



**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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| Title: CHANGE OF PROGRAM – HIGH SCHOOL CONTRACT | Code: DD0101 |
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Policy Reference: D0108-1, Services to High School age Youth (Minimum Age 16)

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A continuing program of evaluation is conducted by the staff of the High School Contract Services Department to match students' programs with their needs, interests, and abilities. When deemed necessary, program changes are initiated. Such changes are ordinarily made at the end of a quarter. They may be made anytime when the needs of a student are best served by an immediate change. These special changes are made on an individual basis after a conference between the student, instructor, and a guidance counselor.

1. Guidance counselors interview all students toward the end of each school quarter to determine if the student has been appropriately placed or if a change of program is necessary.
2. At the end of each school quarter, instructors have the option to provide the guidance counselors with evaluations relative to their students' competence in the assigned vocational area.
3. Instructors are asked to recommend more appropriate shop placements for students who show little interest and aptitude in their present area.
4. Instructors are asked to make recommendations on students' requests for transfer to advanced programs of MATC if they relate to their shop area.

Office of Responsibility: High School Relations  
Last Reviewed: Mar-2021