

Instructions for Second Year of LOTE Substitution Authorization Form

1. Student must be entering 9th-12th grade.
2. The last week of the 5th six weeks and/or the first week of the 6th six weeks all Level I LOTE teachers will contact parents/guardians of students that they think might not be successful in a LOTE Level II course. Teacher will document this parent contact on the Second Year of LOTE Substitution Authorization Form. Teacher will briefly explain to parents why he or she believes that this student might not be successful in the next LOTE Level II course. (Students, parents and/or school administration can also request that the LOTE Level I teacher complete the form to take to the committee.)
3. The current LOTE Level I Teacher will gather supporting documents such as samples of student work, tutorial log information, number of time tutorials had been recommended that the student attend, and class attendance logs.
4. The LOTE Level I Teacher completes the Second Year of LOTE Substitution Authorization Form making sure to date when he or she wrote the paragraph explaining why the student is unlikely to complete the second LOTE credit.
5. The LOTE Level I Teacher gives the form to the principal or principal's designee. It is recommended that the campus designee be the Instructional Support Services Director on each senior high school campus and the Instructional Specialist on the freshman campuses.
6. The principal's designee contacts the parents to schedule a conference. The principal's designee notifies the teacher and the student of the date and time of the meeting.
7. The principal's designee, parent, student, and teacher meet to discuss the 3 critical points including which substitution option if any would be best for this student.
8. The principal's designee verifies that the parent has initialed the 3 critical points on the front of the form and that the LOTE Level I teacher, parent, and principal's designee have signed the back of the form. If the student is in attendance, the principal's designee has the student sign the form on the back to acknowledge receipt of the document.
9. The principal's designee gives copies of this form to the student's counselor and parent.
10. The principal's designee logs information in Google Sheet.
11. The principal's designee gives the original form to the registrar or data clerk.
12. The registrar or data clerk uploads the form into the General section of the All Notes tab in Skyward.
13. The registrar or data clerk files the original copy of the form in the student's PRC.