



**Responsible:** Department of Student Accounting

## **PURPOSE**

This administrative procedure shall describe the protocol for enrolling students who have not been in attendance at any school from the beginning of the semester to the date of their enrollment in the District.

## **PROCEDURE**

1. During the first four (4) statistical-month weeks of the semester (twenty (20) school days), a high school student may enter classes with the intent of earning credit. The student will be allowed to make up missed work at the discretion of the individual school.
2. Students entering after the 20<sup>th</sup> day of school for any semester must meet with their counselor and an academic plan must be developed.
3. Any method used to make-up seat time other than A+ or actual seat time as described below must be approved by the Director of Curriculum and Instruction.
4. After the 20<sup>th</sup> day but before the last day of the first or third quarter, depending on the semester, a student who has not been enrolled in or has not been attending any accredited educational program and who desires to enter a WCSD high school after the twentieth (20<sup>th</sup>) school day of the semester must be:
  - a. Enrolled in core courses with a classroom teacher; and
  - b. Enrolled in:
    - i. A+ course(s) 0 period and/or 7<sup>th</sup> period depending on how late in the semester the student enters. The A+ Instructor and the academic teacher will work with the student to determine the skills missed. These courses may be completed on-site or at home; or
    - ii. Provided an extra assignment or project that will ensure that the missed hours of seat time are made up. This must be a written plan.
5. After the first or third quarter have ended, a student who has not been enrolled in or has not been attending any accredited educational program and who desires to enter a WCSD high school after the first or third quarter, depending on the semester, must be for the rest of the semester:
  - a. Enrolled for core classes in A+. These courses and may be completed at the home high school or at home; and

- b. At the end of the semester the students must be welcomed into regular Carnegie unit courses for the new semester.
6. Note: Late Entry is not to be confused with students who need re-engagement. See Administrative Procedure XXXX, Re-Engagement.

If A+ Courses are used:

1. Grading: If A+ courses are used they are strictly an audited course and the core courses are for credit.
  - a. The A+ grades will be combined with the in class grade to determine semester credit.
  - b. The A+ courses will only carry the weight of the time the student needs to make up for the semester.
  - c. When the student has completed the make-up work missed, the A+ course may be dropped from the student's schedule.
2. Progress:
  - a. Progress grades will reflect NM in the A+ course.
  - b. For the core course, progress will be the combined A+ grade and the core course grade.
  - c. For ELL students, please see Administrative Procedure XXXX Late Entry-ELL.

### **DESIRED OUTCOMES**

1. This Administrative Procedure is designed to provide constituency across the district with regard to late entry of courses.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This administrative Procedure complies with the District's Strategic Plan.
2. Refer to Administrative Procedure 6228, Extended Time Between Enrollments, for other situations.

### **REVIEW AND REPORTING**

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

**REVISION HISTORY**

Date	Revision	Modification
07/2009	1.0	Adopted as Accepted Practice
06/01/2013	2.0	Revised
12/05/2013	3.0	Revised: converted to Administrative Procedure