**Procedures enrolling new students in (Spanish Immersion / Dual Language) elementary language programs**

***Purpose: To carefully balance the classrooms in our language programs according to district policy.***

Note: All ELLs are automatically admitted to DL

1. Upon registration, new enrollees will be given the Woodcock Munoz to assess language proficiency by **Bilingual Interventionists**.
2. If a student demonstrates appropriate Spanish language proficiency, content knowledge will also be assessed through CBAs in the areas of math and science, by **Bilingual Interventionists**.
3. **Campus registrar** will review current enrollment in both language programs to determine appropriate placement if the student demonstrates language proficiency and content knowledge in Spanish.
   1. If the class size in the Immersion class is **below 22**, a student may be enrolled in the program and added to the class list.
   2. If the balance of language in the Dual language class is within the recommendations of TAC 89.1603 **(Minimum of 30 % of the students in the class need to be ELL)**, then a student may be enrolled in the program and added to the list. The class maximum in the Dual Language classroom is also 22 students.
4. **Assistant Principals** at both campuses should review and approve the additions of students into either of the program. (Approval of steps #1-3 above.)
5. If there is no room at the home campus for students in the current classes, then the **Assistant Principal** should contact the **Campus Registrar** at the other elementary school to determine if there is room in either program. A student who is eligible according to #1-2 above, may then be enrolled in that school’s language program. (They will not be provided with bus service).
6. If there is no room at the other elementary school, then the **Assistant Superintendent for Elementary Education** should be contacted to add that child to the district wait list.
7. Current class lists should be maintained and printed for the Assistant Superintendent for Elementary Education upon any addition of student or withdrawal of student from any of the language program class. (Class lists for Dual Language need to identify the ELL students). If a student is withdrawn or added, the **Campus Registrar** should print a new class list and send it through email to the Assistant Superintendent.
8. The **Assistant Superintendent** will check the wait list of students against the updated class list when a student is withdrawn to determine if a child can be admitted into the language programs at either elementary school.
9. At the time that an opening occurs for a student, the language proficiency determination will once again be made by **Bilingual Interventionists**. (Students need to demonstrate appropriate Spanish proficiency according to the Woodcock Munoz and the content CBAs). It is important that a child is only placed in a language program if they have the language necessary for success in the program.