

Intradistrict Communication

DATE: January 7, 2021

TO: Administrators
Administrative Assistants
Secondary Registrars
DLI Teachers

FROM: Michael Anderson, Associate Superintendent
Shelley Nordick, Administrator, Teaching & Learning
Travis Hamblin, Director of Student Services
Michele Daly, Consultant, Elementary Dual Language Immersion
Pam Su'a, Consultant, Secondary Dual Language Immersion
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: DLI Student Permits and Movement Between Levels

The following guidelines will assist schools in identifying where DLI students should be placed when moving between levels and facilitate that transition.

Out-of-boundary permits processed through PowerSchool must not be used to enroll a DLI student in a school that is not their boundary school. Schools should manually grant a permit in Skyward using the "D" reason code. If a school grants an out-of-boundary permit (in PowerSchool) to a DLI student, that student must legally be allowed to remain at the school through the last grade offered even if they choose to end their participation in the DLI program.

DLI students are generally expected to follow the DLI pathway for their elementary school. These pathways can be found at <https://immersion.jordandistrict.org/pathway/>. As long as the student remains in the DLI program, a seat will be available for them at each level of the pathway they began in elementary school. This means that a middle school or high school may receive a DLI student who does not live in their boundaries. These students should be accommodated with a manual "D" permit, as explained above.

If a student begins a program in one pathway and later becomes a boundary student of a school in a different DLI pathway for the same language, they may enroll at their new boundary school and join the pathway for that school; however, doing so will forfeit any seat or claim on the previous DLI pathway.

If a student begins a program in one pathway and later wishes to move to a school in a different DLI pathway for the same language but has not moved into the boundaries for the school they wish to attend, they may do so only if A) space is available in that school's DLI program, **AND** B) an out-of-boundary permit seat (in PowerSchool) is available and can be granted to that student. In this instance, established out-of-boundary permit priorities and waitlist orders must still be followed.

Each year by mid-January, a "sending" DLI school should prepare a list of DLI program students who are planning to continue in the program to the school at the next level of the DLI pathway that will be "receiving" these students. This list should specifically identify the students who do not live in the boundaries of the "receiving" school but qualify to attend because of their participation in the DLI program. This will allow the "receiving" school time to pre-enroll these students in Skyward by the end of January and have these students counted in their yearly 2.0 FTE allocation.

- Elementary: The administrative assistant (or other designee of the principal) should receive and review the list prepared by the DLI teacher(s) and forward it to the middle school registrar of the DLI pathway middle school for further processing and enrollment.
- Middle: The registrar (or other designee of the principal) should receive and review the list prepared by the DLI teacher and forward it to the high school registrar of the DLI pathway high school for further processing and enrollment.