

LYNWOOD COMMUNITY ADULT SCHOOL
“Enter to Learn, Depart to Serve”

MEMORANDUM

TO: High School Counselors

FROM: Ms. Shamell Wilson, Principal
Mrs. Michele Lawrence, Senior Records Clerk

DATE: February 1, 2024

RE: CONCURRENT ENROLLMENT 2023-2024

Lynwood Community Adult School welcomes concurrently enrolled students (from the Lynwood Unified School District and surrounding districts) who need to recover credits from classes in which they earned a failing grade or did not meet the A-G grade requirements.

Lynwood Community Adult School is accredited by the Western Association of Schools and Colleges through 2024. All LCAS high school diploma credit courses (including Independent Studies and APEX) are UC a-g approved.

Students enrolling in Lynwood Community Adult School’s Credit Recovery program may enroll in a maximum of **two** academic/high school diploma and/or elective classes.

Lynwood Community Adult School’s 2023-2024 3rd Trimester

03/11/2024 - 06/12/2024
5:00 - 8:00 PM

All classes are offered in person.

Enrollment Requirements

LUSD Students:

- Students must be **16 years of age or older at the beginning of the term AND** finishing the **eleventh or twelve grade**.
- Students may enroll for a **MAXIMUM OF TWO CLASSES ONLY**. Students must submit the following at the time of registration:
- Students must submit a 2023 - 2024 Concurrent High School Student Enrollment Agreement completed by counselors and include the counselor’s, a guardian’s and student’s signatures. Please deliver it in person to the one of the following locations:

Mon - Thu, 9:00 AM - 3:00 PM - 11277 Atlantic Ave., Adult School Main Office

Mon - Thu, 5:00 PM - 7:00 PM - 5246 Martin Luther King Jr. Blvd, FHS front office

The student, his/her parent(s) and counselor agree to the following conditions for receiving a grade and credits for the course:

- a) Student must satisfactorily complete all assignments and exams.
- b) Student must arrive punctually to class at 5:00 PM and stay for the duration of the class **OR** until dismissed by the teacher, principal-designee or the principal.
- c) Student must maintain consistent and regular attendance – **THERE ARE NO EXCUSED ABSENCES.**
- d) Student will adhere to the School Dress Code.
- e) Student will adhere to the Code of Conduct and Behavior.

Returning Concurrent Students (previously in Credit Recovery Classes at LCAS) - request concurrent contract from HS counselor and drop off at the adult school office.

- Students will receive an email confirmation of enrollment.
- If more information is needed, students will be contacted by a member of our staff.

New Concurrent Students will [create & complete an online registration application](#) and drop off their Concurrent Student Enrollment Contract at Firebaugh High School, Monday-Thursday from 5 pm to 7 pm.

Students from all other Districts:

In addition to the requirements and documents listed above for students of LUSD, **students from all other districts must also submit the following:**

- ***A letter from his/her counselor written on school letterhead giving the student permission to attend the Lynwood Community Adult School.*** Without the letter on school letterhead, we will not enroll the student.

Thank you, for your help in making the enrollment process for your student a smooth transition. If you have any questions, please feel free to contact me or Mrs. Lawrence at (310) 604-3096.