

LOS ANGELES UNIFIED SCHOOL DISTRICT
Inter-Office Correspondence
DIVISION OF ADULT AND CAREER EDUCATION

TO: All Division Principals

DATE: September 11, 2009

FROM: Kit Bell, Supervisor
ABE, ESL/CBET and Citizenship

SUBJECT: NEW ESL COURSE NUMBERS

This memo is to inform administrators that the Division is officially subdividing Beginning Low, Beginning High, and Intermediate Low ESL courses and assigning individual course numbers for each sub-section. This will allow for more precise tracking of student achievement

The new course numbers assigned to the "a" and "b" sub-sections of each course are shown on the table below and should be implemented for the winter 2009 term.

Course	Course Number
Beginning Low / a	50-01-82
Beginning Low / b	50-01-83
Beginning High / a	50-01-84
Beginning High / b	50-01-85
Intermediate Low / a	50-01-86
Intermediate Low / b	50-01-87

Students should be marked as "Completers" on SIS rosters when they have finished sub-sections "a" or "b."

Course content for these courses will remain the same. The only changes required at the site level will be to assign new SIS course numbers that reflect the new configurations and likewise to enter appropriate information on documents associated with teaching assignments.

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For more information about the new ESL course numbers, visit our website at esl.adultinstruction.org. If you have any questions, please call me at (213) 241-3709.

KB/jm

C: APOs
APACs
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APPROVED: _____
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