

SENNETT MIDDLE SCHOOL

ENROLLMENT PROCESS FOR NEW STUDENTS

	Action Steps	Responsible Staff	Timeline
1	<ul style="list-style-type: none"> • Proof of Residency & Birth Certificate • Complete all Forms That Apply: <ul style="list-style-type: none"> --Enrollment Forms --Directory Withhold Form --Free & Reduced Lunch --Request for Records --Scheduling Options • ID Picture Taken • Receive Student-Parent-Teacher Handbook and sign off form • Mail yellow copy of enrollment form to Title I Migrant Education Program 	Clerical Staff	Day 1
Office refers parent/guardian to a Guidance Counselor, Psychologist or Social Worker for interview.			
2	<ul style="list-style-type: none"> • Interview Student & Parent <ul style="list-style-type: none"> --verify if EEN or not --verify if ESL or not 	Guidance Staff, Psychologist or Social Worker	Day 1 or 2
Contact ESL Staff to arrange for testing (same day or appointment for next day). Return all paperwork to clerical staff,			
3	<ul style="list-style-type: none"> • Students Whose Parents Speak a Language Other Than English (check enrollment form) -ESL Testing and Parent Permission/Decline Form is completed 	ESL Staff, Guidance Staff	Day 1 or 2 (Depending on if parent brings student and can stay for testing)
Clerical Staff provides all paperwork to Assistant Principal for placement decision,			
5	<ul style="list-style-type: none"> • Placement Decision is Made and Communicated to the Appropriate Support Services Staff member. 	Assistant Principal	Day 1 or 2 (Depending on availability of EEN or ESL information if applicable)
Assistant Principal constructs a student schedule. All enrollment paperwork is returned to Clerical Staff.			
6	<ul style="list-style-type: none"> • Construct a Schedule 	Assistant Principal and Clerical Staff	Day 2 or 3 (Cannot be done until previous steps are completed)
Schedule is given to the Support Services Staff for the House, Home room Teacher and Encore staff.			
7	<ul style="list-style-type: none"> • Contact Receiving Teachers; Provide Information and a Copy of New Schedule • Put student on next SST Agenda 	Support Services Staff and Clerical staff	Day 2 or 3 (Same day schedule is completed and at least the day before student begins)
8	<ul style="list-style-type: none"> • Assign Peer Mentor • Assign Locker and Notify Office of Combination & Locker Number 	Homeroom Teacher	Day 3 (or first day for student)
Step #9 may occur at any point between steps 3-8. This step <u>must</u> occur prior to the student reporting to class.			
9	<ul style="list-style-type: none"> • Meet Principals • Review Code of Conduct, School-Wide Discipline Plan, Sign Understanding • Review Aspects of Handbook • Contact the classroom and arrange for the student to join the class. 	Principal and Assistant Principal	Day 1, 2 or 3 (Same day student is to begin if not done sooner)