREDIT BY UCLA EXAM").
- 6. For Grade: enter "P".
- 7. For "Attempted Credits": enter "0" (zero).
- 8. For "Earned Credits": enter "0" (zero).
- 9. For End Date: enter the date the test was completed.





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".

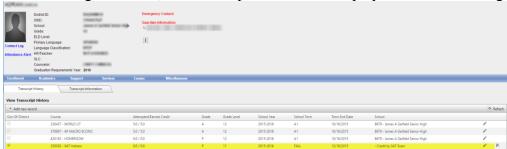


- 5. For School Name: type "CREDIT BY SAT EXAM".
- 6. For Grade: enter "P".
- 7. For "Attempted Credits": enter "0" (zero).
- 8. For "Earned Credits": enter "0" (zero).
- 9. For End Date: enter the date the test was completed.



10. When finished, click "Save".

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



(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).

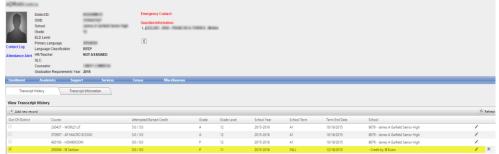


- 8. For "Earned Credits": enter "0" (zero).
- 9. For End Date: enter the date the test was completed.



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 " 7^{th} / 8^{th} 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

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.



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 Scho			
	Name of LAUSE	School	
I plan to receive instruc	ction in	at	
	Name of Langua	ge Other than English	Name of Private School
Street Address			City and Zip Code
I am currently enrolled LAUSD LOTE course: Title of LAUSD language other			request credit equivalent to the following
Date Signature of	of Student		Signature of Parent/Guardian
			INTENTION TO APPLY FOR CREDIT ding
			Name of LAUSD school for LOTE credit as indicated above.
Signature of Counsel	or		Date
private school in which the stud	dent is enrolled. Please inc	lude all information that is	
	vate school instructi	on in the private sch	nified School District, the above-named nool of which I am principal/headmaster.
		Name	e of world language and level (e.g., Advanced Japanese)

Continues on next page \rightarrow



Los Angeles Unified School District

If yes, what	currently approved by is your institution's AT ng date of instruction is	P/CEEB Co	ode?		No	
The ending	date of instruction is	Month		Year		
	ock hours of instruction	Month	Date	Year		
The total cic	ck nours of instruction	ioi ille cou	ise are			
Part 3. AUT	HORIZATION OF CR	EDIT (To be	completed by the	e principal/headmaster	of the private school	.)
The student entitled to re	the student named in P has satisfactorily met the ceive credit for comple tamination and his/her	e standards	s of the cours course as ind	se, passed an app	ropriate examina	ation and is
Grade	Course Title and	Credit**	Mark in	Clock Hours	Name of Privat	te School
Level	level*		Subject	of Instruction		
* 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 schoo	l name:					
Private schoo	Private school address					
	e Number				- 1,	
School websi	School website					
Principal/Headmaster's Printed Name and Signature						
the student is Include a co student has a authorization 17 th week of the student has a student h	nis application and authoricattending and must be po py of the student's exam pplied is necessary for graform must be received by the spring semester for singler for the multi-track school	stmarked nination includuation during the school ingle-track sc	o later than tuding the sco ng the current in which the s	the last day of the ore report. If the of t school year, the of tudent is enrolled in the ore tracket.	current school y credit for which a completed applica no later than Wed	year. 12 th grade tion and nesday of the



LOS ANGELES UNIFIED SCHOOL DISTRICT

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

Language	MiSiS Language Title 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	MiSiS IB Title Use course number 250204
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]	ІВ НАККА
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 MARATH	
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).

