

Second Year of Languages Other Than English (LOTE) Substitution Authorization Form For the Foundation High School Program

Student Name: _____ ID #: _____

Campus: _____ Grade (current school year): _____

Current LOTE course enrollment: _____ Teacher: _____

LOTE Grade: _____ (SEM 1) _____ (SEM 2)

Write a brief description below explaining why this student is unlikely to complete the second LOTE credit. It is recommended that a representative set of examples providing evidence that this student is unlikely to complete a second credit in LOTE be attached as data to document this decision. (Use additional pages as needed).

_____ Date the paragraph was written

Initial the following Critical Points:

_____ This committee recommends that the student substitute the following course for the second credit of LOTE no matter of when credit was / is earned.

(Check One)

	French I
	German I
	Latin I
	Spanish I
	World History Studies(if not already part of student's Foundation Graduation Plan)

_____ Courses taken as a substitution for LOTE do not count as electives towards an endorsement.

_____ The student and parents understand that this substitute course may not meet admission requirements for ALL colleges and universities.

If a student receives special education services under the Texas Education Code (TEC), Chapter 29, Subchapter A, the student’s admission, review, and dismissal (ARD) committee including the teacher of the first LOTE credit course or another LOTE teacher designated by the by the school district, principal or designee, parent(s) and student must make the determination regarding a student’s ability to complete the second credit it LOTE. (Attach appropriate documentation).

If the committee which includes the teacher of the first LOTE credit course or another LOTE teacher designated by the by the school district, principal or designee, parent(s) and student that was established for a student under Section 504, Rehabilitation Act of 1973 (29 United States Code, Section 794) determines that the student is unlikely to be able to complete the second LOTE credit, appropriate documentation must also be attached.

Request denied because _____

	Printed Name	Signature	Date
Current LOTE Teacher/Alternate LOTE Teacher			
Parent/ Guardian			
Principal/ Designee			
ARD Committee Representative (if applicable)			
Section 504 Committee Representative (if applicable)			

Acknowledgement of Receipt

	Printed Name	Signature	Date
Student			

Once a substitution has been approved, follow these steps.

- _____ 1. Upload this form into documents using Skyward under the General Profile section.
- _____ 2. File original copy of this form in student’s PRC.
- _____ 3. Give copies of this form to the student’s counselor and parent(s) or guardian(s).