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 Washoe County School District (District).

PROCEDURE

1. During the first four 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 20th day of school for any semester must meet with a school counselor or principal's designee and an academic plan must be developed.

3. After the 20th 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 District high schoolafter the twentieth (20th) school day of the semester must be either:

    a. Enrolled in core courses with a classroom teacher;

        i. The teacher will make a plan with the student to master the standards that were missed.

        ii. This may be a project, a paper, assignments or sections from Edgenuity or make up work and will make up for the lost seat time;or

    b. The student may be enrolled in Edgenuity courses

        i. Scheduling the student in Infinite Campus, the student may have a reduced academic load by one course for each 3 weeks that have passed.

        ii. The schedule start dates for the student's schedule must be 3 weeks after the beginning of the semester to reduce the academic load by 1 course, 6 weeks to reduce by 2 courses, etc.

4. 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 District high school after the first or third quarter, depending on the semester, must have the following enrollment for the rest of the semester:

    a. Enrolled for core classes in Edgenuity.

        i. Scheduling the student in Infinite Campus, the student may have a reduced academicload by one course for each 3 weeks that have passed; or

        ii. The teacher will make a plan with the student to master the standards that were missed; or

b. The student may be enrolled in two periods of the same course with the same teacher to master the content missed and to make up lost seat time.

c. At the end of the semester the students must be welcomed into regular Carnegie unit courses for the new semester.

5. Students who enter with less than 3 weeks prior to finals who have not been in school for the semester:
    a. May be entered into courses for Audit (AU); or
    b. May be entered into 1 Edgenuity Course.
6. Students who have been in school during the semester and transferred to a new school.
    a. The previous school may be contacted to see if they will send finals to be administered by the new school or issue final grades; or
    b. The new school may administer a final exam and use the transfer grade of the new school to issue the semester grade;
        i. If the sending school will not send more than letter grades, you may use 100 for A, 89 for B, 79 for C, 69 for D, and 59 for an F as a starting point to average with the final exam according to the final exam percentage of that course; or
        ii. The teacher may use the final exam grade as a mastery grade for the course if the teacher so desires.

    Please Note: For ELL students, please see Administrative Procedure 6710 Late Entry-EL.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
    a. Administrative Procedure 6228, Extended Time Between Enrollments.

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
2/26/2021	4.0	Revised removed references to A+. Updated to reflect actual practice.
09/08/2021	5.0	Revised: To remove the plan of study.