

SANTA CLARA COUNTY REGIONAL OCCUPATIONAL PROGRAM - SOUTH STUDENT ENROLLMENT AND GRADE REPORTING PROCEDURE

Enrollment:

The specialist at each high school in conjunction with the school counseling department is responsible for ensuring that the student applicant for an ROP class has completed the following:

1. Parental consent form for travel and participation in an off-site ROP program or CC/CVE if applicable.
2. Enrollment form
3. Adults only -- PBA consent form

When a high school student enrolls in an ROP class at another site the following procedures should be followed:

1. Student completes green enrollment form at his/her home high school with the ROP specialist.
2. The home high school site specialist is to provide a list of participants to the receiving site by June 1st of each year for the following school year. (Earlier due date for Medical Assisting at Gavilan)
3. The receiving site specialist meets with the ROP teacher and completes any reporting forms that are then reported to the home high school as required by the calendar and procedures of the home high school.

At the end of each school year, and again in the fall, the specialists are responsible for setting up a meeting at the district continuation high school to enroll students (where applicable).

Grades/Credits:

1. Off-site teachers will provide a list of non-home high school student grades to the SCROP office. SCROP will print out student's individual grade report and forward it to the home high school.
2. The registrar at each home high school is responsible for providing credit information.