NOVEMBER EARLY ENROLLMENT PROCEDURE

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

As part of 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 early enrollment projection is necessary in order to fund the appropriate number of sections for eligible students in the DLI/AP/Bridge Program pathways at each high school program site.

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

1. Please email DLI5/6, AP feeder and current Bridge teachers 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. 1-23. Then, compile your students’ survey results and send to our district language coordinator by Nov. 23. 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 2022-23.
   - 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 30 students per section.

DISTRICT COORDINATORS (or 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 need you to email DLI5/6 and AP feeder instructors please to request: “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. 1-23. Then, compile your students’ survey results and send to our district language coordinator by Nov. 24. Our school/district enrollment projection is due to the state Bridge Program the first week of December.”
   Note: We rely on each district and HS site to contact feeder classes: DLI5/6 and AP.

2. Email “Doc#2-2021_Early Enrollment-Parent Flyer” and “Doc#2-Español” to all parents of DLI5, AP or DLI6 feeder classes, and current Bridge students...if you have access to district mail/flyer distribution.


BRIDGE INSTRUCTORS: (please scroll to p.2)
Dear Bridge instructors,

We have a critical deadline every November for the Bridge Program. This **Early Enrollment Student Survey** allows each high school to count # of students who “intend to enroll” next year. This allows principals and university departments to determine projected section numbers for the following 2022-23 academic year. This early enrollment projection is also necessary in order to fund the appropriate number of sections for eligible students in the DLI/AP/Bridge Program pathways at each high school program site.

1. **November 1-23:** Be sure to PRINT AND DISCUSS the [Doc#1](#) student survey in class, and have every grade 10 and 11 Bridge student report if they DO or DO NOT INTEND TO ENROLL in next year’s Bridge course. **Do not send this survey home,** but have students complete it in class. Some teachers like to talk about the front one day, and complete the survey a few days later after kids have a chance to think about it. (If you have an opportunity to connect with your school’s feeder DLI5 students, please promote your course and the program! All DLI5 students must complete the Intent to Enroll survey as well.)

2. **By Nov. 23:** Compile your students’ survey results (# Do / # Do Not intend to enroll) and send to your district language coordinator no later than Nov. 23. Your language coordinator will compile all feeder enrollment projections and send submit to the Bridge team.

3. **Next year’s [Chinese/French/Spanish/Portuguese] course is 3116.** You can show students the following video to advertise next year’s course: [View: Bridge 3116 Course Videos]

4. **Parent Flyer:** Our team has asked district coordinators 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!

5. **[If your high school does not have a district coordinator for WL/DLI]:** please consider if you would you be willing to send this information to the DLI5 teacher? Please let our team know if so?

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

The Bridge Program Team