SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 17, 2017

To: High School Principals, High School Counselors, and High School Registrars

Subject: ISSUANCE OF WORLD LANGUAGE CREDIT FOR OUT-OF-DISTRICT, OUT-OF-STATE, AND OUT-OF-COUNTRY TRANSFER STUDENTS

Department Concerned: High School Principals, Counselors, and Registrars

Due Date: None

Reference: Administrative Procedure 4770, revised February 2017
Administrative Procedure 4771
AB 167/216, AB 1806, AB 2306

Action Required: Review guidelines and implement immediately

Brief Explanation:

This protocol has been established to help students who transfer into San Diego Unified School District from out-of-district, out-of-state, or out-of-country by ensuring the coursework completed in the area of world language is and meets our district's world language graduation requirements, additional information will be required by colleges and universities.

Students transferring to the district who have completed a world language course outside of the current Course of Study, TK-12, and earning a grade of "D" or higher in any grade 7-12 will be awarded world language credit according to the following guidelines:

When transcribing any of these courses use course codes as follows:

- First-year course codes: 4832 (semester 1) and 4833 (semester 2)
- Second-year course codes: 4834 (semester 1) and 4835 (semester 2)
- Third-year course codes: 4836 (semester 1) and 4837 (semester 2)
- Fourth-year course codes: 4838 (semester 1) and 4839 (semester 2)
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Courses should be titled as they appear on the original transcript (all caps), i.e. 4832 *ARABIC* 1 and 4833 *ARABIC* 2. Students will earn one (1) semester credit for each course passed with a "D" or higher. Students cannot earn world language credit prior to grade seven (7).

The courses listed below will meet the SDUSD world language graduation requirement:

First Year Course Numbers: 4832 4833	Second Year Course Numbers: 4834 4835	Third Year Course Numbers: 4836 4837	Fourth Year Course Numbers: 4838 4839
Arabic 1-2	Arabic 3-4	Arabic 5-6	Arabic 7-8
Farsi 1-2	Farsi 3-4	Farsi 5-6	Farsi 7-8
Greek 1-2			
Hebrew 1-2	Hebrew 3-4	Hebrew 5-6	Hebrew 7-8
Italian 1-2	Italian 3-4	Italian 5-6	Italian 7-8
Korean 1-2	Korean 3-4	Korean 5-6	Korean 7-8
	Portuguese 3-4	Portuguese 5-6	Portuguese 7-8
Russian 1-2	Russian 3-4	Russian 5-6	Russian 7-8
Turkish 1-2	Turkish 3-4		
Vietnamese 1-2	Vietnamese 3-4	Vietnamese 5-6	Vietnamese 7-8

Questions regarding any language not included in this circular may be directed to the Office of Language Acquisition.

The following are examples that may help registrars when transcribing world language courses:

1. A student arrives from Vietnam having studied there in grades K-10. The student has a Vietnamese language course on their transcript every year in grades 5-10. The student received grades of "B" and "C" for each semester of all four years.

   a. **Grade 7**: The registrar will use course codes 4832, 4833 for the first-year and title the courses as "*VIETNAMESE 1*" (semester 1) and "*VIETNAMESE 2*" (semester 2).
   b. **Grade 8:** The registrar will use course codes 4834, 4835 for the second-year and title the courses as "*VIETNAMESE 3*" (semester 1) and "*VIETNAMESE 4*" (semester 2).
   c. **Grade 9:** The registrar will use course codes 4836, 4837 for the third-year and title the courses as "*VIETNAMESE 5*" (semester 1) and "*VIETNAMESE 6*" (semester 2).
   d. **Grade 10:** The registrar will use course codes 4838, 4839 for the fourth-year and title the courses as "*VIETNAMESE 7*" (semester 1) and "*VIETNAMESE 8*" (semester 2).

2. A student arrives from Chicago with two (2) years of Russian coursework showing on their transcript in grades 9 and 10. The students received a "B" both semesters of both years.

   a. **Grade 9:** The registrar will use course codes 4832, 4833 for the first-year and title the courses as "*RUSSIAN 1*" (semester 1) and "*RUSSIAN 2*" (semester 2).

       b. **Grade 10:** The registrar will use course codes 4834, 4835 for the second-year and title the courses as "*RUSSIAN 3*" (semester 1) and "*RUSSIAN 4*" (semester 2).

3. A student earned an "F" in Italian 1 (semester 1) and a B in Italian 2 (semester 2) in grade 9.

       a. Registrar would add "*ITALIAN* 1" and issue an "F" grade – student earned no credit.
       b. Registrar would add "*ITALIAN* 2" and issue a B – student would earn 1 credit.

    NOTE: No suppression or grade replacement occurs for out-of-district courses.

Questions regarding this process should be directed to Mike McVeigh, World Language Resource Teacher, Office of Language Acquisition at (619) 725-7272, or Sandra Cephas, Director, Office of Secondary Schools at (619) 725-7264.

                            Sandra Cephas
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APPROVED:

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