



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: ADMITTING STUDENTS TO CLASS – HIGH
SCHOOL CONTRACT

Code: FF0202

Policy Reference: N/A

1. The student's name appears on the class roster issued by the High School Contract Office, or
2. The student presents a High School Contract or Adult High School Program for the class.

NO student may be kept in class without one of the above conditions being met. TEACHERS ARE NOT TO ADD A STUDENT'S NAME TO THE ROSTER UNLESS S/HE SEES A COPY OF A VALID PROGRAM.

1. If a student's name does not appear on the class roster and the student does not have a program for the class, the instructor should contact the High School Contract Office immediately.

Office of Responsibility: Office of Pre-College Education