



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Procedures for Granting Equivalency and Achievement Marks for Language Other Than English (LOTE) for the Graduating Classes of 2017 and Beyond.

**NUMBER:** BUL-2533.2

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**DATE:** October 4, 2017

**POLICY:** This bulletin outlines procedures for schools to grant equivalency, achievement marks, and validation for Language Other than English (LOTE) to students in the graduating classes of 2017 and beyond.

**MAJOR CHANGES:** This revision replaces Bulletin 2533.1, *Procedures for Granting Equivalency and Achievement Marks for Language Other Than English (LOTE) for the Graduating Classes of 2016 and Beyond*, dated January 27, 2016. Changes include consolidation of MiSiS course code for validation via exams.

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

**ROUTING**  
Local District Superintendents  
Administrators of Instruction  
Administrators of Operations  
Counseling Coordinators  
Secondary Principals  
Secondary Assistant Principals  
College Counselors  
Counselors

- Equivalency for private school study other than regular day or boarding school
- Equivalency for formal instruction in a school abroad
- Equivalency and validation by examination
- Equivalency for LOTE courses taken in middle school



**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.

NOTE: Student will not be granted either numerical credit or validation for individual private instruction in LOTE.



**II. 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 grade 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).

**III. 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. Based on the results of the examination, a student may fulfill the minimum “e” (LOTE) requirement for graduation and “a-g”. The student should then continue to take higher-level LOTE coursework, if offered, to go beyond the minimum requirement as recommended by University California (UC).

No numerical credit is granted for equivalency established by examination. A student’s proficiency on an exam provides validation to meet LAUSD graduation, CSU and/or UC a-g admission requirements.

The following are district-approved examinations that may be used to validate 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.

	<b>CSU</b>	<b>UC</b>
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 LOTE Equivalency Examination in Spanish, French, Mandarin, and Korean - a student may demonstrate proficiency at LOTE Year 2 by passing both parts of the LAUSD LOTE Equivalency Examination. For additional details, see BUL-4723.4 *The LAUSD Language Other than English Equivalency Examination in Spanish, French, Mandarin, and Korean.*
- 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 graduation and CSU/UC admissions requirements. Students must receive a mark of "C" for equivalency to be granted for CSU/UC 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.

### **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 Transcript Record'. By default, the 'Out of District' indicator is selected as 'yes'.
3. Enter all of the required fields noted with an asterisk. 'School Name', 'School Year', 'Grade Level', 'End Date'. For School Name: type in the name of the private school. For End Date: enter the date the course was completed.
4. The 'Start Date' is optional.
5. For 1st Course: enter or select the corresponding LAUSD course ID number in the Course Catalog dropdown field, and type in the corresponding Course Title (e.g., "254513", "Japanese 2B") in the Course Title field. For all courses/languages without a LAUSD equivalent course number, refer to the "Generic District Course Number and LOTE Level Table on Attachment B. For example, a Year 1 Urdu course would be entered as Course Number: "250201" and Course Title: "Urdu 1". Add additional courses as credits are earned by the student.
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. Skip 'Attempted Credits'.
8. For Earned Credits: enter the corresponding number. At least 120 clock hours of study is equivalent to 10 credits.
9. When finished, click "Save".



**B. 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. 5.

**C. Equivalency for proficiency in a LOTE without formal instruction (via examination)**

For students who took AP or SAT exams while enrolled in LAUSD, results are provided to the District by the College Board and credited automatically to their transcripts. Schools do not enter information in MiSiS.

For students who took AP or SAT exams while enrolled in another district and for students receiving equivalency via the IB, LAUSD Equivalency, School Developed, and College LOTE Exams, schools must enter information in MiSiS by doing the following:

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 Transcript Record.’ By default, the ‘Out of District’ indicator is selected as ‘Yes’.
3. Enter all of the required fields noted with an asterisk. ‘School Name’, ‘School Year’, ‘Grade Level’, ‘End Date’. For School Name: type in the name of the current school. For End Date: enter the date the exam was completed.
4. The ‘Start Date’ is optional.
5. For 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Course numbers: enter “250201” “250202” “250203” and “250204” for LOTE 1, 2, 3 & 4. All four courses must be inputted for MiSiS to reflect the validation correctly with the grade earned entered as “P”.

Generic District Course Number and LOTE Level Table

<b>District Course Number</b>	<b>LOTE Level</b>	<b># of Semester Awarded</b>	<b>Numerical Credit Earned</b>
250201	LOTE 1	1	0
250202	LOTE 2	1	0
250203	LOTE 3	1	0
250204	LOTE 4	1	0

**6. For each of the Course Titles: type in the applicable exam title:**

- “AP Exam: *Specific Language*”
- “SAT Exam: *Specific Language*”
- “IB Exam: *Specific Language*”
- “LAUSD Equiv Exam: *Specific Language*”
- “School Dev. Exam: *Specific Language*”
- “College LOTE Exam: *Specific Language*”



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Example: If a student passed the SAT Exam in Korean with a score of 500, type in “SAT Exam: Korean” for all 4 course entries.

7. For Grade: enter “P” for all 4 course entries.
8. Leave “Attempted Credits” and Earned Credits “0” (zero) as is on all entries.
9. When finished, click “Save”.

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

**RELATED RESOURCES:** BUL-6566.2, *Graduation Requirements for Classes of 2016 - 2019*, dated December 15, 2016.

BUL-4723.4, *The LAUSD Language Other than English Equivalency Examination in Spanish, French, Mandarin, and Korean*, dated February 9, 2017.

University of California Quick Reference for Counselors

<http://admission.universityofcalifornia.edu/counselors/files/quick-reference-2016.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 2017-2018

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

**ASSISTANCE:** For assistance or further information please contact Jina Kim-Qvale, Coordinator, World Languages and Cultures, at [jxk5501@lausd.net](mailto:jxk5501@lausd.net) or (213) 241-4517 and your Local District's PreK-12 Counseling Coordinator:

- Local District Central (213) 241-0100
- Local District East (323) 224-3100
- Local District Northeast (818) 252-5400
- Local District Northwest (818) 654-3600
- Local District South (310) 354-3400
- Local District West (310) 914-2100



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 Name of Language Other than English at 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)

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# LOS ANGELES UNIFIED SCHOOL DISTRICT

Is the course currently approved by UCOP as a 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 12<sup>th</sup> 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 17<sup>th</sup> week of the spring semester.



GENERIC DISTRICT COURSE NUMBER  
WITH LOTE LEVEL AND SEMESTER AWARD TABLE

District Course Number	LOTE Level	Semester Award with Grade of	
		A, B, C	D, P
250201	LOTE 1	2	1
250202	LOTE 2	4	1
250203	LOTE 3	6	1
250204	LOTE 4	8	1