

## HIGH SCHOOL ALC REFERRAL FORM

**Gordon Parks High School FAX – (651) 744-1258**  
**International Academy - LEAP FAX – (651) 228-7711**

**Evening High School (EHS) FAX – (651) 744-1258**  
**Creative Arts HS FAX – (651) 292-3484**

The Saint Paul Alternative Learning Center (ALC) programs are located at Gordon Parks High School, LEAP, Creative Arts, and Evening High School (EHS). These are high school diploma programs. A student must meet at least one of the following criteria listed below in order to attend an ALC Program.

**Student Name** \_\_\_\_\_ **CIF** \_\_\_\_\_ **Date of Referral** (today's date) \_\_\_\_\_  
**Birth Date** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**Referring School** \_\_\_\_\_ **Referring Counselor** \_\_\_\_\_  
**Graduation Year** \_\_\_\_\_ (based on the year started grade 9) **Counselor Signature** \_\_\_\_\_

\_\_\_\_\_ **Full-time placement Gordon Parks HS**                      \_\_\_\_\_ **Full-time placement LEAP**  
\_\_\_\_\_ **Full-time placement Creative Arts HS**                      \_\_\_\_\_ **Full/Part-time placement Evening HS**  
\_\_\_\_\_ **Receiving Diploma from Referring School**  
\_\_\_\_\_ **Non-SPPS ALC Program Name** \_\_\_\_\_

**Rationale for Out of District Request** \_\_\_\_\_  
**Fax out of district requests to the attention of Traci Gauer @ 651-744-1208**

**STUDENTS MUST MEET AT LEAST ONE OF THE FOLLOWING CRITERIA IN ORDER TO BE ELIGIBLE FOR ALC PROGRAMS. PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY:**

- \_\_\_\_\_ Performs substantially below the performance level for pupils of the same age in locally determined achievement test
- \_\_\_\_\_ Is behind in satisfactorily completing coursework or obtaining credits for graduation
- \_\_\_\_\_ Is pregnant or is a parent
- \_\_\_\_\_ Has been assessed chemically dependent
- \_\_\_\_\_ Has been excluded or expelled
- \_\_\_\_\_ Has been referred by a school district for enrollment in an eligible program
- \_\_\_\_\_ Is a victim of physical or sexual abuse
- \_\_\_\_\_ Has experienced mental health problems
- \_\_\_\_\_ Has experienced homelessness sometime within six month before requesting a transfer to an eligible program
- \_\_\_\_\_ Speaks English as a second language or has limited English proficiency
- \_\_\_\_\_ Has withdrawn from school or been documented as chronically truant
- \_\_\_\_\_ Is being treated in a hospital for a life threatening illness or is a sibling of an eligible pupil being currently treated

Special Education students are served in the traditional schools where comprehensive special education services are available. EHS does not offer Special Educations services. However, if a student with an IEP is referred to an alternative learning program, **an IEP meeting at the referring school must take place. The points outlined in the "Procedure for Referring Special Education Students to ALC Programs" must be followed and an "ALC Special Education Referral Form" must be completed.** These forms are available on request.

**EVENING HIGH SCHOOL ONLY**

**Counselors list the course name and the number of credits to be completed. Students earn 1 credit per quarter per class. Quarters start in September, November, January, and April.**

**Course Name and Number of Credits Needed FYI: (2 Quarters = 1 Semester, 4 Quarters = 2 Semesters)**

Course 1 \_\_\_\_\_ CR. \_\_\_\_\_                      Course 3 \_\_\_\_\_ CR. \_\_\_\_\_  
Course 2 \_\_\_\_\_ CR. \_\_\_\_\_                      Course 4 \_\_\_\_\_ CR. \_\_\_\_\_

-----**Do Not Write Below, Evening High School Use Only**-----

**Monday/Wednesday**

**Tuesday/Thursday**

1st Class (5:30 PM – 7:00 PM) \_\_\_\_\_  
2nd Class (7:05 PM – 8:35 PM) \_\_\_\_\_

1st Class (5:30 PM – 7:00 PM) \_\_\_\_\_  
2nd Class (7:05 PM – 8:35 PM) \_\_\_\_\_

Quarter 1\_\_ 2\_\_ 3\_\_ 4\_\_      Enrollment Date \_\_\_\_\_      Enrolled by \_\_\_\_\_