

**2021-2022**  
**DUAL LANGUAGE EDUCATION (DLE) PROGRAMS**  
**SECTION ATTRIBUTES GUIDANCE AT-A-GLANCE**  
**ELEMENTARY SCHOOLS**

The following is a quick guide for inputting the appropriate information in MiSiS for fields applicable to dual language teacher sections depending on the teaching arrangement being implemented at each school.

There are two kinds of teaching arrangements at elementary DLE schools:

- **SELF-CONTAINED TEACHING ARRANGEMENT:** Scenario where one teacher provides instruction to students in the target language and in English.
- **TEAM-TEACHING ARRANGEMENT:** Scenario where two teachers of the same grade level provide instruction to each other’s classes.
  - The **Target Language partner teacher** provides instruction in the target language to each group of students.
  - The **English partner teacher** provides instruction in English to each group of students.

**NOTE:** Inputting of appropriate MISIS attributes should be done carefully and thoughtfully as some fields are mandatory and cannot be edited once saved. If an error is made on a mandatory field and saved, the entire section must be deleted and a new one created. This may affect the teachers’ work in Schoology for the class in that section.

**I. GUIDANCE FOR SELF-CONTAINED TEACHING ARRANGEMENT**

<b>SELF-CONTAINED TEACHING ARRANGEMENT</b> One teacher instructing in the target language and in English	
<b>MASTER PLAN PROGRAM</b>	Select the school’s approved DLE program from drop-down menu. This is the name of the school as it appears in the L.A. Unified school directory.
<b>TARGET LANGUAGE TEACHER</b>	Mark “Yes”
<b>LANGUAGE OF INSTRUCTION</b>	<p><b>If at least one English Learner is enrolled in the class:</b>            Select the program’s target language from the drop-down menu. This is the language as it appears in the L.A. Unified school directory name. Select the appropriate target language for the teacher.</p> <p><b>NOTE: If only EOs and FEPs are enrolled in the class:</b>            LEAVE BLANK</p>
<b>ENGLISH LEARNER SERVICES</b>	<p><b>If at least one English Learner is enrolled in the class:</b>            Primary Language, ELD, SDAIE</p> <p><b>If only EOs and FEPs are enrolled in the class:</b>            LEAVE BLANK</p>

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**II. GUIDANCE FOR TEAM-TEACHING ARRANGEMENT**

Guidance is provided for each of the partner teachers in this scenario. Please select the appropriate attributes for the Target Language teacher (A) and for the English partner teacher (B).

**NOTE:** Inputting of appropriate MISIS attributes should be done carefully and thoughtfully as some fields are mandatory and cannot be edited once saved. If an error is made on a mandatory field and saved, the entire section must be deleted and a new one created. This may affect the teachers' work in Schoology for the class in that section

**A. TARGET LANGUAGE PARTNER TEACHER**

<b>TEAM-TEACHING ARRANGEMENT TARGET LANGUAGE PARTNER TEACHER</b>	
<b>ADDITIONAL EDUCATOR ROLE</b>	Select "Teacher"
<b>ADDITIONAL EDUCATOR NAME</b>	Select the name of the <u>English</u> partner teacher here. *If you do not see teacher names on the menu, please follow the steps in the green box at bottom left to add them and return to this step.
<b>MASTER PLAN PROGRAM</b>	Select the school's approved DLE program from drop-down menu. This is the name of the school as it appears in the L.A. Unified school directory.
<b>TARGET LANGUAGE TEACHER</b>	Mark "Yes"
<b>LANGUAGE OF INSTRUCTION</b>	<b>If at least one English Learner is enrolled in the class:</b> Select the program's target language from the drop-down menu. This is the language as it appears in the L.A. Unified school directory name. Some schools may have more than one language program. Select the appropriate target language for the teacher.  <b>NOTE: If only EOs and FEPs are enrolled in the class:</b> LEAVE BLANK
<b>ENGLISH LEARNER SERVICES</b>	<b>If at least ONE English Learner is enrolled in the class:</b> Primary Language, ELD, SDAIE  <b>If only EOs and FEPs are enrolled in the class:</b> LEAVE BLANK

**\*Adding Teachers to the Additional Educator Role Menu**

- In the Master Scheduling menu, select "Administrator –Staff Information"
- Click on the teacher you want to add (you will need to do this for each partner teacher)
- Scroll to the bottom and select "Additional Assignment Details"
- On the left side, select "Teacher" as the title role
- Save

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**GUIDANCE FOR TEAM-TEACHING ARRANGEMENT (CONTINUED)**

**NOTE:** Inputting of appropriate MISIS attributes should be done carefully and thoughtfully as some fields are mandatory and cannot be edited once saved. If an error is made on a mandatory field and saved, the entire section must be deleted and a new one created. This may affect the teachers' work in Schoology for the class in that section.

**B. ENGLISH PARTNER TEACHER**

<b>TEAM-TEACHING ARRANGEMENT ENGLISH PARTNER TEACHER</b>	
<b>ADDITIONAL EDUCATOR ROLE</b>	Select "Teacher"
<b>ADDITIONAL EDUCATOR NAME</b>	Once the partner teacher has been assigned in the Staff Information Master Scheduling screen*, the name of the <u>Target Language</u> partner teacher can be selected here.
<b>MASTER PLAN PROGRAM</b>	Select the school's approved DLE program from drop-down menu. This is the name of the school as it appears in the L.A. Unified school directory.
<b>TARGET LANGUAGE TEACHER</b>	Mark "No"
<b>LANGUAGE OF INSTRUCTION</b>	Select ENGLISH
<b>ENGLISH LEARNER SERVICES</b>	<p>If at least <b>ONE</b> English Learner is enrolled in the class: ELD, SDAIE (<b>DO NOT</b> include primary language)</p> <p>If only <b>EOs</b> and <b>FEPs</b> are enrolled in the class: LEAVE BLANK</p>

- \*Adding Teachers to the Additional Educator Role Menu**
- In the Master Scheduling menu, select "Administrator –Staff Information"
  - Click on the teacher you want to add (you will need to do this for each partner teacher)
  - Scroll to the bottom and select "Additional Assignment Details"
  - On the left side, select "Teacher" as the title role
  - Save