**Community Learning Center Schools, Inc**

**Alameda Community Learning Center (ACLC)**

**Nea Community Learning Center (Nea)**

**Admission Procedures**

May, 2017

**Start of school attendance.**

**Issue: Learner withdrawn after not attending first 3 days of new school year.**

**Policy:**  Failure of a learner (new or existing) to attend classes for the first 3 days of the school year will be withdrawn, unless the school is previously notified of absence.

**Procedure:** School sites will relay to CLCS admissions any information relating to the absence of learners for the first 3 days regarding pre-arranged absences or notifications.

School site Leads will coordinate a physical count of learner attendance at each school. The Lead Facilitators will coordinate the following:

Nea Lower Village and middle school (K-8) and ACLC Middle school (6-8)

* Lead Facilitator(s) will initiate and coordinate a physical count and roll call to all classes **by noon on the first day of school**. **The list of absent learners will be given to CLCS admission.** (Excluding pre-arranged absences.)
* CLCS admissions will attempt to contact all absent learner’s families to confirm enrollment.
* Lead Facilitator(s) will continue to monitor every class and rolls each day for the first 3 days of the new school year.
* Lists will be given to CLCS admissions each day for the first 3 days for attempt to contact families.

Nea Upper Village High School (9-12) and ACLC High School (9-12)

* Lead Facilitator(s) will initiate and coordinate a physical count and roll call to all classes by noon on the first day of school.
* Lead Facilitator(s) will initiate and coordinate a physical count and roll call to all classes **by noon on the second day of school**. **The list of absent learners will be given to CLCS admission.** (Excluding pre-arranged absences.)
* CLCS admissions will attempt to contact all absent learner’s families to confirm enrollment.
* Lead Facilitator(s) will continue to monitor class and rolls each day for the first 3 days of the new school year and submit absentee rolls to CLCS admissions.
* Lists will be given to CLCS admissions each day for the first 3 days for attempt to contact families.

If a learner is absent the first 3 consecutive days of school without prior arrangement or notification, CLCS admissions will withdraw the learner from the school. Prior to withdraw, phone calls to the family will be attempted. A notice will be sent out via SchoolMint to the parents/guardians of the learner by text and email. The method(s) in which the offers are delivered are determined by the parent/guardian at the time of application.

CLCS will notify each school site of withdrawn learners. School sites will remove learner from Powerschool.