Referral and Enrollment Procedures for

CAP’s Alternative Education Programs

2011 - 2012

Eligibility Requirements

To be considered for transfer to the CAP program, Potterville High School (PHS) students must meet the following criteria:

1. The student must have reached sophomore standing (minimum of 5 credits earned).
2. PHS staff have determined that enrollment in an alternative education setting is in the student’s best interest based on one or more of the following factors:
* Poor attendance
* Lack of progress/behind in credits
* Unique personal or family circumstances
* Ongoing discipline referrals

A student with fewer than 5 credits may be referred to the CAP program only when the PHS Principal determines that a special circumstance exists which is affecting the student’s ability to be successful at the high school.

Referral Procedure

1. A designated representative from Potterville High School (PHS) completes the Student Referral Form to recommend a student to the CAP Alternative or Adult Education Program. This recommendation should be made only after a student’s CA60 has been reviewed, and both the student and the student’s parents or guardian have expressed an interest in having the student attend an alternative education program.
2. The CAP Director/Asst. Director and/or Counselor reviews the Student Referral Form and then schedules an admissions interview with the parent and student.

Note: Acceptance into one of CAP’s programs is based upon the PHS and CAP staff’s consensus that placement within the selected program is in the best educational interest

of both the student and the program.

1. PHS staff and the student will then be notified regarding acceptance into the program.
2. The student will begin attending the CAP Program only at the beginning of a new marking period unless he/she is passing some classes at the time the student is referred to CAP.
3. If a student residing in the Potterville School District expresses an interest in enrolling in the CAP Program but has never attended the Potterville High School, a referral form will not be required.

Request for Re-enrollment at PHS

In order to be considered for re-enrollment at PHS, students must meet the following criteria:

* Consistent, regular attendance (80% minimum) for at least one semester
* Daily work completed and all credits earned
* No record of significant disciplinary problems

## CAP STUDENT REFERRAL FORM

*To be completed by a designated representative from the home school:*

1. **PERSONAL DATA**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date: \_\_\_\_\_\_\_\_\_ Age: \_\_\_\_

Parent’s/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ph#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

With whom is the student currently living? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At any time during the past year has the student left home and lived with other family members or friends or in some other temporary dwelling? \_\_\_\_\_ Yes \_\_\_\_\_ No

1. **REFERRAL INFORMATION**

Has this student been suspended/expelled from school in the past two years?

\_\_\_\_ Yes \_\_\_\_ No

Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has this student ever been involved in a weapons-related incident on school property?

\_\_\_\_ Yes \_\_\_\_ No

Is this referral the result of a school suspension or expulsion? \_\_\_\_ Yes \_\_\_\_ No

Describe any precipitating events that led to this referral: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Briefly summarize the student’s academic and disciplinary record at your school:

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Describe any educational and/or behavioral concerns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Describe any physical or emotional problems or family responsibilities of which we should be aware: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this student currently on probation? \_\_\_\_ Yes \_\_\_\_ No If yes, reason for probation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If known, probation officer’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **EDUCATION: Please attach a copy of the student’s credit transcript.**

Current grade level: \_\_\_\_ Number of Credits: \_\_\_\_\_

Is the student eligible for special education services? \_\_\_\_ Yes \_\_\_\_ No

**If yes, please attach a copy of the student’s most recent IEP and MET.**

Category of eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **STUDENT’S PROGRAM OPTIONS**

The student is being recommended for placement in the following CAP Program:

\_\_\_\_\_ CAP Youth Alternative High School (Daytime Program)

\_\_\_\_\_ CAP \*Adult High School Completion (Afternoon/Evening Program)

\_\_\_\_\_CAP \*GED Preparation (Afternoon/Evening Program)

\*Students must be 17 years or older to attend the evening programs or obtain prior administrative approval.

**5. GRADUATION PLAN**

\_\_\_\_ Student is eligible to return to Potterville High School after completing a successful semester or more in the alternative program.

\_\_\_\_ Student is a senior will spend one semester or less at CAP and is eligible to participate in the Potterville High School Graduation upon completion of required credits.

\_\_\_\_ Student is not eligible to return to Potterville High School.

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Sending School’s Representative

Form updated November 2, 2010