

First Grade Enrollment Only

SOUTHERN LEHIGH SCHOOL DISTRICT
5775 Main Street
Center Valley, PA 18034

Immersion Enrollment Procedures, 2014

Notice to Parents

Southern Lehigh School District will use the following procedures to offer the total Spanish Immersion Program to parents who desire placement for their children in the first grade class of 2014 – 2015.

First grade students whose parents choose this option will be placed in the class on a first come, first serve basis. The enrollment will begin at Liberty Bell School on Wednesday, April 30, 2014, at 7:30 A.M. Forms will not be accepted prior to that time.

To be eligible, families must be district residents and students must be registered with the district as students for the current or coming school year. For incoming students, residency is to be evidenced by appropriate documentation at the time of registration at Central Office, prior to immersion enrollment at Liberty Bell School. New residents may be required to produce a lease, builder's contract, and/or agreement of sale. Questions regarding school district registration and enrollment may be addressed to Maggy Michel at 610-282-3121, extension 5399.

Spanish immersion enrollment forms will be available, effective February 28, at the district central office and all elementary schools during regular business hours. They are to be completed, one per child, and signed in advance by parents. Parent(s) or adult designee(s) must deliver form(s) personally to Liberty Bell School, beginning April 30, 2014.

No one is allowed to be on district property prior to 5:00 P.M. on Tuesday, April 29, 2014, for the registration process. The following procedures must be adhered to in order to enroll your child in the program:

- A parent, guardian or family representative (who must be at least 18 years old) is allowed on School District property for purposes of submission of applications for enrollment in the First Grade Spanish Immersion Program beginning at 5:00 P.M. on the evening before the announced enrollment date.
- Representatives from the families of students to be enrolled will form an orderly line in a safe area in front of the school beginning at 5:00 P.M.

- At 7:00 P.M. a school official will provide a receipt to persons in the waiting line for enrollment in numbered order. Each family representative will also be required to “sign in”, providing name of student to be enrolled and name and address of family representative. The numbered receipt must be presented on the next morning for purposes of enrollment. Each representative can represent only one family.
- All persons seeking enrollment in the program must leave school district property following issuance of number ordered receipts.
- No additional receipts will be issued after all representatives in line for enrollment have been issued receipts.
- Family representatives may return at 7:00 A.M. on the morning of the announced enrollment date. No one is allowed on School District property before this time.
- At 7:00 A.M. on the announced morning of enrollment, two lines will be formed: Line 1 for those persons holding receipts from the prior evening; Line 2 for those persons without receipts.
- At 7:30 A.M. on the morning of enrollment, a school official will call for presentation of receipts in numbered order from persons waiting in Line 1. Applications for enrollment in the Spanish Immersion Program will be collected at this time.
- Persons not answering the call for receipts will immediately lose their standing as receipt holders and be required to proceed to the end of Line 2.
- Persons in Line 2 will submit applications for enrollment on the first come, first serve basis.

Enrollment forms will be date stamped with the times noted as they are turned in to appropriate personnel at the Liberty Bell office. In addition, student names will be posted on large chart paper in the office, as forms are accepted.

Parents of the first twenty-nine (29) students to enroll and who meet the eligibility requirements will be issued a letter confirming that a seat for their child is being held in the first grade Spanish Immersion class for the following school year. The remaining students will be placed on a waiting list in the order that applications were received and will be notified in that order by registered mail if seats become available. Failure to respond to registered mail within seven (7) days of delivery will result in forfeiture of an application’s standing in the order.

If you wish for your child to be considered for second grade enrollment, you need to contact the principal, Mr. Hafner.

We do not enroll students in the Immersion Program after second grade.

Questions regarding the immersion program may be addressed to:

Principal Samuel G. Hafner
 Liberty Bell Elementary School
 610-282-1850