



**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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Title: ADMITTING STUDENTS TO CLASS – HIGH SCHOOL CONTRACT	Code: FF0202
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Policy Reference: N/A

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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.
2. Class rosters will be collected daily/weekly and updated rosters will be issued to the instructor for the subsequent week.

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