

2018 - 2019

Wheatley Alternative Education Center

Intake Process



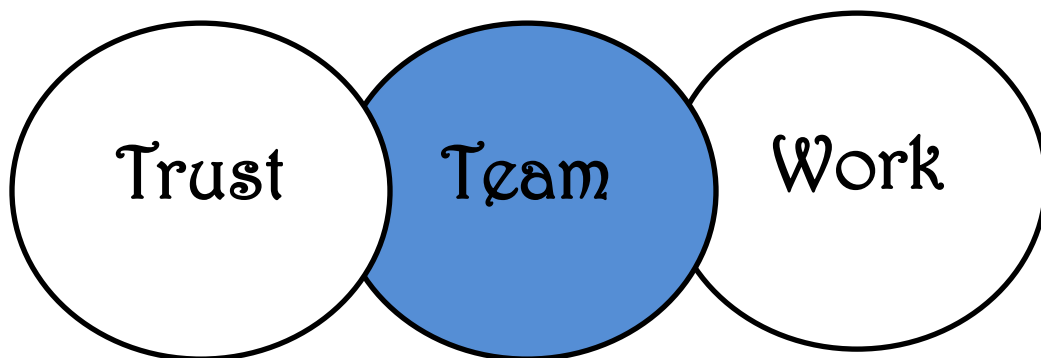
FLY UNDER THE RADAR

INTAKE PROCESS WILL START @ 3:00 pm

MONDAY - THURSDAY

Principal - Carl Pleasant

Secretary - Carol McKenney



Intake Process

1. All students must have DAEP Placement Hearing before they can attend an intake meeting at Wheatley.
 - The home campus Administrator will bring a copy of the hearing packet to the Wheatley campus
2. All hearing packets are given to Mrs. McKenney, secretary at Wheatley.
 - Mrs. McKenney will start a folder for the student.
3. Parents/Guardian and students must attend an intake process together before the student can be enrolled at Wheatley. **All adults that enter the building will need to bring their identification; we use the Raptor System to check all identification.**
 - The intake process will be in the Wheatley Cafeteria.
 - All parents and students will sign in for the meeting.
 - Anyone that attends the intake process will sign in.
 - Parents and students will receive a handbook, enrollment packet, and CIS papers.
 - Mrs. McKenney or a Wheatley staff member will discuss and assist parents with the enrollment papers.
 - Mrs. Stein will discuss the CIS program
 - Mentor Program
 - Wheatley Student Impact Program
 - The campus SRO will discuss his position with the district
4. Mr. Pleasant, principal, will have a Q and A session on the following items:
 - Student Handbook
 - Policies and Procedures (Wheatley & District)
 - Open questions

All paper work must be completed before leaving the intake. After completing the packet it is to be given to Mrs. McKenney.

STUDENTS WILL ATTEND SCHOOL THE NEXT SCHOOL DAY

