

**ALTERNATIVE EDUCATION DIVISION
Whittier Union High School District
Whittier, California**

January 17, 2018

TO: Assistant Principals, Guidance; Assistant Principals, Curriculum; School Counselors; Concurrent Adult School Teachers

FROM: Debbie Roberts, Director

SUBJECT: Concurrent Credit Deadlines and Rules

Thursday, March 15, 2018

Deadline to enroll in adult school class.

Thursday, May 10, 2018

Deadline for 9th, 10th & 11th grade concurrent students to finish class.

Thursday, May 17, 2018

Deadline for all 12th graders to complete adult school classes.

- Counselors are encouraged to contact adult school staff to monitor student progress.
- Students must complete one course before beginning another.
- **Deadlines will be adhered to strictly by all sites, including the after school programs.**
- Enrollment is limited to the space and staff available.

SEC Sessions: Monday – Thursday (students are encouraged to attend four days a week).

5:00 p.m. – 7:00 p.m.

7:00 p.m. – 9:00 p.m.

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- Students must have failed a class before enrolling in the make-up class, i.e., a student cannot take a make-up class during the semester that he/she is failing or has dropped that class.
 - Concurrent students enrolled in adult school who **do not attend regularly** or have **poor work habits or are not making progress in their class** **will be removed after one warning**. Any student removed from the adult school program will not be eligible to return until the next term.
 - Adult School Winter Term ends 3/9/18 – Spring Term begins 3/12/18.
 - Students **must enroll/re-enroll and attend between March 12 and March 15** in order to meet the enrollment deadline and complete courses. **Enrollment in previous terms does not carry over.**
 - **Students must attend at least one day per week to maintain enrollment status.** (Any exceptions must be pre-approved by the student's counselor and adult school staff.)

Cc: Principals
Loring Davies, Deputy Supt., Ed. Services
Amy Larson, Director Student Support Services