

# HOW TO ENTER ENROLLMENT CAPACITY FOR DUAL LANGUAGE

DUAL LANGUAGE & UNIFIED ENROLLMENT | 12/4/2018

Principal's Portal

Help Login

Login to Principal's Portal

Username

Password

[Forgot your password?](#)

- Enter your Single Sign-On(email) username and password to log in. eg. (mary.smith@lausd.net, mssmith@yourcharter.com)
- Session times out after 30 minutes.
- Having login or account creation problems? Please call the ITD Helpdesk at (213) 241-5200 for assistance
- Need Help? [Click here for FAQ](#)

**Step 1: Login to the Principal's Portal.**

What are you looking for?

**CERTIFICATION**

- Administrator Certification
- Bell Schedule
- Elementary Physical Education
- ESSA Principal Certification
- Inspection Results/Self-Certification
- Instructional Online Accountability
- Interscholastic Athletics
- PHBAO
- Parent and Community Services
- State Testing Requirements
- Williams Sufficiency Certification

**SCHOOL TOOLS**

- BTS
- Classified Staff Evaluation
- CPES (Certificated Performance Evaluation)
- E-CAST
- E-CAR
- EZ Access
- Principals' Connection
- MyPGS
- MyPLN
- MyTeam
- Integrated Safe School Plan
- School Data Designee Form
- School Promotion Materials

**DISTRICT OPS**

- Discipline Foundation Policy
- Emergency Drill Survey
- iSTAR

**STUDENT INFO**

- GATE
- Magnet
- MISIS
- MyData
- Passport
- Unified Enrollment


**Step 2: Select "Unified Enrollment" under the "Student Info" section.**

# HOW TO ENTER ENROLLMENT CAPACITY FOR DUAL LANGUAGE

DUAL LANGUAGE & UNIFIED ENROLLMENT | 12/4/2018


Select a program below to manage application, waitlist, verification and enrollment functions.

Magnet



Select Quick Actions: ▾

DLE




Select Quick Actions: ▾

DLE Application Roster

DLE Quick Counts and Enrollment Capacity


DLE Verification List

PWT




Select Quick Actions: ▾

SAS




Select Quick Actions: ▾

ACS




Select Quick Actions: ▾

Open Enrollment



Select Quick Actions: ▾




**Step 3: Select the DLE Quick Counts & Enrollment Capacity from the drop down menu.**

## DLE Quick Counts and Enrollment Capacity

School Year:

Location:



Cost Center Code	DLE Program Name	Grade	On-time EO/IFEP/RFEP *	On-time LEP *	On-time Application Total	Late EO/IFEP/RFEP *	Late LEP *	Late Application Total	Projected Enrollment	Estimated Capacity	Declare Capacity
1367103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	00	13	13	26	0	0	0	0	0	Edit
1367103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	01	3	1	4	0	0	0	48	0	Edit
1367103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	02	0	1	1	0	0	0	48	0	Edit
1367103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	03	2	0	2	0	0	0	48	0	Edit
1367103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	04	1	0	1	0	0	0	41	0	Edit
1367103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	05	1	0	1	0	0	0	30	0	Edit
<b>Total</b>			<b>20</b>	<b>15</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215</b>	<b>0</b>	

**Deadline:** Please enter the Projected enrollment for 2019-20 by January 11, 2019.

Projected Enrollment for 2019-20 is calculated by rolling current 2018-19 MISIS enrollment into the next grade level.

\* For new students this is a potential language classification generated by the student's application responses. The numbers on the table above represent the 2019-20 application totals for new applicants' first choice only. The actual number of students selected may differ due to application errors, optional school choices or program(s) chosen.

[Return to Unified Enrollment Main Menu](#)

**Step 4: Select your program from the Location dropdown menu. Please note that Span Schools and schools with multiple Dual Language Education Programs are listed separately in the dropdown menu.**

# HOW TO ENTER ENROLLMENT CAPACITY FOR DUAL LANGUAGE

## DUAL LANGUAGE & UNIFIED ENROLLMENT | 12/4/2018

### DLE Quick Counts and Enrollment Capacity

School Year:  Location:

Cost Center Code	DLE Program Name	Grade	On-time EO/IFEP/RFEP *	On-time LEP *	On-time Application Total	Late EO/IFEP/RFEP *	Late LEP *	Late Application Total	Projected Enrollment	Estimated Capacity	Declare Capacity
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	00	13	13	26	0	0	0	0	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	01	3	1	4	0	0	0	48	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	02	0	1	1	0	0	0	48	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	03	2	0	2	0	0	0	48	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	04	1	0	1	0	0	0	41	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	05	1	0	1	0	0	0	30	0	Edit
<b>Total</b>			<b>20</b>	<b>15</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215</b>	<b>0</b>	

**Deadline:** Please enter the Projected enrollment for 2019-20 by January 11, 2019.

Projected Enrollment for 2019-20 is calculated by rolling current 2018-19 MiSiS enrollment into the next grade level.

\* For new students this is a potential language classification generated by the student's application responses. The numbers on the table above represent the 2019-20 application totals for new applicants' first choice only. The actual number of students selected may differ due to application errors, optional school choices or program(s) chosen.

[Return to Unified Enrollment Main Menu](#)

**Step 5: For each program at your school, you will see the 2019-2020 Choices application counts by grade level broken down by language classification\* (EO/IFEP/RFEP and LEP) and total number of applications. \*For new students this is a potential language classification generated by the student's application responses. These numbers reflect 1<sup>st</sup> choice DLE applications at your school. However, remember that applicants may have applied to other school choice programs and may not ultimately enroll at your school.**

### DLE Quick Counts and Enrollment Capacity

School Year:  Location:

Cost Center Code	DLE Program Name	Grade	On-time EO/IFEP/RFEP *	On-time LEP *	On-time Application Total	Late EO/IFEP/RFEP *	Late LEP *	Late Application Total	Projected Enrollment	Estimated Capacity	Declare Capacity
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	00	13	13	26	0	0	0	0	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	01	3	1	4	0	0	0	48	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	02	0	1	1	0	0	0	48	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	03	2	0	2	0	0	0	48	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	04	1	0	1	0	0	0	41	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	05	1	0	1	0	0	0	30	0	Edit
<b>Total</b>			<b>20</b>	<b>15</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215</b>	<b>0</b>	

**Deadline:** Please enter the Projected enrollment for 2019-20 by January 11, 2019.

Projected Enrollment for 2019-20 is calculated by rolling current 2018-19 MiSiS enrollment into the next grade level.

\* For new students this is a potential language classification generated by the student's application responses. The numbers on the table above represent the 2019-20 application totals for new applicants' first choice only. The actual number of students selected may differ due to application errors, optional school choices or program(s) chosen.

[Return to Unified Enrollment Main Menu](#)

**Step 6: Please verify your program(s) Projected Enrollment for 2019-2020. Projected Enrollment for 2019-2020 is calculated by rolling current 2018-2019 MiSiS enrollment into the next grade level.**

# HOW TO ENTER ENROLLMENT CAPACITY FOR DUAL LANGUAGE

DUAL LANGUAGE & UNIFIED ENROLLMENT | 12/4/2018

## DLE Quick Counts and Enrollment Capacity

School Year:  Location:

Cost Center Code	DLE Program Name	Grade	On-time EO/IEP/RFEP *	On-time LEP *	On-time Application Total	Late EO/IEP/RFEP *	Late LEP *	Late Application Total	Projected Enrollment	Estimated Capacity	Declare Capacity
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	00	13	13	26	0	0	0	0	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	01	3	1	4	0	0	0	48	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	02	0	1	1	0	0	0	48	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	03	2	0	2	0	0	0	48	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	04	1	0	1	0	0	0	41	0	Edit
1387103TWS	Euclid Ave ES Spanish Dual Language Two-Way Immersion Program	05	1	0	1	0	0	0	30	0	Edit
<b>Total</b>			<b>20</b>	<b>15</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215</b>	<b>0</b>	

**Deadline:** Please enter the Projected enrollment for 2019-20 by January 11, 2019.

Projected Enrollment for 2019-20 is calculated by rolling current 2018-19 MISIS enrollment into the next grade level.

\* For new students this is a potential language classification generated by the student's application responses. The numbers on the table above represent the 2019-20 application totals for new applicants' first choice only. The actual number of students selected may differ due to application errors, optional school choices or program(s) chosen.

[Return to Unified Enrollment Main Menu](#)

**Step 7: Declare the 2019-2020 Capacity for each program at your school by grade level by clicking "Edit," typing in the box and update your responses. Enter the total number of seats in the program by grade level. Note that capacity by grade level should follow the norm tables. I.e. PHBAO schools are normed at 24 students per class for K-3 and 31 students in grades 4-5/6, etc. If you have 2 dual language classes at a given grade level in K-3, the capacity would be  $24 \times 2 = 48$ , you would then enter 48 in the Estimated Capacity column.**

**\*DEADLINE TO ENTER ENROLLMENT CAPACITY IS JANUARY 11, 2019.**

## Need Additional Assistance?

**Scenario 1:** If you anticipate having one Kindergarten Dual Language class, you would enter 24 for capacity.

**Scenario 2:** If you anticipate having one Kindergarten Dual Language class, a 1<sup>st</sup> grade Dual Language class and a K-1 Dual Language combo class (12/Kindergarten & 12/1<sup>st</sup> Grade), then you would enter 36 Kindergarten students and 36 1<sup>st</sup> Grade students.

**Scenario 3:** If you are considering opening a brand new class, please email or call Mara Bommarito at [mbommant@lausd.net](mailto:mbommant@lausd.net) or 213-241-5582 for additional assistance.

For assistance with entering Enrollment Capacity, please email Diana Sánchez at [dab9296@lausd.net](mailto:dab9296@lausd.net) or call 1-213-241-3493