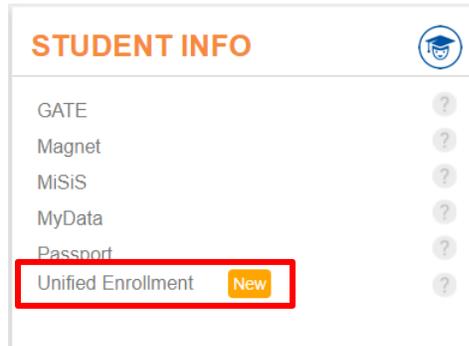


# HOW TO COMPLETE DUAL LANGUAGE ACCEPT/DECLINE PROCESS

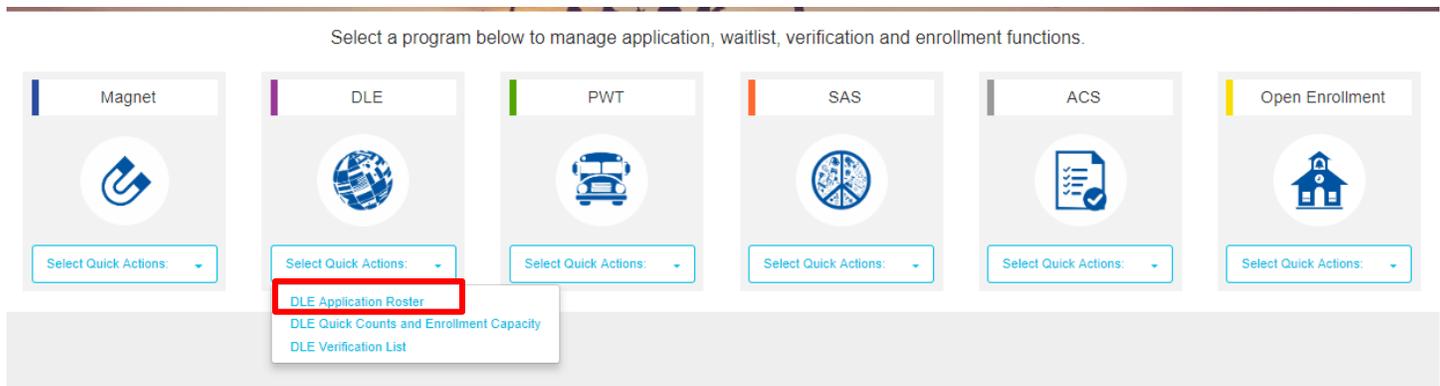
UNIFIED ENROLLMENT | 02/09/19

## Log in to the Principal's Portal

1. Go to – principalportal.lausd.net
2. Go to Student Info and select **“Unified Enrollment”**.



3. Click on the DLE drop down list and select **“DLE Application Roster”**.



4. The Application and Enrollment Summary allows you to view the Estimated Capacity, Projected Enrollment, Application Total, Selected, Accepted and Declined students, as well as the # of Available Seats by Language Classification and by grade level. This will assist you in keeping balance in your program and should be monitored regularly.



Application and Enrollment Summary

Program Code	Program Name	Grade	Estimated Capacity 2018-2019	Projected Enrollment 2018-2019	2018-2019 Application Total	Selected	Accepted	Declined	Available Seats	LEP %	Non LEP %
1202702TWS	[Redacted] Dual Language Two-Way	00	48	0	62	37	23	23	25	47.83	52.17
1202702TWS	[Redacted] Dual Language Two-Way	01	48	42	9	3	1	3	5	37.21	62.79
1202702TWS	[Redacted] Dual Language Two-Way	02	48	45	12	0	0	0	3	40	60
1202702TWS	[Redacted] Dual Language Two-Way	03	48	40	8	1	0	1	8	17.50	82.50
1202702TWS	[Redacted] Dual Language Two-Way	04	62	41	6	0	1	0	20	21.43	78.57
1202702TWS	[Redacted] Dual Language Two-Way	05	31	34	10	0	0	0	-3	29.41	70.59
<b>Total</b>			<b>285</b>	<b>202</b>	<b>107</b>	<b>41</b>	<b>25</b>	<b>27</b>	<b>58</b>		

- You are able to download the roster by clicking on the **“Download”** button which will give you contact information. This is helpful to create a list of students/parents to make a ConnectEd call to or send a group email with reminders, welcome messaging, orientation info, enrollment information, etc. You may select the type of application (**All, Selected, or Waiting List/Late List**), **Status**, and **Language Classification** to view for your program needs. Those who are **“Selected and Accepted”** should fill seats first. Applicants who applied during the On-time window go through the *Selection* process. If seats are still open, you may then contact those on the **“Waiting List”** and finally the **“Late”** list.

DLE Application Roster

**Original List**

**Status**

**Program**

**School Year**

**Confirmation #**

---

**First Name**

**Birth Date**

Search

Reset

Download

Drop down menu displays Selected then Waiting List. You will see your Late Applications within the Waiting List tab although it is not denoted. The names will follow the Waiting List.

The **“Status”** tab denotes the following:

**PENDING** – Student is **“Selected”** but has not **“Accepted”** or **“Declined”** the seat at your school.  
 (Needs to be completed by parent by April 5, 2019.)

**ACCEPT** – Student/Parent has **“Accepted”** the seat at your school. Parent needs to contact the school for enrollment information. Schools are encouraged to call parents who accepted but have not

contacted the school to begin the enrollment process.

**DECLINE** – Student/Parent has “**Declined**” the seat at your school. No further action is necessary.

For parents that submitted a paper application and/or non-responsive, the school site will need to call and mark the “**Accepted**” or “**Declined**” for them. Please make **3** attempts to contact parent and document in the “**Communication Notes.**” (Last page)

– DLP Application Roster

Original List: All  
School Year: 2018-2019  
Status: **All** (dropdown menu open showing: All, Pending, Accept, Decline)  
Program: [Redacted] Dual Language Program  
Grade: All  
Confirmation #: [Empty]

First Name: [Empty] Last Name: [Empty] District ID: [Empty] Birth Date: mm/dd/yyyy  
Search [Button] Reset [Button] **Download [Button]**

– DLP Application Roster

Original List: All  
School Year: 2018-2019  
Status: All  
Language Classification: **All** (dropdown menu open showing: All, EO/IFEP/RFEP, LEP)  
Program: [Redacted] Language Program  
Grade: All  
Confirmation #: [Empty]

First Name: [Empty] Last Name: [Empty] District ID: [Empty] Birth Date: mm/dd/yyyy  
Search [Button] Reset [Button] Download [Button]

- Parents who applied with a **Late Application** do not participate in the Selection Process therefore; they are unable to accept/decline. Schools will accept/decline students who applied with the Late Application. Schools need to regularly monitor their DLE Application Roster screen and call parents based on the *Waitlist* rank when a seat opens up. Late Applications are processed on a first come, first served basis. Keep in mind student’s language classification when forming the class composition.

7. To view the application, click on the "Confirmation Number". You will see specific information for that student.

Confirmation #	Original List	Status	Name District ID	Grade Lang Classification	Modified By Modified Date	Program	Waitlist Rank
6110588	Selected	Pending	[REDACTED]	00 EO		Dual Language Program	2
6108119	Selected	Pending	[REDACTED]	00 EO		Dual Language Program	1
6103850	Selected	Pending	[REDACTED]	00 LEP		Dual Language Program	1
6111357	Selected	Pending	[REDACTED]	00 EO		Dual Language Program	3
6117877	Selected	Pending	[REDACTED]	00 EO		Dual Language Program	4
6125258	Selected	Pending	[REDACTED]	01 EO		Dual Language Program	3
6121406	Selected	Pending	[REDACTED]	01 EO		Dual Language Program	2
6131767	Selected	Pending	[REDACTED]	01 LEP		Dual Language Program	3
6156970	Selected	Pending	[REDACTED]	01 LEP		Dual Language Program	5
6116660	Selected	Pending	[REDACTED]	01 LEP2		Dual Language Program	2
6108965	Selected	Pending	[REDACTED]	01 EO		Dual Language Program	1
6148939	Selected	Pending	[REDACTED]	01 EO		Dual Language Program	4

8. You may view the student's current school, primary language, or other fields on the Dual Language Program Application page.

### DLP Application

— Student Information

**Confirmation #**

6110588

**Student Last Name**

[REDACTED]

**Student First Name**

[REDACTED]

**Student Middle Initial**

**District ID**

[REDACTED]

**Date Of Birth (mm/dd/yyyy)**

[REDACTED]

**Gender**

M

**Grade 2017-2018**

PK

**Grade 2018-2019**

00

**Language Classification**

EO

**Primary Language**

**Current School**

1989

**Ever Been Enrolled in LAUSD?**

Yes

**Student's Home Address**

[REDACTED]

**Unit/Apt**

**City**

LOS ANGELES

**Zip Code**

90003

— Parent/Guardian

**Parent/Guardian Last Name**

[REDACTED]

**Parent/Guardian First Name**

[REDACTED]

**Email Address**

[REDACTED]

**Home Phone**

[REDACTED]

**Work or Emergency Phone**

[REDACTED]

**Work Phone Ext**

9. Enter **"Resident School"** if missing. You may use the **"School Finder"** link to the right to enter student's address to determine resident school. Students residing outside of LAUSD boundaries who are *selected* and accept, must complete and incoming Inter-district permit. The eChoices website has a link to the Permits Office.
10. If the parent asks you to **"Accept"** their seat for them, please do so and make a note in the **"Communication Notes"**. If parent asks you to select **"Decline"**, then select decline reason. Enter communication information, including type, date, contact and relation to student. Click **"Save"** to save your entries.
11. If a parent accepts an offer to another program (either another Dual Language School, Magnet, SAS, or PWT), and changes their mind and requests you to **"Accept"** their child, you will get an error message stating **"Not Able to Accept"**. The parent must decline their previous acceptance by calling the other program/school and have them **"Decline"** the child before you can **"Accept"** them into your program. This is the case for both the online and paper application. Once the parent **"Accepts"** the seat, they will **not** be able to make that change.

– Program

**Program Requested**

DLP - (1663002DS)

ish Dual Language Program

1 [redacted] St. ES Spanish Dual Lang ▾

– Updated Information

**Updated By**

**Updated Date**

– For Office Use Only

**Resident School\***

ASPIRE SLAUSON ACAD (2253) ▾

[School Finder](#)



**Special Ed**

No

**Original List**

Selected Selected ▾

**Acceptance Status**

Pending ▾

[Resend Email](#)

**Decline Reason**

**First Communication**

▾

**First Communication Date**

**First Contact Person**

▾

**First Relation to Student**

--Please Select-- ▾

**First Communication Notes**

▾

[Submit](#)

12. After the **"First Communication"** information is entered, the system will automatically add **"Second Communication"** and finally **"Third Communication"**. *Please make sure to contact parent 3 times before declining the seat.* You must click the **Submit** button to save all entries.