



ELEMENTARY, MIDDLE OR HIGH SCHOOL
Dual (English-Spanish) Immersion Program -- 2024-2025 Program Application

- High Priority: accepted January 4th to 25th only** for the coming year.
- Phase 2: accepted beginning February 1st to June 25th** for the coming year.
- Phase 3: accepted beginning July 1st** for the 2024/2025 school year.

Applications will be approved if space is available or projected ratios have not been met at the requested school and grade.
Transfer Request forms may be submitted to the requested school or District Office by personal delivery, regular mail, email or fax.

Student's First Name: _____ Student's Last Name: _____

Date of Birth: _____ Gender: M F Last School Attended: _____

2024-25 Gr K: _____ 2024-25 Gr 1: _____ 2024-25 Gr 6: _____ 2024-25 Gr 9: _____

Parent/Legal Guardian* Name: _____

Cell Phone: _____ Alternate Phone: _____

Home Address: _____

Mailing Address (if different): _____

Daycare Address: _____

Email Address: _____

Home Language: English Spanish Other _____

Is this student currently enrolled in the Dual Immersion Program? YES NO

Does your child have a sibling attending the Dual Immersion Program at the requested school? YES NO

If yes, please list the name of the sibling: _____

Does the student currently receive special education (IEP) or 504 services? YES NO

Does the student currently receive English language development (ELD) services? YES NO

Please note: This application does not guarantee enrollment in the Dual Immersion Program. Every effort will be made to accommodate all requests for placement in the Dual Immersion Program. Once maximum capacity is reached for each grade level, remaining applicants will be placed on a waiting list.

Please review transfer and Dual Immersion guidelines at www.springfield.k12.or.us.

I am the *parent/legal guardian** of this student. I attest the above information is true and accurate. I understand providing false information may subject me to tuition charges. I understand that transfers may be revoked if the student fails to meet minimum attendance (90%) and/or behavior standards or if the information provided on this form is falsified. The parent/legal guardian must provide transportation for approved transfer students to and from the requested school, regardless of documented disability. I understand if I move outside SPS district boundaries, I must reapply within 10 days.

Parent/ Legal Guardian* Signature _____ Date _____

*Legal guardians are *required* provide court document appointing them as guardian.

FOR DISTRICT OFFICE USE ONLY

RESIDENT DISTRICT: _____	
Approved	Denied
Reason for Denial _____	
Superintendent/Designee	Date

RECEIVING DISTRICT: _____ SPRINGFIELD #19	
Approved	Denied
Reason for Denial _____	
Superintendent/Designee	Date

<i>For Office Use Only</i>	
Lottery Number _____	Date Received _____



Springfield Public Schools

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Elementary and Middle Dual Immersion Program Application Process

Families that are interested in the Elementary, Middle or High Dual Immersion Program must complete a Dual Immersion application. **Completed packets may be submitted to the requested school or District Office by personal delivery, regular mail, email or fax.**

Elementary Dual Immersion Program will be housed at Guy Lee Elementary School. Middle School location is at Hamlin Middle School. High School is located at Springfield High.

Elementary, Middle and High Dual Immersion application acceptance window follow student transfer dates, which are:

- High Priority Requests: accepted January 4 to 25 only. High Priority requests are approved as space allows at grade level.
- Phase 2 Requests will be accepted *beginning* February 1 to June 25. Applications received during Phase 2 window are reviewed monthly and approved if space is available at the requested school & grade level. Requests will not be processed in July.
- Phase 3 Requests will be accepted *beginning July 1*. Phase 3 requests will be processed **after** Fall registration and will continue through the second week of September and prior to the end of each grading period.
- Dual Immersion Transfers are open to all SPS students and non-resident students grades K, 1, 6 and 9.

Students are placed on waiting lists by lottery draw: Returning students to the last school attended, siblings of within catchment current students attending the DI program, siblings of non-catchment current students attending the DI program, and new applicants.

Students will be placed on English or Spanish Strand wait lists using the following tiered priority:

1. Students residing within DI neighborhood school boundaries
2. Springfield resident students outside DI neighborhood school boundaries
3. Students residing outside Springfield District boundaries

Instruction Office personnel will maintain a list of students requesting inclusion in the Dual Immersion Program. You will be notified in writing of your student's status with the Dual Immersion Program.

Please note: This application does not guarantee enrollment in the Dual Immersion Program. Every effort will be made to accommodate all requests for placement in the Dual Immersion Program. Once maximum capacity is reached for each grade level and/or strand, remaining applicants will be placed on a waiting list.

Special Notes:

- Within-District applicants who are accepted into the program, and applicants from other district who apply and are accepted during the transfer period, do **not** need to reapply each year, unless they move outside SPS district boundaries.
- The parent/guardian must provide transportation for approved transfer students to and from school, regardless of documented disability.
- Transfers may be denied or revoked at any time for poor student behavior, tardiness, absenteeism or for any other violation of the terms of the transfer.
- **Students may not use addresses of family, friends, businesses or daycare to gain access into a school.** All students are required to provide proof of resident address when enrolling. Suggested proof of address would be: escrow/real estate papers or valid rental agreement; current electric, cable, gas or garbage bill; and driver's license or State ID card.

Parents, legal guardians or persons in a parental role who knowingly submit a false declaration may be held responsible for paying tuition for dates of attendance in which the student was not a legal resident of the district.

Proceso de solicitud del programa de Inmersión Dual en las escuelas primarias y secundarias

Las familias que están interesadas en el programa de Inmersión Dual deben completar una solicitud. **Los paquetes completos pueden ser entregados a la escuela solicitada o a la oficina del distrito de Springfield en 640 'A' Street, Springfield.**

El Programa de Inmersión Dual tomará lugar en la Escuela Primaria Guy Lee. La ubicación de la escuela secundaria es Hamlin Middle School y el de la preparatoria es en Springfield High.

El período de aceptación de solicitudes de Inmersión Dual sigue las fechas de transferencia de estudiantes que son:

- Solicitudes de alta prioridad: 4 al 25 de enero. Las solicitudes de alta prioridad se aprueban cuando el espacio lo permite a nivel de grado. Abierto para todos los estudiantes de SPS y para todos los estudiantes no-residentes de Grados K, 1, 6 y 9.
- Solicitudes de transferencia de Fase 2 se aceptarán del 1 de febrero al 25 de junio. **Las solicitudes recibidas durante la Fase 2 se revisan mensualmente y se aprueban si hay espacio disponible en la escuela solicitada y el nivel de grado. Las solicitudes no se procesarán en julio. El proceso de transferencias reanudará en agosto y continuará hasta la segunda semana de septiembre y antes del final de cada periodo de calificaciones.**
- Transferencias de Inmersión Dual están abiertas para todos los estudiantes de SPS y para los estudiantes no-residentes de los grados K, 1, 6 y 9.

Los estudiantes se colocan en las listas de espera por sorteo: los estudiantes que regresan a la última escuela a la que asistieron, los hermanos de los estudiantes actuales que asisten al programa dual, hermanos de estudiantes actuales que no pertenecen a la cuenca y asisten al programa dual, y los nuevos solicitantes.

Los estudiantes se colocarán en una lista de espera de inglés usando la siguiente prioridad en niveles:

1. Los estudiantes que residen dentro de los límites de la escuela con el programa dual
2. Los estudiantes que residen fuera de los límites de la escuela con el programa dual
3. Estudiantes que residen fuera de los límites del distrito de Springfield

El personal de la oficina de instrucción mantendrá una lista de los estudiantes solicitando la inclusión en el programa de Inmersión Dual. Se le notificará por escrito sobre el estado de su estudiante con el Programa de Inmersión Dual.

Tenga en cuenta: Esta solicitud no garantiza la inscripción al programa de Inmersión Dual. Se hará todo lo posible para complacer a todas las peticiones para el programa de Inmersión Dual. Una vez que se alcance la capacidad máxima para cada grado, y/o sección, los solicitantes se colocarán en una lista de espera.

Notas especiales:

- Los solicitantes dentro del distrito que son aceptados en el programa y los solicitantes de otros distritos que solicitan y **son aceptados** durante el periodo de transferencia, **no** necesitan presentar una nueva solicitud al programa cada año, a menos que se fuera del área aprobada inicialmente.
- El padre/madre/representante legal debe proveer transporte desde y hacia la escuela para los estudiantes a los cuales se aprueban la transferencia. Eso es independientemente de una discapacidad documentada.
- Las transferencias pueden negarse o revocarse en cualquier momento debido a indisciplina estudiantil, atrasos, ausentismo o cualquier otra violación a los términos de la transferencia.
- **Los estudiantes no pueden usar direcciones de familiares, amigos, negocios o guarderías para obtener acceso a una escuela.** Todos los estudiantes deben proveer un comprobante de residencia al matricularse. El comprobante de domicilio puede ser: documentos de custodia / papeles de bienes raíces o acuerdo de renta vigente, una factura válida por servicios básicos, cable, gas o basura, licencia de conducir o tarjeta de identificación estatal.

Los padres de familia, representantes legales o personas en un rol de padres que a sabiendas entreguen una declaración falsa pueden ser considerados responsables por el pago de la matrícula por las fechas de asistencia en las que el/la estudiante no era legalmente residente del distrito.

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Lottery Number _____ Date Received _____