



ADMINISTRATIVE PROCEDURE 6226 EIGHTEEN-YEAR OLD STUDENT ENROLLMENT

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe the protocol for the enrollment of a student who has completed at least three years of high school (time, not credit) and is eighteen-years old when school begins in the fall.

PROCEDURE

1. It is expected that students who have been attending a District high school or who have transferred into the District will have access to a high school program for at least four years.
 - a. This includes a student who has withdrawn, has an extended period between enrollments less than one year, and has not re-enrolled elsewhere since last being enrolled.
 - b. The student will be enrolled at the zoned school, if the student has enrolled since withdrawing from the zoned school and:
 - i. Is within the cohort graduation rate; and
 - ii. Can earn a diploma within the cohort graduation rate.
2. If the student has enrolled since withdrawing from the zoned school and cannot complete the requirements for a diploma by the graduation date of the student's cohort, the student must be referred to Washoe Adult School.
3. A student who has withdrawn, has an extended period between enrollments greater than one year and attempts to re-enroll OR is a first time enrollee in the District AND is severely credit deficient (i.e. less than 11 credits) upon enrollment should be referred to the Washoe Innovations High School who may refer the student to the Adult program.
 - a. Each student will have an Academic Personalized Plan ("APP") prior to being referred elsewhere. See Administrative Procedure XXXX, Student Enrollment.
4. Exceptions may be made on a case-by-case basis. If the student is seventeen or younger, the zoned high school WILL enroll the student.
5. Note: this document does not apply to students who have been certified as Special Education. See Administrative Procedure XXXX, English Language Learners, which provides direction for eighteen-year-olds who come from an Intake Center.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to give consistency to enrollment of 18 year old students across the District.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 392, Pupils, and specifically:
 - a. NRS 392.040, Attendance required for child between 7 and 18 years of age; minimum age required for kindergarten and first grade; waiver from attendance available for child 6 years of age; developmental screening test required to determine placement; effect of military transfer of parent of child

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

Date	Revision	Modification
04/01/2012	1.0	Adopted as Accepted Practice
12/05/2013	2.0	Revised: converted to Administrative Procedure