



EARLY COLLEGE HIGH SCHOOL STUDENT TRANSFER FORM - Winter term



ECHS
EARLY COLLEGE
HIGH SCHOOL

Teachers: This student has been accepted to the BSD/TTSD/SHSD Early College High School (ECHS) program for winter term. They will be transferring to ECHS and taking classes full time at Portland Community College starting winter term, **Monday, January 8th**

The student's last day at their current school will be **Friday, December 15th**. They need an exit grade and credit from you before leaving.

The new BSD procedure is to award .5 credits for the 16 weeks that have been completed this semester. Once a student enters ECHS, there should not be an expectation that they will return to their home high school for any further testing, papers, etc. This allows the student to focus on their college classes once they start at PCC.

Teachers, please talk to the student and write up a plan (reverse side of this form) for the student describing what they need to complete in order to receive the grade indicated on the following worksheet.

Students: It is your responsibility to inform all of your teachers once you are accepted to ECHS. You must attend a Registration Meeting with Early College and the Orientation in January. While exit processes for each school may differ somewhat, in general students need to address the following items before their final day.

School Exit Process

1. ***Without delay, meet with each teacher*** and create a transition plan for the final weeks using the form on the back of this paper
2. Return books and library materials prior to your last day before Winter Break.
3. Pay any outstanding fines and fees (typically at the school's Business Office)
4. Visit the Registrar and/or Counseling Secretary to complete any additional exit paperwork and **TURN IN THIS COMPLETED FORM the week of December 11th**
5. Collect personal belongings from lockers (may include PE locker).
6. (BSD Students only), your chromebook will remain checked out during your time at ECHS. It is your responsibility to return your chromebook prior to graduation. (TTSD/SHSD Students) we will have an opportunity for you to check out a chromebook prior to the start of your classes in January.

Students are reminded that once they begin at ECHS, they may not visit their home high schools during the day without an appointment and a legitimate academic reason. (Lunch with friends is not legit. Attending an after-school event or participating in sports is legit.) If the need arises to conduct business at a home high school, students must check in at the Main Office to state their business and receive a visitor's badge.

BSD School Registrars:

Beaverton School District High School Registrar Contact Information

<u>Aloha</u>	Shawna McMillan	503-356-2778	shawna_mcmillen@beaverton.k12.or.us
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<u>ISB</u>	Joann Lewis	503-356-3690	joann_lewis@beaverton.k12.or.us
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<u>FLEX</u>	Kristin Bangs	503-356-3720	kristin_bangs@beaverton.k12.or.us

ECHS Transition Plan – Name: _____ **ID#:** _____

Students – meet with each teacher and complete the following.

Class	Plan for the next 3-4 weeks	Credit Earned	Final Grade
1.		.50	
2.		.50	
3.		.50	
4.		.50	
5.		.50	
6.		.50	
7.		.50	
8.		.50	