



NOVEMBER EARLY ENROLLMENT PROCEDURE

For all supporting documents, please go to: <https://l2trec.utah.edu/bridge-program/administrators/index.php>

THANK YOU for your participation in the Bridge Program partnership. Districts must conduct the annual “November Early Enrollment Process” to determine projected section numbers for the following academic year. This projection is necessary in order to **fund and hire** university faculty for the appropriate number of sections for eligible students in the DLI/AP/Bridge Program pathways at each high school program site.

ENROLLMENT PROJECTION DEADLINES	
Nov. 1-15	Instructors administer <i>Intent to Enroll</i> form in class; report enrollment numbers to District Coordinator
Nov. 15-30	District Coordinator compiles all data for <i>Admin Early Enrollment Report (Excel Spreadsheet)</i> HS Principal views and confirms Admin Early Enrollment Report SECTION NUMBER request
Dec. 1-7	District Coordinator submit <i>Admin Early Enrollment Report</i> to Bridge Program director and/or university CE director
Dec. 7-14	Bridge Program director and HS Principal communicate as needed regarding section number
Jan. 1-15	Bridge Program director sends section number request to partner university Department Chair
Feb. 1-28	Department Chair may send BRIDGE COURSE SCHEDULE requests to HS Principal . HS Principal must confirm or propose changes and attempt to honor department requests if possible.

HS Principal/Building Administrator:

Please ensure an accurate projection process by following up on 2 items:

1. Please email DL15/6, AP feeder and current Bridge instructors in your high school who teach classes that feed into next year’s Bridge course and stress:

*“Please be sure to print the student survey: ‘[Doc#1:Early Enrollment Commitment Form.](#)’ Discuss the document with your students and have every eligible student in a feeder Bridge class complete this survey **IN CLASS** between Nov. 1-15. Then, compile your students’ survey results and send to our district language coordinator by Nov. 15. Our school/district enrollment projection is due to the state Bridge Program the first week of December.”*
2. Your district language coordinator will compile “intent to enroll” numbers from all grade 9-11 feeder students, adjusted for AP pass rate, and submit a total adjusted number to you, the Building principal. **As building principal, please look at projected enrollment data at the end of November with your district language coordinator, decide and commit to “X section numbers” per course for next academic year.**
 - Naturally, please always adjust down in number to accommodate actual AP pass rate, student schedule conflicts, and change of heart.
 - Note: enrollment cap for all Bridge courses is 32 students per section.





District Coordinator or HS Principal:

1. **Please follow up with Bridge feeder course instructors** and collect actual and adjusted student enrollment projection numbers. Our team is able to email current Bridge instructors only. We rely on each district and HS site to contact feeder classes: DLI5/6 and AP. We need you to email DLI5/6 and AP feeder instructors please to request:
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"Please be sure to print the student survey: '[Doc#1:Early Enrollment Commitment Form](#).' Discuss the document with your students and have every eligible student in a feeder Bridge class complete this survey IN CLASS between Nov.1-15. Then, compile your students' survey results and send to our district language coordinator by Nov. 15. Our school/district enrollment projection is due to the state Bridge Program the first week of December."
2. Email "[Doc#2-Early Enrollment-Parent Flyer](#)" (version English & Spanish)" to all parents of DLI5, AP or DLI6 feeder classes, and current Bridge students.
3. **Submit the Excel Spreadsheet the week of Dec. 1-7: "[4. Admin Early Enrollment Report \(Excel\)](#)"** to Jill Landes-Lee (jill.landes-lee@utah.edu).

DLI 5/6, AP & BRIDGE INSTRUCTORS:

Dear Bridge Program, DLI5/6, and AP Language instructors,

We have a critical deadline every November for the Bridge Program. This **Intent to Enroll** form allows each high school to count # of students who "intend to enroll" next year. This allows principals and university departments to project **section numbers and funding** for next academic year.

a. November 1-15:

- Please send the [Bridge Program Flyer](#) home to all parents of eligible students.
- **PRINT, DISCUSS, and COMPLETE IN CLASS [Doc#1 Intent to Enroll Survey](#).** Have every grade 9, 10 and 11 student report if they DO or DO NOT INTEND TO ENROLL in the next course in their language sequence. (For DLI5 students, this is either DLI6/AP or Bridge, pending results from the AP test). **Do not send this survey home.** Complete it in class. Some teachers like to talk about the page 1 on one day and complete the survey the next class after kids have a chance to think about it.
- If you have an opportunity for Bridge Program teachers or students to connect with your school's feeder DLI5 class, please promote your course and the program! All students must complete the Intent to Enroll form.

- b. **By Nov. 15:** Compile your students' survey results (# Do / # Do Not intend to enroll) and send to your principal or district language coordinator no later than Nov. 15. Your principal/language





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coordinator will compile all feeder enrollment projections and send submit to the Bridge team.

- c. **Next year's [Chinese/French/Spanish/Portuguese] course is 3117.** You can show students the videos to advertise next year's course, available on the [administrative page](#).
- d. **Parent Flyer:** Our team has asked principal/district coordinator to send [Doc#2 \(Parent flyer, to send home\) in English and Spanish](#) to all parents. Instructors may want to re-send this as well as a means to communicate with parents!
- e. **If your high school does not have a district coordinator for WL/DLI, please work directly with your building principal:** please consider if you would you be willing to send this information to the DLI5, DLI6 and AP Language teachers which feed into your program?

Thank you for all you do to support the Bridge Program at your school!

The Bridge Program Team

