

**TITLE:** Procedures for Granting Equivalency and Achievement Marks for Language Other Than English (LOTE) for the Graduating Classes of 2026 and Beyond

**NUMBER:** BUL-2533.3

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**POLICY:** This bulletin outlines procedures for schools to grant equivalency, achievement marks, and validation for Language Other than English (LOTE) to students in the graduating classes of 2026 and beyond.

**MAJOR CHANGES:** This revision replaces BUL-2533.2, *Procedures for Granting Equivalency and Achievement Marks for Language Other Than English (LOTE) for the Graduating Classes of 2017 and Beyond*, dated October 4, 2017, and BUL-4723.4, *The LAUSD Language Other than English (LOTE) Equivalency Examination in Spanish, French, Mandarin, and Korean*, dated February 9, 2017.

**ROUTING**  
Region  
Superintendents  
Administrators of Instruction  
Administrators of Operations  
Counseling  
Coordinators  
Secondary Principals  
Assistant Principals  
SCS  
College Counselors  
Secondary Counselors

The following changes have been made:

- Information for LOTE equivalency for the Los Angeles Community College District (LACCD) has been added.
- Fee-based college or university LOTE equivalency examinations will no longer be accepted for LOTE credit.
- My Integrated Student Information System (MiSiS) Job Aid, *Entering LOTE Equivalency Exam Information*, is now available.

- Supplemental Educational Programs (SEPs) and Non-Affiliated Institutions/Organizations must have a current Memorandum of Understanding (MOU) with L.A. Unified approved by the Division of Instruction, and must provide LOTE courses at no cost to students.
- Academic records from another country, with satisfactory marks, in a language other than English, starting in grade 7 or above, may be used to satisfy the L.A. Unified graduation requirement.
- School sites will no longer develop or score their own LOTE equivalency examinations.
- L.A. Unified has approved the LOTE Equivalency Examination, which is now offered in 96 additional languages, bringing the total to 151 languages.
- The new L.A. Unified-approved LOTE Equivalency Exam results will not be used as placement tools to enroll students in the LOTE course sequence. World Languages and Cultures (WLC) designed assessments can be used for placing students in the LOTE course sequence.
- LOTE Certification must be entered in the MISIS Graduation Standards Screen on the student transcript for L.A. Unified-approved LOTE exams to meet the University of California (UC) and the California State University (CSU) admission requirements.
- Instructions on using the *Checklist for Evaluating Non-Affiliated Institutions/Organizations for Accreditation and Request for Approval to Attend a Non-Affiliated Institution/Organization (9<sup>th</sup>-12<sup>th</sup> Graders)* have been added.

**PURPOSE:** The purpose of this bulletin is to provide updated instructions, effective the 2025-2026 school year, for the granting of achievement marks and Language Other than English (LOTE) coursework equivalency (recognition of an external course as meeting LAUSD graduation requirements).

**BACKGROUND:** Two years in the same language are required to meet the minimum “a-g” graduation requirements. L.A. Unified has adopted alternative procedures for students to complete the prescribed course of study through various means, including a practical demonstration of skills and competencies, in accordance with Section 51225.3 of the California Education Code.

The LOTE requirement may be satisfied through LOTE exams, which validate that the student is proficient at the second level of high school study in a specific language.

- GUIDELINES:** This policy provides guidelines for recording LOTE “a-g” credit (actual LAUSD high school credits entered into MiSiS) or coursework equivalency, earned in any of the following ways:
- Out-of-District LOTE coursework.
  - Formal instruction in a school in another country
  - Determining proficiency in a language other than English via examination.
  - Determining proficiency for LOTE equivalency in meeting “a-g” requirements.

## I. OUT-OF-DISTRICT LOTE COURSEWORK

### A. Community College Requirements

For guidance on granting equivalency for LOTE coursework taken at a community college, refer to the [LAUSD LACCD Course Equivalency List](#). For additional information, contact the school counseling services.

### B. Non-affiliated Institutions/Organizations

Non-affiliated institutions and organizations refer to institutions and organizations not part of LAUSD and without an MOU agreement with L.A. Unified that provide courses to students at no cost. Non-affiliated institutions may include Supplemental Educational Programs (SEPs), online, hybrid, independent charter, private, and non-LAUSD public schools.

Students seeking to take courses not offered within L.A. Unified at non-affiliated institutions must obtain written permission from the principal or administrative designee before enrolling. Schools must consult with the Region Counseling Coordinator before granting approval. Students and parents must discuss their plans with the student’s counselor before considering and enrolling in any course outside the regular instructional day. This ensures that the course aligns with the student’s academic goals, fulfills graduation requirements, and supports post-secondary preparedness.

Please refer to Attachment A for procedures for authorizing students to take courses at non-affiliated institutions. For additional information, please contact [School Counseling Services](#).

### Approved Coursework

1. Once LOTE coursework is completed at a non-affiliated institution/organization with an L.A. Unified-approved MOU,

school counselors will review Attachment B - *Request for Approval Checklist and Attachment C – Application to Attend Non-affiliated Institution/Organization*. For guidance on how to record LOTE coursework equivalency on student transcripts, Please contact your Regional Counseling Coordinator.

2. For every 60 hours of class instruction, one semester of “a-g” credit will be earned. Students in grades 9-12 will earn five numerical credits toward high-school graduation requirements.

#### Non-Approved Coursework

1. LOTE Coursework at Non-affiliated Institutions/Organizations without an L.A. Unified-approved MOU.

If a student wishes to take a course at a non-approved organization or institution, the course will not be reflected on the L.A. Unified student records. However, when applying for college, students may submit transcripts from other institutions/organizations for consideration in the college admissions process.

2. Students who attend non-affiliated, non-approved organizations/institutions will be granted neither academic credit nor course validation for LOTE (confirmation of proficiency without granting numerical credit). Students may request to take the L.A. Unified-approved LOTE exam.

**NOTE:** The principal/administrator designee needs to complete Attachment D - *Verification of Achievement Grade* when a student attends a non-affiliated institution/organization for instructional credit.

## **II. FORMAL INSTRUCTION IN LOTE AT A SCHOOL IN ANOTHER COUNTRY**

- A. Official school academic records or transcripts must reflect formal instruction with satisfactory marks in a language other than English in grade seven or above.
- B. LOTE courses successfully completed in a non-English-speaking country or in a school where the language of instruction is other than English may yield LOTE credit, subject to review and approval consistent with L.A. Unified policies and procedures. For more information about the evaluation of international transcripts, please refer to BUL-1545.1, *International Transcripts*.

- C. English as a second or foreign language courses taken in a non-English-speaking country or in a school where the language of instruction is a language other than English may also yield LOTE credit, subject to review and approval consistent with L.A. Unified policies and procedures (e.g., English as a Second/Foreign Language taken in a public school in China.)
- D. Each year of instruction, as reflected on the transcript from another country, with satisfactory marks, is equivalent to ten L.A. Unified numerical high school credits, subject to review by the school counselor, consistent with L.A. Unified policies and procedures.

### **III. DETERMINING PROFICIENCY IN A LANGUAGE OTHER THAN ENGLISH THROUGH EXAMINATION**

School sites will no longer develop or score their own LOTE equivalency examinations to validate student proficiency in Languages Other Than English.

A student who has developed proficiency in a language other than English, even without documented formal instruction, may meet the LOTE requirement through validation, based on an L.A. Unified-approved LOTE examination. The L.A. Unified approved LOTE assessment offers proficiency validation in 151 languages, ranging from widely spoken to less commonly used or taught languages. Refer to Attachment E - *List of Equivalency Exam Languages*, for languages currently offered.

A student must demonstrate proficiency through at least the second level of high school study in a specific language by passing the examination. The new L.A. Unified-approved LOTE Equivalency Exam results will not be used as placement tools to enroll students in the LOTE course sequence. Schools' World Languages and Cultures (WLC) department-designed assessments can be used for the placement of students in the LOTE course sequence.

Proficiency on an L.A. Unified-approved LOTE exam provides validation of meeting the minimum two-year LOTE requirement for both L.A. Unified "a-g" graduation requirements and UC/CSU admission requirements.

Principal's Certification must be noted on the student transcript to meet these requirements. Refer to the [MiSiS Job Aid](#).

It is strongly recommended that students continue to take higher-level LOTE coursework beyond the minimum requirement, as recommended by the UC/CSU systems.

Validation Limitations

- A. Students do not earn numerical credit for requirements satisfied through validation.
  
- B. Satisfying the LOTE requirement through examination does not fulfill the California Department of Education (CDE) minimum high school graduation requirement.
  - Students must meet the one-year CDE requirement by taking coursework in either LOTE, Visual and Performing Arts (VAPA), or Career and Technical Education (CTE) at the high school level.

**IV. DETERMINING PROFICIENCY FOR PLACEMENT AND MEETING “A-G” REQUIREMENTS**

- A. L.A. Unified approved LOTE Equivalency Exam: Students in grades 8-12 who would benefit from taking the LOTE Equivalency Exam may be identified by teachers, counselors, administrators, parent, or the students themselves at the school site through any of the following:
  - 1. A Home Language Survey (HLS) indicating that the language is spoken at the student’s home.
  
  - 2. A student enrolled in courses whose abilities exceed expectations for the respective language course, as verified by the LOTE teacher through in-class assessments, observations, and other evidence.
  
  - 3. A student able to read and write in the respective language, regardless of home language or current enrollment or placement in language coursework, can request the opportunity to take the exam to demonstrate proficiency in that language. Parents may request on behalf of their child.
  
  - 4. During the annual Individual Graduation Plan (IGP) conference, parents and students must be notified of the option to use the exam to fulfill the minimum "a-g" LOTE requirement for L.A. Unified graduation.

To fulfill up to two years of the L.A. Unified LOTE graduation requirement, students can request to take the L.A. Unified-approved

LOTE Equivalency Examination. Students must successfully pass the exam to fulfill the requirement through examination. Refer to Attachment E - *List of Equivalency Exam Languages*, for languages currently offered.

To request the LOTE Equivalency Exam, please follow the steps below:

- School counselors must contact the World Languages and Cultures (WLC) staff at the [Multilingual Multicultural Education Department](#) (MMED) for information about next steps to enroll students for the LOTE exam. Phone: (213) 241-5582
  - MMED will review the request and contact the requestor to notify counselors of next steps.
- B. College Board Advanced Placement (AP) examinations
1. A score of 3 or higher will satisfy two years of L.A. Unified LOTE coursework as well as the “e” LOTE UC/CSU requirement.
  2. Students who take tests outside of L.A. Unified will submit their scores to their school counselor.
- C. International Baccalaureate (IB) Examinations for IB schools only
1. A score of 5, 6, or 7 on an IB Higher Level (HL) LOTE exam will satisfy two years of L.A. Unified LOTE coursework as well as the (E) LOTE UC/CSU requirement.
  2. Students who test outside of L.A. Unified will submit scores to their school counselor.

**NOTE:** No numerical credit is issued for coursework via exam.

## V. ENTERING LOTE COURSEWORK EQUIVALENCY VIA EXAMINATION

- A. The Job Aid, *Entering LOTE Coursework Equivalency Via Examination*, is available for guidance. Only the Scheduling Administrator, Principal, and Counselor Plus roles can add/edit transcripts in MiSiS.
- B. The table below lists the course codes to use to record LOTE coursework.

GENERIC DISTRICT COURSE NUMBER WITH LOTE LEVEL AND SEMESTER AWARD		
District Course Number	Course Title	Semesters Awarded
250201	LOTE 1 – <i>Specific Language</i>	1
250202	LOTE 2 – <i>Specific Language</i>	1
250203	LOTE 3 – <i>Specific Language</i>	1
250204	LOTE 4 – <i>Specific Language</i>	1

**VI. CREDIT FOR LOTE COURSES TAKEN IN MIDDLE SCHOOL**

- A. University of California Office of the President (UCOP)-approved “e” LOTE courses taken in grades seven and eight may be used to satisfy the UC/CSU admissions requirement and L.A. Unified graduation. Students must receive a mark of “C” or better in the respective LOTE courses.

Example: A student takes Spanish 1AB in grade seven and Spanish 2AB in grade eight with marks of “B” and “C.” The student has met the minimum two years of “a-g” requirements for L.A. Unified graduation and UC/CSU admissions by the end of eighth grade. In ninth grade, the student should be offered and encouraged to enroll in higher-level courses in Spanish, such as Spanish 3, 4, and AP courses.

- B. High school numerical credit is not granted for middle school LOTE coursework.

**VII. FEE-BASED COURSES**

- A. L.A. Unified provides opportunities for students through dual and concurrent enrollment to take additional courses at no cost to the student, consistent with the free public-school guarantee at institutions/organizations that have a Memorandum of Understanding (MOU) with L.A. Unified.
- B. If a student would like to take a course from an organization or institution that charges fees, **that course will be treated as enrichment** and may not be reflected on the L.A. Unified transcript. However, when applying for college, students may submit transcripts from other institutions/organizations for consideration in the college admissions process.

**AUTHORITY:** This is a policy of the Los Angeles Unified School District aligned with the California Education Code

**RELATED RESOURCES:** [BUL-079501.2, Graduation Requirements for the Class of 2024-2027](#)

[Checklist for Evaluation of Non-Affiliated Institutions/Organizations for Accreditation](#)

[Request for Approval to Attend a Non-Affiliated Institution/Organization and/or Grant Instructional Credit](#)

[BUL-6838.1 Criteria for Granting Instructional Credit in Secondary Schools](#) (look for 6838 in eLibrary search engine)

[University of California Quick Reference for Counselors](#)

[University of California A-G Guide, A-G Subject Requirements, Language Other than English \("e"\) webpage](#)

[California State University Admission Handbook 2023-2024](#)

**ATTACHMENTS:** Attachment A – Authorization and Application Procedures for Credit in Other Coursework Taken at a Non-Affiliated Institution/Organization  
Attachment B – Request for Approval Checklist: Attending a Non-Affiliated Institution/Organization  
Attachment C – Application to Attend a Non-Affiliated Institution/Organization  
Attachment D – Verification of Achievement Grade  
Attachment E – List of LOTE Equivalency Exam Languages

**ASSISTANCE:** For assistance or further information, please contact Youssef Mossadaq, Coordinator, World Languages and Cultures, at [yxm9573@lausd.net](mailto:yxm9573@lausd.net) or (213) 241-4517, or your Regional School Counseling Team, or [School Counseling Services](#).