



**Responsible:** Department of Student Accounting

## **PURPOSE**

This Administrative Procedure shall describe the protocol for the enrollment of students who have extended time between enrollments in school.

## **PROCEDURE**

1. Students who are not and have not been enrolled in and attending an educational program in another school must abide by Administrative Procedure 6231, Late Entry.
2. Students who have been enrolled in and attending an educational program in another school and have been out of school in the transition between schools for less than twenty (20) school days may be enrolled in a District high school for full credit, provided there is a course match. Withdrawal grades from the previous school will be combined with grades earned at the enrolling school for a final semester grade.
3. Students who have been enrolled in and attending an educational program in another school and have been out of school in the transition between schools for more than twenty (20) school days must make up missed standards to the satisfaction of the teacher. The grade earned at the previous school will be considered a transfer grade when the teacher is satisfied the missing standards have been mastered.
4. Where there is not a course match, the school should allow the student to enroll in another course without standards such as office aide or peer tutor and ask the teacher to use the seat time from the previous school as a means to use the transfer grade when figuring the final semester grade.

## **LEGAL REQUIREMENTS AND 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 392.122, Minimum attendance requirements; school district authorized to exempt medical absences from requirements; notice and opportunity for parent to review absences before credit or promotion is denied; information to parents concerning duty to comply.

**REVISION HISTORY**

Date	Revision	Modification
07/2009	1.0	Adopted as Accepted Practice
02/01/2012	2.0	Revised
12/05/2013	3.0	Revised: converted to Administrative Procedure
06/30/2022	4.0	Revised: Updated to reflect current practice.