



PRIVATE WORLD LANGUAGE INSTRUCTIONS GUIDELINES FOR REVIEWING

1. Inquiries about approval of high school credit for world language will be coordinated through the district's Secondary Education Services office.
2. The Secondary Education Services office will send a letter of instruction and "Request for Approval" information sheet when requests are received.
3. The Secondary Education Services office will designate a Curriculum Team for review.
4. Designated Curriculum Team will assemble for review (using District translators when needed).
5. The Secondary Education Services office will send a letter of approval or denial back to the program requesting the review.
6. Copies of the letter of response will be sent to the principals of all the other high schools.
7. Principals will notify appropriate staff.
8. The Secondary Education Services office will maintain a list of programs approved/denied, the date of the IUSD review and the school completing the review after each new addition to the list.
9. Approvals will be in effect for up to six years, or until significant changes in the program require an earlier review.*

*Approval lasts six years.

All schools approved before 2013 will be asked to resubmit.

REQUEST FOR APPROVAL HIGH SCHOOL FOR WORLD LANGUAGE

Schools or programs requesting credit approval for students must submit the following information to the Secondary Education Services office:

1. Name and address of school
2. Name of school's director
3. Purpose and description of your program or school
4. Title(s) of courses for which you are requesting approval
5. For each course please include:
 - Course objectives and outcomes (what will students learn in each course)
 - Inclusion of, and relationship to California State World Language Framework and Content Standards.
 - Method(s) of assessing performance
 - Copies of mid-term exam, and final examination
 - Description and frequency of class activities and assignments
 - Description of instructional materials and how they are used
 - Schedule of instruction (hours/day, days/week, weeks/course)
 - Method of determining placement in your program (if placement test, include)

Equivalency will be judged on the degree to which your program compares to the scope, sequence and rigor of the world language programs provided by the Irvine Unified School District. Approvals will be in effect for up to six years. Earlier review may be necessary with significant changes in the program or state guidelines.