


Standard Operating Procedure

Subject: Audit process for high school students	Effective Date: April 1, 2021	Page(s): 1
Department: Central Registration/MIS/Guidance	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

I. Purpose:

To establish a process for auditing new students who enroll in high school near the end of the 2nd marking period and thereafter. These students may have completed the school year in another country, have an academic gap in the enrolled year and/or do not have sufficient time to earn credits in a full year course. If one or more of this criteria applies, the student will audit the current school year. They may or may not have transcripts for the audited school year.

II. Authority:

Superintendent of Schools

III. Terms and Conditions:

This SOP applies to high school students who register for the current school year on or about the end of the 2nd Marking Period, and will not be able to obtain credit for the year. If they completed the current grade in another country and have transcripts, they will be enrolled and audited in the grade they completed. Otherwise the audited year will be determined according to age and years in high school. The student will receive marking period grades as earned, but will receive an “NG” as the Final Grade. The “NG” will be posted on the student’s transcript.

IV. Process:

- a. Student registers at Central Registration and is placed in a grade based on available information provided. Admissions Representative completes the Audit form and places the flag “AU” on the student’s enrollment in Infinite Campus.
- b. Admissions Representative sends the Audit form to the principal, MIS Department, and Guidance Supervisor.
- c. The School Counselor will inform the teachers of the student’s audit status and advise them of the grading process noted above.
- d. Where applicable, the School Counselor will enter the student’s final grades as indicated on the transcript into Infinite Campus.
- e. MIS will maintain a file of all Audit students and ensure students are properly coded in NJSMART when appropriate. A designee from the MIS Department will forward a file of all audited students on June 1st to the Supervisor(s) of Guidance and Principals.
- f. The Supervisor of Guidance and/or Principal will verify the accuracy of the audit list and instruct teachers to input “NG” as the students’ final marks.
- g. Audit students are not submitted as part of the course roster for state reporting.

V. Dissemination:

Assistant Superintendents, Principals, Director of Guidance, School-based Supervisors, School Counselors, MIS, Registrars, Central Registration