This e-mail message has been approved for distribution by Dr. Kimberly A. Statham, deputy superintendent of teaching, learning, and programs. No hard copy will be provided.

ACTION REQUESTED

Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

November 16, 2012

MEMORANDUM

To: Elementary School Principals

From: Erick J. Lang, Associate Superintendent

Subject: ACTION: Application and Selection Processes for the Elementary Foreign Language Immersion Programs

Key Points
- This year the immersion lottery process application dates are February 1 to April 12, 2013.
- Parents may participate in the immersion lottery process using the Elementary Immersion Interest Form. The form and directions will be available on the Montgomery County Public Schools (MCPS) website www.montgomeryschoolsmd.org/curriculum/specialprograms/, at elementary schools, and by calling the Division of Consortia Choice and Application Program Services (DCCAPS) at 301-592-2040 beginning February 1, 2013.
- Completed immersion interest forms can be returned by U.S. mail to DCCAPS, Spring Mill Field Office, 11721 Kemp Mill Road, Silver Spring, Maryland 20902, hand carried, or faxed to 301-649-8155 by April 12, 2013.
- DCCAPS will mail student selection notifications to parents and will correspond with elementary schools regarding student selection in May 2013.
- The elementary schools are to enroll incoming kindergarten and non-MCPS students entering Grades 1–5 for the purpose of assigning a student identification number, prior to completion of an Elementary Immersion Interest Form.
- Comprehensive information about the immersion lottery processes and the immersion programs are attached. This information also is available on the MCPS website.
- The continuation of transportation for the 2013–2014 school year for regional and countywide immersion programs is pending budget approval.

Action
- Ensure that your main office staff members and administrators have the attached information.
- Have immersion interest forms, directions, and responses to frequently asked questions readily available for interested parents.
• Ensure that a process is in place to enroll any student assigned to your school, Grades K–5, who requests to apply for a language immersion program. This will include enrolling rising kindergartners and early kindergarten applicants as future students. Students that apply for Early Entrance to Kindergarten will be entered into the lottery, but will not be offered a position until the home school has certified kindergarten readiness.

• Direct parents to send completed interest forms to DCCAPS, 11721 Kemp Mill Road, Silver Spring, Maryland 20902, or fax them to 301-649-8155 by the April 12, 2013, deadline.

Attachments
• Attachment A: Immersion Interest Form Directions
• Attachment B: Elementary Immersion Interest Form
• Attachment C: Elementary Immersion Programs-At-A-Glance
• Attachment D: Frequently Asked Questions (FAQs)

Questions
• Please contact Mrs. Karen E. Danco, supervisor, DCCAPS, at 301-592-2053 or via e-mail.

EJL: jr

Attachments

Copy to:
Dr. Schiavino-Narvaez  Elementary School Administrative Secretaries
Community Superintendents  Mrs. Franklin
Dr. Adams  Ms. Klimpl
Ms. Bacquie  Mrs. Langford-Brown
Ms. Brown  Dr. Newton
Mrs. Collins  Dr. Steinberg
Ms. Confino  Mr. Whigham
Mr. Creel  Dr. Mugge
Mrs. Danco  Mr. Prouty
Directors of School Support and Improvement

Approved: Kimberly A. Statham, Deputy Superintendent of Teaching, Learning, and Programs
Immersion Interest Form Directions
for Elementary Foreign Language Immersion Programs

STEP 1

Prior to completing an Immersion Interest Form, the student must be enrolled in Montgomery County Public Schools (MCPS). To enroll in MCPS, contact your local neighborhood elementary school. Immersion programs are available to families who live in Montgomery County.

STEP 2

Immersion Interest Form Directions
In blue or black ink, complete the Immersion Interest Form, including Steps 1–6. On the form, indicate all immersion program lotteries in which you would like your child to participate.

STEP 3

Parent Information
Forms must be received by the Division of Consortia Choice and Application Program Services (DCCAPS) or postmarked by April 12, 2013. Your completed interest form may be faxed to 301-649-8155, or mailed or delivered to:

DCCAPS
11721 Kemp Mill Road
Silver Spring, Maryland 20902

Additional Important Information

The Immersion Program Notification Letter
An immersion program notification letter will be mailed to each participant’s home in early May 2013. If invited to a program, parents/students will have approximately two weeks to accept the seat.

Questions?
For additional information about the immersion application process and/or each individual immersion program, please visit the website for each school. The information can be accessed at www.montgomeryschoolsmd.org/curriculum/specialprograms and/or call DCCAPS at 301-592-2040.

Deadline: April 12, 2013
Montgomery County Public Schools (MCPS)
Division of Consortia Choice and Application Program Services (DCCAPS)

ELEMENTARY IMMERSION INTEREST FORM
School Year 2013-2014

Student's Name ________________________________
Address _______________________________________
Home Elementary School ___________________________
Current Elementary School (if applicable) _________

MCPS ID (required) ______________________________
Date of Birth ___/___/______
Gender: Female __ Male ___
Circle Next Year's Grade:
K# 1 2 3 4 5

Step 1: Fill in the circle for each program lottery in which you would like your child to participate.

<table>
<thead>
<tr>
<th>Fill in your choice(s)</th>
<th>Language</th>
<th>Elementary School</th>
<th>Eligibility (Must be a Montgomery County resident)</th>
</tr>
</thead>
<tbody>
<tr>
<td>o</td>
<td>Chinese</td>
<td>College Gardens</td>
<td>Countywide</td>
</tr>
<tr>
<td>o</td>
<td>Chinese</td>
<td>Potomac</td>
<td>Local, then countywide</td>
</tr>
<tr>
<td>o</td>
<td>French</td>
<td>Maryvale</td>
<td>Regional*</td>
</tr>
<tr>
<td>o</td>
<td>French</td>
<td>Sligo Creek</td>
<td>Regional**</td>
</tr>
<tr>
<td>o</td>
<td>Spanish</td>
<td>Burnt Mills</td>
<td>Local, then elementary schools that feed into Francis Scott Key Middle School, then countywide</td>
</tr>
<tr>
<td>o</td>
<td>Spanish</td>
<td>Rock Creek Forest</td>
<td>Countywide</td>
</tr>
<tr>
<td>o</td>
<td>Spanish</td>
<td>Rolling Terrace</td>
<td>Local, then countywide</td>
</tr>
</tbody>
</table>

** Bethesda-Cherry Chase, Montgomery Blair, Albert Einstein, Walter Johnson, John F. Kennedy, Northwood, Walt Whitman, Northeast Consortium—Residences south of Fairland and Randolph Roads

Step 2: Sibling Link: If applicable, enter the name of the older sibling in Grade K–4 who currently attends the immersion program to which this child is applying. Note that siblings of students currently in the immersion program in Grades K–4 have preference to the same immersion program on a space available basis.

Sibling’s Name ___________________________ MCPS ID (required) _________
Elementary School _________________________ Current Grade ______ Date of Birth ___/___/______

Step 3: If applicable, enter the names of this child’s siblings that also are applying to the same immersion program(s) that this child is applying. NOTE: A separate immersion form must be submitted for each child.

Name: ___________________________ MCPS ID (required) _________
Name: ___________________________ MCPS ID (required) _________

Step 4: Initial each of the following statements

____ For the initial invitation, I understand that I will have two (2) weeks to accept a seat.
____ I understand that when I accept a seat at a program, my child’s name will be removed from all other immersion program wait lists.
____ I understand that transportation varies by program and that I may be responsible for transportation.*
____ I understand that students entering Grades 2–5 who are invited to a program must pass a language readiness assessment within two weeks of the program invitation.*
____ I have read and understand the Immersion Program Lottery Process Frequently Asked questions (FAQs).

Step 5: Complete the following information clearly:

Print parent/guardian name ____________________ Home phone ______
Parent/guardian signature ____________________ Date: __________
Parent/guardian e-mail ______________________ Work phone ______

Step 6: Return this form by the deadline, April 12, 2013—to DCCAPS, 11721 Kemp Mill Road, Silver Spring, Maryland 20902, or fax it to 301-649-8155. For questions about this form, please call 301-592-2040.

# Students who will turn 5 years old after 09/01/13 must be approved for Early Entrance to Kindergarten (EEK) at their local elementary school.
* The continuation of transportation for the 2013–2014 school year for regional and countywide immersion programs is pending budget approval.
* Selection for an immersion program for students entering Grades 2–5 is based on space availability and student readiness. Students entering Grades 2–5 may participate in the lottery process. If invited, the student must pass a language readiness assessment to be in the program for the following school year.

For students with an Individualized Education Program (IEP), annual review decisions may supersede school assignments made through the immersion process.
## Montgomery County Public Schools
### Elementary Immersion Programs At-A-Glance

<table>
<thead>
<tr>
<th>Elementary School (ES)</th>
<th>Language</th>
<th>Eligibility/Selection Area Priority</th>
<th>Program Type*</th>
<th>Middle School (MS) Continuation Grades 6–8***</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Gardens ES</td>
<td>Chinese</td>
<td>Countywide</td>
<td>Partial</td>
<td>Herbert Hoover MS</td>
<td>Montgomery County Public Schools (MCPS) provides transportation from central stops for elementary school language immersion students from the areas served by the program.</td>
</tr>
<tr>
<td>1700 Yale Place</td>
<td></td>
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<tr>
<td>Rockville, MD 20850</td>
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<tr>
<td>301-279-8470</td>
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</tr>
<tr>
<td>Potomac ES</td>
<td>Chinese</td>
<td>Local, then countywide</td>
<td>Partial</td>
<td>Herbert Hoover MS</td>
<td></td>
</tr>
<tr>
<td>10311 River Road</td>
<td></td>
<td></td>
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<tr>
<td>Potomac, MD 20854</td>
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<td>301-469-1042</td>
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<tr>
<td>Maryvale ES</td>
<td>French</td>
<td>Regional†</td>
<td>Total</td>
<td>Gaithersburg MS</td>
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<tr>
<td>1001 First Street</td>
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<tr>
<td>Rockville, MD 20850</td>
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<tr>
<td>301-279-4990</td>
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<tr>
<td>Sligo Creek ES</td>
<td>French</td>
<td>Regional‡</td>
<td>Total</td>
<td>Silver Spring International MS</td>
<td></td>
</tr>
<tr>
<td>500 Schuyler Road</td>
<td></td>
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<tr>
<td>Silver Spring, MD 20910</td>
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<tr>
<td>301-562-2722</td>
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<tr>
<td>Burnt Mills ES</td>
<td>Spanish</td>
<td>Local, then elementary schools that</td>
<td>Partial</td>
<td>Silver Spring International MS</td>
<td></td>
</tr>
<tr>
<td>11211 Childs Street</td>
<td></td>
<td>feed into Francis Scott Key MS,</td>
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<tr>
<td>Silver Spring, MD 20901</td>
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<td>then countywide</td>
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<tr>
<td>301-649-8192</td>
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<tr>
<td>Rock Creek Forest ES</td>
<td>Spanish</td>
<td>Countywide</td>
<td>Total</td>
<td>Silver Spring International MS Westland MS</td>
<td></td>
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<tr>
<td>8330 Grubb Road</td>
<td></td>
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<tr>
<td>Chevy Chase, MD 20815</td>
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<tr>
<td>301-650-6410</td>
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<tr>
<td>Rolling Terrace ES</td>
<td>Spanish</td>
<td>Local, then countywide</td>
<td>Partial</td>
<td>Silver Spring International MS</td>
<td></td>
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<tr>
<td>705 Bayfield Street</td>
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<tr>
<td>Takoma Park, MD 20912</td>
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<td>301-431-7600</td>
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</tbody>
</table>

* Total immersion programs: The core curriculum (reading, writing, mathematics, social studies, and science) is taught in the second language. Partial immersion programs: A portion of the curriculum is taught in the second language.


‡ The following high school clusters: Bethesda-Chevy Chase, Montgomery Blair, Albert Einstein, Walter Johnson, John F. Kennedy, Northwood, Walt Whitman, and the Northeast Consortium—South (Residences south of Fairland and Randolph roads)

*** To participate in a middle school continuation, parents must complete a Change of School Assignment (COSA) form by the April 1, 2013, deadline.

Division of Consortia Choice and Application Program Services
Immersion Programs Lottery Process
Frequently Asked Questions (FAQs)
www.montgomeryschoolsmd.org/curriculum/specialprograms/

1. What immersion programs does Montgomery County Public Schools offer?
Montgomery County Public Schools (MCPS) offers three Spanish, two French, and two Chinese elementary foreign language immersion programs at seven sites in the county. The two French programs and one of the Spanish programs are total immersion. Two of the Spanish programs and both Chinese programs are partial immersion. In total immersion, all core subjects, including reading/language arts, are taught in the target language. In partial immersion, some core subjects are taught in the target language. Some immersion programs are based on geographic location and/or give preference to local school students. For more information, please visit the special programs website above, or call the Division of Consortia Choice and Application Program Services (DCCAPS) at 301-592-2040.

2. Who can participate in the immersion lottery process? Can students entering Grades 1–5 participate in the lottery?
Any Montgomery County resident scheduled to enter Grades K–5 in the following school year may participate in the immersion lottery. For students entering kindergarten, approximately 26 or 52 seats are available depending on the program. For students entering Grade 1, seat availability varies by year. Admission for Grades 2–5 is determined by both language proficiency and available space.\(^1\)

3. Are younger siblings of students currently in the immersion program in Grades K–4 guaranteed a seat in that program?\(^2\)
Younger siblings of students currently in the immersion program in Grades K–4 are given preference for that program on a space-available basis. If more siblings apply than there are spaces available, siblings will be selected via a random lottery.

4. How can I participate in the lottery? Where and when can I get a form?
Entering kindergarten students must be enrolled (for the 2013–2014 school year) at their home elementary school prior to submitting their form. Parents must complete and submit the immersion interest form for each child interested in participating in the lottery. Parents may indicate their interest in multiple immersion programs on one form; however, parents need to investigate whether their home address is within the boundaries for each immersion program they indicate on the form. Immersion interest forms will be available February 1, 2013, at all MCPS elementary schools, DCCAPS, and the website above. The deadline for submitting the form is April 12, 2013. Forms must be returned to the DCCAPS office at 11721 Kemp Mill Road, Silver Spring, Maryland 20902.

5. When are the open houses and information meetings for each of the programs?
Interested parents/students can attend open houses and/or information meetings hosted by the local school program from October 2012–April 2013. Please contact the school or visit the individual school website for dates.

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\(^1\) The language proficiency assessment is administered after the student has been invited to the program. Admittance to an immersion program is contingent on the student’s passing the language assessment.

\(^2\) Sibling link is defined as the older sibling currently attends the requested immersion program and will be attending the same immersion program the following school year.
6. Is transportation to these programs provided?
MCPS provides transportation from central stops for elementary school language immersion students from the areas that the programs serve. Stops may be several miles from the student’s home. Parents are responsible for arranging transportation to and from central stops. Bus trips are usually significantly longer than local school transportation and vary by program or location. It is important to consider transportation options and responsibilities. The continuation of transportation for the 2013–2014 school year for regional and countywide immersion programs is pending budget approval.

7. What factors are considered in the lottery?
Depending on the program, there are approximately 26 or 52 seats available in the lottery for students entering kindergarten. The available seats in the lottery for students entering Grades 1–5 are those seats vacated by students who withdraw from the program. Factors that may be considered when running each school’s lottery include—
- the student’s high school cluster (eligibility);
- seats available for Grades 1–5; and
- the student’s older siblings in Grades K–4 who currently attend the immersion program to which the child is applying.
All other assignments are made by a random lottery process.

8. When will we be notified of lottery results for the 2013–2014 school year?
All students who participate in the lottery process will receive notification in May 2013. For those not selected for the program, a wait list is maintained. Students are assigned in a random order to the wait list and are invited to the program when a vacancy occurs. In order to be selected from the wait list, the student must be enrolled in MCPS. If a student is invited and accepts the invitation, the student’s name will be removed from the other wait lists. The lottery is run in May, and the wait list is valid through the following January.

9. What are the options for immersion students in middle school?
Students may continue in the feeder middle school immersion program, return to the neighborhood school, and/or apply to other special programs.