



# Administrative Regulations

South San Antonio Independent School District

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## **STUDENT PLACEMENT AND CREDENTIALING FOR LOTE**

As of July 2006, the State Board of Education made changes in regards to the graduation requirements for Languages Other Than English (LOTE). School districts may allow native language speakers to be placed into upper level language courses to meet the graduation requirements without the lower level courses being required.

The placement process below has been established to provide students with instruction in a challenging curriculum that is at their level of language proficiency.

### **PROCESS FOR ACCELERATED PLACEMENT:**

Accelerated placement for speakers of LOTE taught in the South San Antonio Independent School District requires the following steps:

1. Speakers of Languages Other Than English (LOTE) taught in South San Antonio ISD may take a placement assessment prior to course assignment which potentially will allow them to accelerate past the lower levels (Levels I, II, and III) of the language. It is strongly recommended that students not be placed in level 4 and/or AP courses until the 9th grade so that they can earn transferable college credit.
2. The family completes the ***Student Application (Form LOTE-A)***
3. The counselor, testing coordinator, or teacher gives the district placement assessment and makes recommendations based upon the student's performance on the assessment. The district approved vendor will score the assessments upon completion. The placement assessment DOES NOT provide a grade for report card purposes. The placement assessment DOES assist in determining the level of language placement appropriate for the individual student based on their levels of proficiency in speaking, reading, and writing. The following scoring rubric will provide guidelines for student placement:
  - A placement assessment score of 39 and below is a Level I placement
  - A placement assessment score between 40 - 59 is a Level II placement\*
  - A placement assessment score between 60 - 89 is a Level III placement\*
  - A placement assessment score between 90 - 100 is a Level IV placement\*



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*\*Placements occur up to the level indicated. Campus capacity in staffing and availability on the master schedule may limit acceleration assignments.*

4. The **Verification of Placement and Credit Form (Form LOTE-B page 1)** must be maintained in the student's permanent record upon being placed in a course and must be transferred to the receiving school if they are transferring between campuses.
5. During the course of the school year, the classroom teacher will monitor student progress. At any time during the course, if the student is failing, students and parents must be notified that failure of the course nullifies the placement of the student and the student will be placed in a lower level course. Extenuating circumstances will be considered on a case-by-case basis by campus administration.
6. After successful completion of the upper level course, the **Verification of Placement and Credit (Form LOTE-B page 2)** will be completed and placed in the student's permanent record and the student will receive a "P" to indicate passing for the lower level courses.

### **CREDENTIALING LOWER LANGUAGE LEVELS:**

School districts may develop "credentialing" procedures that allow a student to receive credit for lower level courses when the student successfully completes the upper level course in which the student is enrolled. In order for students to receive credit for lower level courses, the following steps are to be taken:

- a. The student has been placed in an upper level LOTE classroom based on the assessment results for the entire school year.
- b. The student has successfully completed the upper level LOTE course and has received a final passing grade in the course.
- c. The student will receive a 'P' on their transcript for each lower level class. For example, if the student is placed into a Level III Spanish course and has successfully completed the course, then the student will receive a 'P' each semester for the Level I course and a "P" for each semester for the Level II Spanish.
- d. Upon successful completion of the upper level course, the counselor will complete and obtain signatures for the credentialing of lower level language courses section on page 2 of the **Verification of Placement and Credit Form (Form LOTE-B)**.
- e. In addition, the counselor will provide a signed copy of this form to the campus registrar and place a copy of the completed form in the student's permanent record folder.
- f. The campus registrar will ensure that credits are posted to the student's transcript.

### **LIMITATIONS AND RESTRICTIONS:**

1. This policy does NOT apply to Credit-by-Exam.
2. The placement policy is only for acceleration of student instruction.



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3. A student must be enrolled in a South San Antonio middle school or high school.
4. If a student fails to successfully pass the placement course in the first year, the LOTE process is void unless the student is allowed to remain in the placement and is approved by the campus administrator or counselor due to extenuating circumstances.