

ATC Enrollment

Facts and Questions

How do students get referred and accepted to the ATC:

1. Referrals will come from FHS/GHS/LEC Admin and Counselors and will be presented to a Referral Committee.
2. The referral committee will be made up of the LEC principal, FHS Administrator and counselor, GHS administrator and counselor, Youth Court representative, ATC counselor and teacher, and special ed representative when an IEP student is being reviewed.

What if a student being referred has an IEP?

1. Counselors/administrators will coordinate with a student's case manager.
 - a. If the case manager approves the placement then there will be an addendum form that will need to be fill out by the case manager and sent over with the referral form.
 - b. If the case manager does not approve the placement change then the student will not go in front of the Referral Committee.
 - c. If a case manager wants to refer a student to the ATC he/she will need to coordinate with the school counselor.

What happens once a student is accepted to the ATC?

1. The ATC Transition Counselor will call the parents/student to set up enrollment meeting.
2. During the enrollment meeting the ATC paper work will be filled out along with an updated demographic for the referring high school. If the candidate is a drop recovery student an enrollment package from the home high school will be filled out and returned along with the start date.
3. FHS/GHS/LEC students will remain enrolled in their school. FHS/GHS Guidance Office Manager will delete the students schedule for the ATC. The LEC Principal will enroll the students in the ATC sections that are built into the LEC's master schedule.

What happens if a student is denied placement at the ATC?

1. A student may be denied if the Referral Committee feels the ATC is not the right placement or if interventions have not been tried at the referring home high school.
2. The referring counseling/administrator will notify the parents of the decision and will continue to work with the student in the home high school.

What is the process for enrolling a student who has previously dropped from their home high school?

1. The Transition Counselor will contact FHS/GHS/LEC Guidance Office Manager to get the list of students who have dropped for the month.
2. As enrollment space allows, the Transition Counselor will contact each drop student to try and get the student back in school.
3. If the student is interested, the Transition Counselor will fill out the referral form for the dropped students.

What if a dropped student or currently enrolled student is out of district?

1. The ATC does not accept out of district students directly.
2. The out of district student would need to go to the assigned high school for enrollment. If the high school enrolls the student then a referral could be made to the ATC.

What happens if a dropped student has an IEP and wants to return to school?

1. The Transition Counselor will check the IEP status of the dropped students.
2. If the student is identified as having an IEP the Transition Counselor will make the call about returning to school but instead of offering the ATC as an option the parent will be referred to the Special Ed Department Leader.

What happens if an SD5 drop student contacts a high school or the LEC to reenroll in school?

1. Any FHS/GHS drop students will start at the ATC before transitioning back to FHS/GHS.
2. If the drop student went to the home high school to try and reenroll, the student's previous school counselor would contact the transition counselor, who would then make the referral to the ATC Referral Committee.
3. If the drop student came to the LEC to try and reenroll, the ATC transition counselor would contact the previous school counselor to gather needed information for the referral.