



MILWAUKEE PUBLIC SCHOOLS
DIVISION *of*
DIVERSIFIED COMMUNITY SCHOOLS
*Innovative Educational Opportunities Through
Alternative, Charter and Partnership Schools*

**POLICIES
AND
PROCEDURES**

**FOR
PARTNERSHIP SCHOOLS
2006**

MPS CENTRAL SERVICES 5225 W. Vliet St., P.O. Box 2181, Milwaukee, WI 53201-2181
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PURPOSE OF THIS MANUAL

The purpose of this manual is to provide information and support to Partnership School directors on procedures for administering educational services to students. Since additional policies may be issued in the future, this manual is made available on line. All policies are subject to continuous review and refinement. Your ideas and suggestions for improvement are welcome and solicited. Questions related to the policies and procedures contained in this manual can be directed to Mary Truman or Alisia Moutry at 475-8140.

Thanks.

ALTERNATIVE COMPLIANCE

Diversified Community Schools, upon determination that flexibility from an administrative rule or policy will enhance the effectiveness of any given school in attaining its goals, will assist the school in obtaining such flexibility.

Schools can apply to the Director of Diversified Community Schools for waivers from specific policies if they feel that such a waiver would allow them to better respond to the needs of their students. Applications must be made in writing, and must describe:

1. How the policy for which they seek a waiver poses a problem in the achievement of the school's goals and objectives;
2. How the proposed alternative means of compliance would be an effective method of complying with the general intent of the existing policy;
3. Whether or not the proposed alternative policy would result in additional financial cost to MPS;
4. Whether or not the proposed alternative policy would result in additional liability risk to MPS; and
5. Whether or not the proposed alternative policy would have an impact on the wages, hours, or working conditions of MPS employees assigned to the Partnership School.

After consideration, the Director of the Diversified Community Schools may recommend approval of the request to the Superintendent and the Board of School Directors. If they concur, the waiver would remain in effect only for the duration of the current contract between the Partnership School and MPS. Waivers would have to be renegotiated with each succeeding new contract.

AT-RISK COORDINATORS

Each school in MPS has a designated At-Risk Coordinator to help facilitate the delivery of at-risk services.
A list of current coordinators follows this page.

Milwaukee Public Schools DIVERSIFIED COMMUNITY SCHOOLS

LIST OF MPS AT-RISK COORDINATORS NOVEMBER, 2006

This list is provided for parents, guardians, school personnel, and others
to help at-risk children succeed in school

Please help us keep this list up-to-date
Contact Mary Truman at 475-8140 to make changes

2006 AT-RISK COORDINATORS LIST
MPS SCHOOLS
HIGH SCHOOLS

SCHOOL	eMAIL ADDRESS	CONTACT PERSON	PHONE #
ALAS	mrlambert@alas@yahoo.com	Paul Lambert	902-7301
Alliance	larsonlr@milwaukee.k12.wi.us	Corkey Larson	227-2550
Bay View	wolakgg@milwaukee.k12.wi.us	Greg Wolak	294-2433
Bradley Tech	toddma@milwaukee.k12.wi.us	Minnie Todd	212-2404
Community HS	strongbs@milwaukee.k12.wi.us	Brenda Strong-Windom	934-4057
Custer	christea@milwaukee.k12.wi.us	Ellen Makowski	393-4934
D.I.A.L.			
DuBois		Mr. Miller	
Expressions			
Foster & Williams		Mr. Marks	
Genesis High School		Ms. Lewis	267-4900
Hamilton	ranierm@milwaukee.k12.wi.us	Ron Ranieri	327-9308
Rufus King	foreckdx@milwaukee.k12.wi.us	David Forecki	267-0726
Madison	reedymg@milwaukee.k12.wi.us	Miichael Reedy	393-6132
Marshall	firlerx@milwaukee.k12.wi.us belterca@milwaukee.k12.wi.us	Rose Firle Chris Koch	393-2448 393-2329
Marshall Montessori			
Metropolitan	hinesca@milwaukee.k12.wi.us	Carol Hines	267-5400
MHSA	joynerax@milwaukee.k12.wi.us	Toni Joyner	934-7027
Milw. Acad of Aviation			
Milw. Lrng Lab & Inst.	wliedtke@yahoo.com	Wendy Liedtke	604-7940
Milw Sch Entrepren	georgeam@milwaukee.k12.wi.us	April George	438-5200
New Sch Comm Service	ziliscan@milwaukee.k12.wi.us	Norah Zilisch	298-9390
Prof. Lrng Inst (PLI)	davissm1@milwaukee.k12.wi.us	Suzanne Davis	304-6180
Pulaski	amichjl@milwaukee.k12.wi.us	Robert Kuss Coordinator Joan Amich	902-8932
Reagan	smithlm@milwaukee.k12.wi.us	Lyn Smith	304-6110
Riverside	haddixp@milwaukee.k12.wi.us	Phil Haddix	906-4900
Sch. of Humanities			
South	rosadadx@milwaukee.k12.wi.us	Diane Rosado	902-8300
Truth Institute			
Vincent		Jan Randolph	236-1226
WHS Exped. Lrng	lehmangw@milwaukee.k12.wi.us	Gregory Lehman	875-2849
WHS Law, Ed, Pub. Ser	cproucke@yahoo.com	Colleen Rourke	875-5911
WHS of IT	corbanjim@msn.com	Mouniv Corban	875-5914

**2006 AT-RISK COORDINATORS LIST
MPS SCHOOLS
MIDDLE SCHOOLS**

Audubon	fitzgeam@milwaukee.k12.wi.us	Ann Fitzgerald	902-7808
Bell	kruegees@milwaukee.k12.wi.us	Elizabeth Krueger-Safer	604-7826
Burroughs	sanderja@milwaukee.k12.wi.us	Jannie Sanders	393-3526
Edison	smithjm3@milwaukee.k12.wi.us	Jill Smith	616-5425
Fritsche MS	mccartjl@milwaukee.k12.wi.us	Janet McCarthy	294-1026
Grand Ave	hochstnx@milwaukee.k12.wi.us	Nelly Anderson	934-4230
Kosciuszko	mcnalljm@milwaukee.k12.wi.us	Julie McNally	902-7226
Lincoln Center/Arts (006)	murraydd@milwaukee.k12.wi.us	Dan Murray	212-3305
Malcolm X	hallge@milwaukee.k12.wi.us	Glenn Hall	267-8630
Milw Ed Center (MEC)	dosemawd@milwaukee.k12.wi.us	William Dosemagen	212-2929
Milw. School/Languages	hodeldm@milwaukee.k12.wi.us	Diane Hodel	393-5727
Morse	lehmanj2@milwaukee.k12.wi.us	Jean Yaror	616-5805
Muir	farrisld@milwaukee.k12.wi.us	Larry Farris	393-3107
Northern Star	vbenton@wi.rr.com	Valerie Benson-Davis	393-5000
Roosevelt	craines@milwaukee.k12.wi.us	Shelley Craine	267-8806
Sarah Scott	cappleix@milwaukee.k12.wi.us	James Cappleman	934-4026
Walker	banksdm@milwaukee.k12.wi.us	Dana Berlin	902-7589

**2006 AT-RISK COORDINATORS LIST
MPS SCHOOLS
ELEMENTARY SCHOOLS**

SCHOOL	eMAIL ADDRESS	CONTACT PERSON	PHONE #
Aca of Accelerated Lrng	wrightjs@milwaukee.k12.wi.us	Jennifer Erickson	604-7352
ALBA	iawalker@ameritcech.net	Inez Walker	902-8323
Alcott	valdesjm@milwaukee.k12.wi.us	John Valdes	604-7405
Allen Field	nievesmh@milwaukee.k12.wi.us	Marybell Nieves-Harris	902-9200
Auer	weissrl@milwaukee.k12.wi.us	Ron Weiss	875-4525
Barton	steincb@milwaukee.k12.wi.us		
Bethune Academy	browndm2@milwaukee.k12.wi.us	Danielle Brown	840-6649
Brown St.			
Browning	chonggiw@milwaukee.k12.wi.us	Ivy Chong-Gottinger	393-5225
Bruce	hartlajm@milwaukee.k12.wi.us	Joseph Hartlaub	393-2106
Bryant	bradlejl@milwaukee.k12.wi.us	James Bradley	3939-6506
Burbank	derbytx@milwaukee.k12.wi.us	Tami Derby	256-8400
Burdick	maschkx@milwaukee.k12.wi.us	Kathy Masch	294-1227
Carleton	cottonmj@milwaukee.k12.wi.us	Mary Cotton	393-5300
Carson Academy		Linda Owens	393-4800
Carver	schmella@milwaukee.k12.wi.us	Linda Schmeling	267-0531
Cass	benstonla@milwaukee.k12.wi.us	Louise Young-Benson	
Clarke	heididresden@hotmail.com	Heidi Dresden Podell	267-1000
Clemens	meiferjl@milwaukee.k12.wi.us	Jacqueline Meifert	875-6306
Clement	kleincm@milwaukee.k12.wi.us	Cathy Klein	294-1564
Congress	haagbj@milwaukee.k12.wi.us	Barbara Haag	616-5331
Cooper	zealyna@milwaukee.k12.wi.us	Nina Zealy	304-6358
Craig	staffkf@milwaukee.k12.wi.us	Katherine Staff	393-4230
Curtin	cullenvk@milwaukee.k12.wi.us	Virginia Cullen	902-7700
Doerfler		Mary Beth Geisen-Musha	Doerfler
Dover	ettentp@milwaukee.k12.wi.us	Tom Etten	
81 st St.	noltesl@milwaukee.k12.wi.us	Sheila Nolte	874-5400
Elm	schuhka@milwaukee.k12.wi.us	Kathleen Schuaries	267-1800
Emerson	carrm@milwaukee.k12.wi.us	Rose Carr	393-4300
Engleburg			
Fairview	dimberde@milwaukee.k12.wi.us	Debra Dimberg	546-7706
Fernwood	holmanpk@milwaukee.k12.wi.us	Paula K. Holman	294-1307
53 rd St	millercy@milwaukee.k12.wi.us	Cynthia Y. Miller	874-5300
Fletcher			
Forest Home	hatabam@milwaukee.k12.wi.us	Ali Hatab	902-6207
Franklin	stackk@milwaukee.k12.wi.us	Kathleen Stack	875-4433
Fratney	tenorirm@milwaukee.k12.wi.us	Rita Tenorio	267-1100
Gaenslen			
Garden Homes	porterca@milwaukee.k12.wi.us	Corrie Porter	874-5633

**2006 AT-RISK COORDINATORS LIST
MPS SCHOOLS
ELEMENTARY SCHOOLS**

SCHOOL	eMAIL ADDRESS	CONTACT PERSON	PHONE #
Garland	ehrenjl@milwaukee.k12.wi.us	Jennifer Ehren	304-6500
Goodrich	lovejg@milwaukee.k12.wi.us	Janice Love	262-236-4506
Grant	stillmjw@milwaukee.k12.wi.us	Jeri Stillman	902-8006
Grantosa	smithjv@milwaukee.k12.wi.us	Joseph Smith	393-4400
Green Bay		Laurel Rieck	267-4600
Greenfield			
Hampton	rutowsmm@milwaukee.k12.wi.us	Maxine Rutowski	393-5406
Hartford	kushmr@milwaukee.k12.wi.us	Margaret Kush	
Hawley		Camille Shaw	256-8531
Hawthorne	josephcf@milwaukee.k12.wi.us	Carolyn Wesley	247-7200
Hayes	russoha@milwaukee.k12.wi.us	Harry Russo	902-9606
Hi-Mount	hardya@milwaukee.k12.wi.us	Alexander Hardy	
Holmes			
Honey Creek	millersm@milwaukee.k12.wi.us	Susan Miller	604-7900
Hopkins	williadm@milwaukee.k12.wi.us	Ouida Williams	267-0622
Humboldt Park	kubetzsr@milwaukee.k12.wi.us	Sarah Kubetz	294-1732
I.D.E.A.L.	ernestbe@milwaukee.k12.wi.us	Barb Ernest	304-6205
Kagel	browngx@milwaukee.k12.wi.us	Gilberto Brown	
Keefe	cindoll62@yahoo.com	Cindy Williams	267-4825
Kilbourn	staffkl@milwaukee.k12.wi.us	Katherine Staff	393-+4536
King, Jr.	newmanka@milwaukee.k12.wi.us	Kathleen Neuman	267-1527
Kluge	kenneddf@milwaukee.k12.wi.us	Doris Kennedy	578-5005
LaFollette	springjm@milwaukee.k12.wi.us	Jean Gatz	
Lancaster	lalkbx@milwaukee.k12.wi.us	Barb Lalk	393-5500
Lee			
Lincoln Ave		Michael Harris	212-3307
Lloyd	drewvl@milwaukee.k12.wi.us	Valencia Westmoreland	267-1600
Longfellow	schopfcl@milwaukee.k12.wi.us	Cynthia Schopf	902-9828
Lowell	grecorx@milwaukee.k12.wi.us	Rosalie Greco	304-6600
MacDowell			
Manitoba	krugka@milwaukee.k12.wi.us	Kathy Krug	902-8755
Maple Tree			
Maryland	strelmv@exec.pc	Maija Strelnieks	
McNair	nicholte@milwaukee.k12.wi.us	Tyrone Nichols	616-5200
Meir (Golda)	beckerjl@milwaukee.k12.wi.us	Joseph Becker	212-3206
Metcalf Park	phillipb@milwaukee.k12.wi.us	Paula Bell	
Milw. French Imm	nicodejx@milwaukee.k12.wi.us	Jane Nickodem	874-8473
Milw. German Imm	ocnossm@milwaukee.k12.wi.us	Shanna O'Connor	393-5600

**2006 AT-RISK COORDINATORS LIST
MPS SCHOOLS
ELEMENTARY SCHOOLS**

SCHOOL	eMAIL ADDRESS	CONTACT PERSON	PHONE #
Milw. Sign Lang	freeka@milwaukee.k12.wi.us	Kathie Free	393-3800
Milw. Spanish Imm	pareytl@milwaukee.k12.wi.us	Taimi Parey	604-7606
Mitchell	williamom@milwaukee.k12.wi.us	Quida Williams	902-8100
Morgandale	hantkem@milwaukee.k12.wi.us	Marie Hantken	
Neeskara	lovejg@milwaukee.k12.wi.us	Janice Love	256-8600
Neeskara	madisojx@milwaukee.k12.wi.us	Secretary	
95 th St.			
Parkview	moorecll@milwaukee.k12.wi.us	Cheryl Moore	393-2700
Pierce	traceypi@milwaukee.k12.wi.us	Paul Tracey	267-4475
Riley	stommesj@milwaukee.k12.wi.us	Sandra Stommel	902-7106
River Trail	felskije@milwaukee.k12.wi.us	Joan Felski	393-2200
Seher			
Sherman	estraddr@milwaukee.k12.wi.us	Dean Estrada	
Siefert	cleveltx@milwaukee.k12.wi.us	Trila Pitchford	935-1500
Silver Spring			
68 th St. EC Center	NO AT RISK		
65 th St.	fortuncl@milwaukee.k12.wi.us	Cheryl Fortune	393-6400
Starms	junghekm@milwaukee.k12.wi.us	Karen Jungherr	934-4700
Story	zealya@milwaukee.k12.wi.us	Nina Zealy	934-4865
Stuart	gribblsa@milwaukee.k12.wi.us	Steve Gribble	393-3778
38 th St	dosstj@milwaukee.k12.wi.us	Tami Doss	875-6205
35 th St	polkr1@milwaukee.k12.wi.us	Ronnie Polk	874-5200
Thoreau	brookeses@milwaukee.k12.wi.us	Erika Guster	
Thurston Woods	strelmn@execpc.com	Maija Strelnieks	393-2830
Tippecanoe	serioax@milwaukee.k12.wi.us	Louise Young-Benson	294-1800
Townsend	galvinem@milwaukee.k12.wi.us	Ellen Galvin	874-5947
Trowbridge	reuterm@milwaukee.k12.wi.us	Nancy Reuter	294-1900
21 st St	welchm@milwaukee.k12.wi.us	Meredith Welch	267-5562
Urban Waldorf	phillipb@milwaukee.k12.wi.us	Paula Bell	934-8229
Victory	harrinpi@milwaukee.k12.wi.us	Pat Harrington	304-6730
Vieau	wyantmr@milwaukee.k12.wi.us	Melinda Jansen	902-6127
Westside II	defattkr@mkilwaukee.k12.wi.us	Keith Defatte	934-4431
Wheatley	beanjl@milwaukee.k12.wi.us	Janet Bean	267-9162
Whitman	manfrecm@milwaukee.k12.wi.us	Christina Monfre	604-7700
Whittier		Margaret Untold	294-1400
Wisconsin Avenue	johnsotm@milwaukee.k12.wi.us	Tina Johnson	934-4501
WI Conservatory	annenkk@milwaukee.k12.wi.us	Kristin Annen	304-6804
Zablocki	wartibl@milwaukee.k12.wi.us	Betty Wartier	

2006 AT-RISK COORDINATORS LIST
NON-Instrumentality
Schools

SCHOOL	eMAIL ADDRESS	CONTACT PERSON	PHONE #
Aurora Weir			
Bruce Guadalupe	cerickson@unitedcc.org	Christin Johnson	649-2820
Carter Sch. of Excellence	csehelen@hotmail.com	Helen Williamson	933-4044
CITIES	jason@citiesprojecthighschool.org	Jason Palmatier	
Highland Community	NO AT RISK GRADES K-3		
Hmong	676@milwaukee.k12.wi.us	Chris Her-Xiong	
LaCausa	stellam@lacausa.org	Stella Montoya	
Milw Leadership Trng	jesmtih5706@netzero.net	Jim Smith	874-8577
Next Door	NO AT RISK GRADES K4-K5		
Prep. School Global Leader	caplee@wi.rr.com	Eldon Lee	
Veritas	jweber@seedsofhelath.org	Jodi Weber	
Wings	wingsofmilwaukee@hotmail.com	Nicki Leather/Dani LaPorte	
WI Career Adademy	squire@wiscca.org	Lisa Squire	483-2117

2005 AT-RISK COORDINATORS LIST
Partnership Schools

SCHOOL	eMAIL ADDRESS	CONTACT PERSON	PHONE #
Assata	418@milwaukee.k12.wi.us	Anne Williams	536-6732
Cornerstone	cornerstoneaai@yahoo.com	Ann Wise	
CYD	hhdheadley@yahoo.com	Hayden Headley	449-5962
El Puente	410@milwaukee.k12.wi.us	Gloria Rivas-Dempsey	672-1237
Fritsche LEAP	mccartjl@milwaukee.k12.wi.us	Janet McCarthy	294-1000
Grandview	jdahlman@seedsofhealth.org	Jan Dahlman	672-3998
HR Academy		Rowena Davis	466-1800
Jail School	lavellks@milwaukee.k12.wi.us	Kent LaVelle	226-7330
Kilmer			
Lady Pitts	olivieel@milwaukee.k12.wi.us	Edith Olivier	393-2900
LL Ultra			
Loyola			
MATC			
Milw. Spectrum		Kristine Pluskota	442-8011
NOVA	442@milwaukee.k12.wi.us	Tracy Molterer	438-8320
Project Excel	ktweedy@wisconsin.org	Kristy Tweedy	224-1066
Project Stay	neveradn@milwaukee.k12.wi.us	Dave Nevaranta	298-9305
PS SI	neveradn@milwaukee.k12.wi.us	Dave Nevaranta	298-9305
PS SSW	neveradn@milwaukee.k12.wi.us	Dave Nevaranta	298-9305
Shalom High School	gspencer@shalomhs.org	Gwendolyn Spencer	933-5019
Sixth St. Academy	436@milwaukee.k12.wi.us	Christine DeBoer	649-4923
Southeastern	secms@syes.org	Michael Schlumpf	875-9452
Spotted Eagle	wade@spottedeagle.us	Shane Wade	342-0706
SSNC		Ann Griffiths	463-7950
St. Charles	mschmitz@stcharlesinc.org	Mary Schmitz	476-3710
Synergy	405@milwaukee.k12.wi.uw	Ross Gettrust	647-1771
Transition		James Boyle	229-0680

ALTERNATIVE SCHOOL PROCEDURES

Applications to different alternative schools for students currently enrolled in Partnership Schools are handled by partnership school administrators or by the DCS counselor. In these situations, partnership school administrators and/or DCS counselor are responsible for:

- Certifying the student's at risk status prior to referral;
- Identifying and contacting an alternative school appropriate to the student's needs;
- Completing Sections 1 through 5 on the MPS Alternative School Application Form;
- Sending 1 copy (with required attachments) to the alternative school;
- Sending 1 copy to DCS counselor; and
- Retaining 1 copy for your files.

Sometimes parents and/or students inquire about enrolling at a partnership school by contacting the school directly (without notifying their current school). In these instances, MPS partnership school administrators are responsible for:

- Contacting the parent or guardian to make an appointment for an interview (if a student shows up without a parent or guardian).
- Contacting the DCS counselor to determine the current data base status of the student: "active," "base school unknown," or "not on the terminal":
- If the student's data base status is "active," the student must see the at risk coordinator at his or her assigned school to apply for an alternative school.
- If the student's data base status is "base school unknown" the student must be asked if he or she is returning from institutionalization (e.g., incarceration). If so, the student must be referred to Student Services (475-8298) who will re-enroll the student into MPS.

If not, the student may originate an application to enroll at your school:

- Complete Sections 1 through 7 on the MPS Alternative School Application Form (page 12) (the date in Section 7 should be the first date of student attendance);
- Retain copy 1;
- Send copy 2 to the DCS counselor; and
- Discard copies 3, 4, and 5.
- If the student is not a Milwaukee resident, the student must be directed to his or her home district's Chapter 220 office.
- If the student is "new" to Milwaukee, he/she must provide a birth certificate and proof of residency.

These enrollment procedures are in effect year round.

During the summer months, partnership school personnel are expected to check for mail at the DCS office at least once every three days to pick up applications. They must act on the applications within a three day period, and route the various copies of the application form as indicated above.

APPLICATION PROCEDURES

- All students enrolled in alternative schools must be at-risk (unless assigned through student services for behavioral reasons)
- All applications to alternative schools must be made using the MPS alternative school application form (see page 12)
- All items on the form must be completed and signed
- The form copies must be properly routed
- Upon enrollment the units earned, both MPS & NON-MPS along with transcripts must be forwarded to the DCS counselor
- Under no circumstances can a student applying to an alternative school be dropped from active status at the sending school until confirmation of enrollment has been received from the alternative school

Although at-risk schools were established by statute to provide choices for parents, most applications to Partnership Schools are originated by at-risk coordinators in attendance area and specialty schools, and DCS counselors. (Some schools have seats reserved for students who are assigned **only** by specialists in the Division of Student Services or seats for adjudicated students who are assigned by the courts).

Partnership school administrators are responsible for:

- Processing Applications in a timely manner;
- Returning copy 1 to the originator;
- Sending copy 2 to DCS counselor; and
- Retaining copy 3

**APPENDIX II
MPS ALTERNATIVE SCHOOL APPLICATION FORM**

Please Print

SEND ONE COPY TO GUIDANCE COUNSELOR AT Central Services, Room 251 AND ONE TO SCHOOL OF CHOICE

Section I: Student Identification	Student Name _____ Last _____ First _____ MI _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Ethnic Code</td> <td style="width: 33%;">Gender</td> <td style="width: 33%;">School Data</td> </tr> <tr> <td><input type="checkbox"/> 1/Native Am</td> <td><input type="checkbox"/> Male</td> <td>Grade _____ Units _____</td> </tr> <tr> <td><input type="checkbox"/> 2/Black</td> <td><input type="checkbox"/> Female</td> <td>Current School _____</td> </tr> <tr> <td><input type="checkbox"/> 3/Asian</td> <td><input type="checkbox"/> 4/Hispanic</td> <td>Previous School _____</td> </tr> <tr> <td><input type="checkbox"/> 5/White</td> <td><input type="checkbox"/> 6/Other</td> <td><input type="checkbox"/> MPS Base School Unknown</td> </tr> </table>	Ethnic Code	Gender	School Data	<input type="checkbox"/> 1/Native Am	<input type="checkbox"/> Male	Grade _____ Units _____	<input type="checkbox"/> 2/Black	<input type="checkbox"/> Female	Current School _____	<input type="checkbox"/> 3/Asian	<input type="checkbox"/> 4/Hispanic	Previous School _____	<input type="checkbox"/> 5/White	<input type="checkbox"/> 6/Other	<input type="checkbox"/> MPS Base School Unknown
	Ethnic Code		Gender	School Data													
<input type="checkbox"/> 1/Native Am	<input type="checkbox"/> Male	Grade _____ Units _____															
<input type="checkbox"/> 2/Black	<input type="checkbox"/> Female	Current School _____															
<input type="checkbox"/> 3/Asian	<input type="checkbox"/> 4/Hispanic	Previous School _____															
<input type="checkbox"/> 5/White	<input type="checkbox"/> 6/Other	<input type="checkbox"/> MPS Base School Unknown															
Student ID# _____ DOB _____ Month _____ Day _____ Year _____																	

Section II: Contact Information	<input type="checkbox"/> Mother/Father	<input type="checkbox"/> Guardian	<input type="checkbox"/> Emancipated Youth
	Name _____ P/G _____	Home Telephone _____	
	Street _____ P/G _____	Work Telephone _____	
	City _____ State _____ Zip _____	Other Telephone _____	

Section III: Release of Records	I hereby apply for enrollment in an at-risk alternative school and authorize the release of all my records to all parties involved in the application process. Permission is also granted for me to confer with the school social worker and to confer and/or be assessed by the school psychologist in order to confirm at-risk status.	
	Student Signature _____	Date _____
	Parent/Guardian Signature _____	Date _____

Section IV: Grades 5-12 At-Risk Verification	This student is at-risk because he or she is two (2) or more of the following:
	<input type="checkbox"/> one or more years behind their age group in the number of high school units attained
	<input type="checkbox"/> two or more years behind their age group in basic skill (reading or math) levels
	<input type="checkbox"/> a habitual truant
	<input type="checkbox"/> a parent
	<input type="checkbox"/> adjudicated delinquent
<input type="checkbox"/> This student is at-risk because he/she is a drop out.	
<input type="checkbox"/> an 8 th grade pupil whose score in each subject area on the examination administered under s.118.30(lm)(am) was below the basic level, an 8 th grade pupil who failed the examination under s.118.30(lm)(am)2, or an 8 th grade pupil who failed to be promoted to the 9 th grade.	

Section V: Background	NOTES	(For Student Services Use Only)	Special Education Needs:
		<input type="checkbox"/> Behavioral Reassignment <input type="checkbox"/> Expelled With Services <input type="checkbox"/> Late Enrollee/Sanctioned	<input type="checkbox"/> No <input type="checkbox"/> Yes – Please specify: (and route to Sharon Huxhold @ <u>DSSC</u>)

School Applied For: _____ Applying for: immediate consideration next semester
 Originator's Name _____ Title _____
 Originator's Location _____ Phone _____ Date _____

BEFORE ROUTING TO A GRADE 9-12 SCHOOL, ORIGINATOR MUST ATTACH A TRANSCRIPT.
 BEFORE ROUTING TO A GRADE 4-8 SCHOOL, ORIGINATOR MUST ATTACH THE MOST RECENT REPORT CARD.

School Representative _____ Phone _____ Date _____

CHAPTER 220 PROGRAM

While MPS alternative (Project Stay, Kilmer, Lady Pitts) schools are open to Chapter 220 students, Partnership Schools are not. Chapter 220 students who are interested in enrolling in MPS alternative schools should be referred to their home district Chapter 220 office.

Suburban schools are open to all Milwaukee residents. See “Suburban School Opportunities for Milwaukee Students in September” following this page.

STUDENT SERVICES SEATS

Some schools have seats reserved for use by the Department of Parent and Student Services. Students are enrolled into or dropped from these seats by Student Services.

After Student Services assigns students to reserved seats in MPS partnership/alternative schools, it is the responsibility of each MPS partnership/alternative school to make arrangements with the students and their parents/guardians to come to the school to enroll.

Such students will ultimately be in ONE of two categories:

CATEGORY 1: students who report to their assigned alternative schools and thereby become officially enrolled; or

CATEGORY 2: students who do not report to their assigned alternative schools to enroll.

CATEGORY 1: Students are subject to all existing School Board policies with regard to attendance. Thus, if they become habitual truants, it is the alternative school's responsibility to follow all existing policies with regard to habitual truants up to and including referral to the district attorney. At that point **Category 1** students will be reassigned back to Student Services by the assigned school. These students will be placed into status code #91 [Habitual Truant (DSS Only)] at site #555. Alternative schools must notify parents/guardian that the reassignment back to Student Services has been made; Student Services will notify school social work services.

CATEGORY 2: Students who do not report to their assigned alternative schools within a two week period following the date of assignment will be reassigned to Student Services by the assigned school. These students will be placed into status code #92 [No-show (DSS Only)] at site #555. Alternative schools must notify: **1)** parents/guardians that the reassignment to Student Services has been made, and **2)** their school social worker to file a DA referral.

ENROLLMENT POLICY

Partnership Schools and MPS Alternative Schools represent only one component of the MPS Children At-Risk Plan. At-risk services are also provided for students through attendance area and specialty schools.

Whenever an alternative school is chosen by a student and/or by parents/guardians, care must be taken to point out that small alternative schools cannot provide all of the academic and social opportunities, which are available at comprehensive schools.

A complete “Directory of Alternative Schools for At-Risk Students”, which includes school descriptions, addresses, and phone numbers, is available from Diversified Community Schools.

Wisconsin statute 118.153 says that every school board must offer special programs and/or schools for students who are at-risk. The law further provides that the school board must enroll each at-risk student into the school selected by the student’s parent or guardian if the student meets the prerequisites for the school. If there is no space in that school, the student’s name must be placed on a waiting list, and the student must be offered a different alternative school until space in the requested school is available.

Alternative schools, because of their structure and nature, have virtually no barriers to enrollment. While a few schools have “eligibility requirements,” most will accept virtually any at-risk student at virtually any time during the school year when they have a vacancy.

A critical variable in the success of alternative schools is the fact that parents and students choose the particular school they wish to attend. This factor often results in a greater than usual commitment to a school on the part of the students.

A student becomes “enrolled” at a school on his or her first day of actual attendance. Students who have applied for, have been interviewed at, and have been accepted at a school are **not considered “enrolled” until they actually attend for a day.**

SPECIAL EDUCATION STUDENTS

According to the Wisconsin Department of Public Instruction, pupils who have special education needs and meet the statutory definition of a child at-risk may be enrolled in alternative schools for at-risk children. When such pupils are seeking enrollment, local school personnel assisting during the application process must contact Joe Kluber at 438-3464.

Mr. Kluber will convene an IEP meeting, and the team will offer the best counsel on enrollment into an alternative school. The team’s decision will be based upon the prescriptions for service in the IEP, the certification of the staff at the alternative school, and the level of support staff available at the alternative school.

EIGHTEEN-YEAR-OLD OR OLDER STUDENTS

School Board policy prohibits the enrollment of students who are 18 years old or older by September 1st of a school year if they have earned less than 6.00 units (unless they are determined to have special education needs, in which case they can attend, with proper Special Education support, through the age of 21).

Non-special education students who have not been in continuous attendance and who will not be able to complete graduation requirements before reaching the age of 20 are to be counseled to enroll at MATC (in the adult high school GED program).

Students who are 18 years old, and who have earned between 6.0 and 13.75 units, should be asked to sign a performance contract which specifies continuous progress in the areas of achievement, attendance, and behavior. A sample contract is available from the Division of Student Services. Students who violate the contract should be dropped, and advised to other educational opportunities for people of their age.

MATC PROGRAMS AND POLICIES

Many students in alternative schools attend MATC during part of their school day. Some MATC policies are different from MPS policies. It is important to keep informed about class times, the school calendar, conversion of MATC credits to MPS units, and so on. Contact MATC at 297-7991 for additional information.

WAITING LISTS

Wisconsin statute 118.153 says that every school board must enroll each at-risk student into the school selected by the student's parent or guardian if the student meets the prerequisites for the school. If there is no space in that school, the student's name must be placed on a waiting list, and the student must be offered a different alternative school until space in the requested school is available. Meanwhile, at-risk services must be provided through the student's current school.

Partnership and MPS alternative school administrators are to maintain a waiting list that contains the names and phone numbers of all pupils who have applied for admission, and who have met all prerequisites for admission, but who have not been enrolled due to a lack of space.

Waiting lists are subject to inspection by parents and guardians. They will be monitored by the MPS Division of Diversified Community Schools.

Students should not be referred to alternative schools unless vacancies exist. Enrollments change on a daily basis; vacancy information can be obtained directly from any school.

COURSE OFFERINGS

Partnership Schools offer a wide range of MPS standard courses. A list of the MPS standard courses follows this page. **Course numbers other than those on the list may not be used. If non-MPS course numbers are written on report cards, they will be rejected by MPS data processing systems and will not appear on report cards or transcripts.**

At the time of enrollment, course selections should be made for each student. **Extreme care must be taken to be sure that the student has not already earned units in the same courses at previous schools,** and that courses are selected from the enclosed list of current MPS courses (for Partnership Schools which award MPS diplomas). While it is possible that duplicate course numbers will be printed on official scholarship labels because the computer system merely reads and prints numbers, in such instances **only one** of the duplicate course numbers will count towards fulfilling graduation requirements. Approved course listings change from year-to-year – for example, all English competency courses have been dropped from the course listings.

Sites which would like to offer new courses must apply to the MPS Department of Academic Excellence. Once approved, the Division of Technology must be contacted for new course numbers to be issued.

Course Offerings for Partnership Schools 2006/2007

Grade	Department	Subject	Course	Units Per Sem
High	Art	Art Foundations (Sem 1)	AR111	.50
High	Art	Art Foundations (Sem 2)	AR121	.50
High	Art	Arts and Crafts (Sem 1)	AR131	.50
High	Art	Arts and Crafts (Sem 2)	AR141	.50
High	Art	Drawing (Sem 1)	AR151	.50
High	Art	Drawing (Sem 2)	AR161	.50
High	Business Education	Accounting 1 (Sem 1)	BB111	.50
High	Business Education	Accounting 1 (Sem 2)	BB121	.50
High	Business Education	Accounting 2 (Sem 1)	BB131	.50
High	Business Education	Accounting 2 (Sem 2)	BB141	.50
High	Business Education	Business & Computer Concepts 1	BB411	.50
High	Business Education	Business & Computer Concepts 2	BB421	.50
High	Business Education	Employability Skills	BB021	.50
High	Business Education	Introduction to Bus. Careers (Sem 1)	BB211	.50
High	Business Education	Introduction to Bus. Careers (Sem 2)	BB221	.50
High	Business Education	Keyboarding	BB031	.50
High	Business Education	Microcomp Business Appl. (Sem 1)	BB611	.50
High	Business Education	Microcomp Business Appl. (Sem 2)	BB621	.50
High	Business Education	Rapid Notetaking	BB051	.50
High	Business Education	Recordkeeping (Sem 1)	BB171	.50
High	Business Education	Recordkeeping (Sem 2)	BB181	.50
High	Business Education	Word Processing 1	BA311	.50
High	Business Education	Word Processing 2	BA321	.50
High	Business Education	Desktop Publishing 1	BA861	.50
High	Business Education	Desktop Publishing 2	BA871	.50
High	Business Education	Advanced Word Processing 1	BA331	.50
High	Business Education	Advanced Word Processing 2	BA341	.50
High	Computer Education	Computer Literacy	CC811	.50
High	Computer Education	Computer Applications	BA501	.50
High	English	African American Literature (Sem 1)	EN531	.50
High	English	African American Literature (Sem 2)	EN541	.50
High	English	African Literature (Sem 1)	EN801	.50
High	English	African Literature (Sem 2)	EN811	.50
High	English	American Authors (Sem 1)	EN201	.50
High	English	American Authors (Sem 2)	EN211	.50
High	English	American Ethnic Literature	EN261	.50
High	English	British Authors (Sem 1)	EN221	.50
High	English	British Authors (Sem 2)	EN231	.50
High	English	Communications Media	EN441	.50
High	English	Composition	EN381	.50
High	English	Advanced Composition	EN391	.50
High	English	Contemporary Literature	EN271	.50
High	English	Creative Writing	EN411	.50
High	English	English 09 (Sem 1)	EN101	.50
High	English	English 09 (Sem 2)	EN111	.50
High	English	English 10 (Sem 1)	EN961	.50
High	English	English 10 (Sem 2)	EN971	.50
High	English	English 11 (Sem 1)	EN981	.50
High	English	English 11 (Sem 2)	EN991	.50
High	English	English 12 (Sem 1)	EN511	.50

Course Offerings for Partnership Schools 2006/2007

Grade	Department	Subject	Course	Units Per Sem
High	English	English 12 (Sem 2)	EN521	.50
High	English	Humanities/English	EN281	.50
High	English	Journalism	EN401	.50
High	English	Language Skills Laboratory	EN421	.50
High	English	Literatures of the World	EN291	.50
High	English	Major Dramatists	EN301	.50
High	English	Myth and Folklore	EN311	.50
High	English	Poetry	EN331	.50
High	English	Science Fiction	EN341	.50
High	English	Short Fiction	EN351	.50
High	English	Technical English 1	EN911	.50
High	English	Technical English 2	EN921	.50
High	English	The English Language	EN431	.50
High	English	The Novel	EN321	.50
High	English	Women in Literature	EN361	.50
High	English	Workplace Communications	EN791	.50
High	English	Writing Through Literature 1	EN721	.50
High	English	Writing Through Literature 2	EN731	.50
High	English	Speech (Comtemporary Communication)	SP011	.50
High	English	Speech (Acting)	SP031	.50
High	English	Speech (Play Production)	SP041	.50
High	Family and Consumer Education	Career Decision Making	FC201	.50
High	Family and Consumer Education	Employment Skills	FC231	.50
High	Family and Consumer Education	Family Food and Society	FC371	.50
High	Family and Consumer Education	Family Survival Skills (Sem 1)	FC131	.50
High	Family and Consumer Education	Family Survival Skills (Sem 2)	FC141	.50
High	Family and Consumer Education	Fashion and Fabric	FC331	.50
High	Family and Consumer Education	Food/Wellness 1	FC671	.50
High	Family and Consumer Education	Food/Wellness 2	FC681	.50
High	Family and Consumer Education	Intro to Family and Consumer ED (Sem1)	FC111	.50
High	Family and Consumer Education	Intro to Family and Consumer ED (Sem2)	FC121	.50
High	Family and Consumer Education	Parenthood Education	FC191	.50
High	Family and Consumer Education	Parents and Children	FC341	.50
High	Family and Consumer Education	Textile Arts	FC391	.50
High	Foreign Language	French 1 (Sem 1)	FL011	.50
High	Foreign Language	French 1 (Sem 2)	FL021	.50
High	Foreign Language	German 1 (Sem 1)	FL301	.50
High	Foreign Language	German 2 (Sem 2)	FL311	.50
High	Foreign Language	Spanish 1 (Sem 1)	FL701	.50
High	Foreign Language	Spanish 1 (Sem 2)	FL711	.50
High	Foreign Language	Spanish 2 (Sem 1)	FL721	.50
High	Foreign Language	Spanish 2 (Sem 2)	FL731	.50
High	Health Education	Children: Development and Relationships	HL351	.50
High	Health Education	Comprehensive Health Education	HL211	.50
High	Health Education	Personal Health	HL231	.50
High	Math (Elective Credit Only)	Algebra Support (Sem 1)	RC201	.50
High	Math (Elective Credit Only)	Algebra Support (Sem 2)	RC211	.50
High	Math (Elective Credit Only)	Algebra Review (Sem 1)	RC221	.50
High	Math (Elective Credit Only)	Geometry Review (Sem 1)	RC301	.50
High	Math (Elective Credit Only)	Statistics (Sem 1)	MA411	.50
High	Math (Elective Credit Only)	Statistics (Sem 2)	MA421	.50

Course Offerings for Partnership Schools 2006/2007

Grade	Department	Subject	Course	Units Per Sem
High	Mathematics	ICP Mathematics 1 (Sem 1)	MA261	.50
High	Mathematics	ICP Mathematics 1 (Sem 2)	MA271	.50
High	Mathematics	ICP Mathematics 2 (Sem 1)	MA361	.50
High	Mathematics	ICP Mathematics 2 (Sem 2)	MA371	.50
High	Mathematics	ICP Mathematics 3 (Sem 1)	MA561	.50
High	Mathematics	ICP Mathematics 3 (Sem 2)	MA571	.50
High	Mathematics	ICP Mathematics 4 (Sem 1)	MA761	.50
High	Mathematics	ICP Mathematics 4 (Sem 2)	MA771	.50
High	Mathematics	Algebra (Sem 1)	MA211	.50
High	Mathematics	Algebra (Sem 2)	MA221	.50
High	Mathematics	Algebra +	MA251	.50
High	Mathematics	Integrated Algebra (Sem 1)	MA231	.50
High	Mathematics	Integrated Algebra (Sem 2)	MA241	.50
High	Mathematics	Geometry (Sem 1)	MA301	.50
High	Mathematics	Geometry (Sem 2)	MA311	.50
High	Mathematics	Transition to College Math (Sem 1)	MA521	.50
High	Mathematics	Transition to College Math (Sem 2)	MA531	.50
High	Mathematics	Algebra 2 & Trigonometry (Sem 1)	MA501	.50
High	Mathematics	Algebra 2 & Trigonometry (Sem 2)	MA511	.50
High	Music	Chorus (Sem 1)	MU351	.50
High	Music	Chorus (Sem 2)	MU361	.50
High	Music	Music Appreciation (Sem 1)	MU441	.50
High	Music	Music Appreciation (Sem 2)	MU451	.50
High	Other Electives	ACT Preparation	OE471	.50
High	Other Electives	Computer Assisted Instruction (Sem 1)	OE441	.25 - .50
High	Other Electives	Computer Assisted Instruction (Sem 2)	OE451	.25 - .50
High	Physical Education	Comprehensive Physical Education 1	PE201	.25 - .50
High	Physical Education	Comprehensive Physical Education 2	PE211	.25 - .50
High	Physical Education	Lifetime Sports 1 (Sem 1)	PE231	.25 - .50
High	Physical Education	Lifetime Sports 2 (Sem 2)	PE241	.25 - .50
High	Physical Education	Lifetime Sports 3 (Sem 1)	PE251	.25 - .50
High	Physical Education	Lifetime Sports 4 (Sem 2)	PE261	.25 - .50
High	Reading	Reading Improvement – Grade 9 (Sem 1)	RD111	.50
High	Reading	Reading Improvement – Grade 9 (Sem 2)	RD121	.50
High	Reading	Reading Power & Study Skls Gr 10 (Sem 1)	RD131	.50
High	Reading	Reading Power & Study Skls Gr 10 (Sem 2)	RD141	.50
High	Reading	Reading Life Skills Gr 11 (Sem 1)	RD151	.50
High	Reading	Reading Life Skills Gr 11 (Sem 2)	RD161	.50
High	Science	Applied Science (Sem 1)	SC101	.50
High	Science	Applied Science (Sem 2)	SC111	.50
High	Science	Biology (Sem 1)	SC201	.50
High	Science	Biology (Sem 2)	SC211	.50
High	Science	Chemistry (Sem 1)	SC401	.50
High	Science	Chemistry (Sem 2)	SC411	.50
High	Science	Chemistry Concepts (Sem 1)	SC461	.50
High	Science	Chemistry Concepts (Sem 2)	SC471	.50
High	Science	Earth Science (Sem 1)	SC601	.50
High	Science	Earth Science (Sem 2)	SC611	.50
High	Science	Environmental Science (Sem 1)	SC621	.50
High	Science	Environmental Science (Sem 2)	SC631	.50
High	Science	Integrated Science (Sem 1)	SR181	.50

Course Offerings for Partnership Schools 2006/2007

Grade	Department	Subject	Course	Units Per Sem
High	Science	Integrated Science (Sem 2)	SR191	.50
High	Science	Physics 1	SC821	.50
High	Science	Physics 2	SC831	.50
High	Science	Physics Concepts 1	SC861	.50
High	Science	Physics Concepts 2	SC871	.50
High	Social Studies	African-American Heritage (Sem 1)	SS101	.50
High	Social Studies	African-American Heritage (Sem 2)	SS111	.50
High	Social Studies	American Government (Sem 1)	SS261	.50
High	Social Studies	American Government (Sem 2)	SS271	.50
High	Social Studies	Citizenship (Sem 1)	SS121	.50
High	Social Studies	Citizenship (Sem 2)	SS131	.50
High	Social Studies	Contemporary World Affairs (Sem 1)	SS241	.50
High	Social Studies	Contemporary World Affairs (Sem 2)	SS251	.50
High	Social Studies	Economics	SS301	.50
High	Social Studies	Justice and You (Sem 1)	SS311	.50
High	Social Studies	Justice and You (Sem 2)	SS321	.50
High	Social Studies	Minorities in American Society	SS331	.50
High	Social Studies	Philosophy	SS341	.50
High	Social Studies	Psychology	SS351	.50
High	Social Studies	Sociology	SS361	.50
High	Social Studies	United States History (Sem 1)	SS221	.50
High	Social Studies	United States History (Sem 2)	SS231	.50
High	Social Studies	World Geography (Sem 1)	SS161	.50
High	Social Studies	World Geography (Sem 2)	SS171	.50
High	Social Studies	World History (Sem 1)	SS181	.50
High	Social Studies	World History (Sem 2)	SS191	.50
High	Social Studies	World Studies (Sem 1)	SS141	.50
High	Social Studies	World Studies (Sem 2)	SS151	.50
High	Special Programs	Careers	OE101	.50
High	Special Programs	Career Exploration	OE111	.50
High	Special Programs	Community Service (Sem 1)	OE521	.50/1.00
High	Special Programs	Community Service (Sem 2)	OE531	.50/1.00
High	Special Programs	Coping Skills (Sem 1)	AC721	.50
High	Special Programs	Coping Skills (Sem 2)	AC731	.50
High	Special Programs	Exploring Work Opportunities (Sem 1)	AP941	.50
High	Special Programs	Exploring Work Opportunities (Sem 2)	AP951	.50
High	Special Programs	Human Relations	OE701	.50
High	Special Programs	Transition Skills 1	OE911	.50
High	Special Programs	Transition Skills 2	OE921	.50
High	Special Programs	Work Experience 1 (Sem 1)	AP901	.50/1.00
High	Special Programs	Work Experience 1 (Sem 2)	AP911	.50/1.00
High	Special Programs	Work Experience 2 (Sem 1)	AP921	.50/1.00
High	Special Programs	Work Experience 2 (Sem 2)	AP931	.50/1.00
High	Trade and Technology	General Drafting 1	TD111	.50
High	Trade and Technology	General Drafting 2	TD121	.50
High	Trade and Technology	Trade and Technical Survey 1	TX151	.50
High	Trade and Technology	Trade and Technical Survey 2	TX161	.50
High	Trade and Technology	Woodworking Technology 1	TW211	.50
Middle	Art	Elective Art – Gr. 8	AR031	XXX
Middle	Art	Experiencing Art – Gr. 7	AR021	XXX
Middle	Art	Exploring Art – Gr. 6	AR011	XXX
Middle	English	English 6	EN011	XXX

Course Offerings for Partnership Schools 2006/2007

Grade	Department	Subject	Course	Units Per Sem
Middle	English	English 7	EN021	XXX
Middle	English	English 8	EN031	XXX
Middle	Family and Consumer Education	Family and Consumer Education –Gr. 6	FC061	XXX
Middle	Family and Consumer Education	Family and Consumer Education – Gr. 7	FC071	XXX
Middle	Family and Consumer Education	Family and Consumer Education – Gr. 8	FC081	XXX
Middle	Health Education	Health Education 1	HL061	XXX
Middle	Health Education	Health Education 2	HL071	XXX
Middle	Health Education	Health Education 3	HL081	XXX
Middle	Mathematics	Mathematics Gr. 6	MS601	XXX
Middle	Mathematics	Mathematics Gr. 7	MS701	XXX
Middle	Mathematics	Mathematics Gr. 8	MS801	XXX
Middle	Music	General Music 6	MU001	XXX
Middle	Music	General Music 7	MU011	XXX
Middle	Music	General Music 8	MU021	XXX
Middle	Other Electives	Chapter 1 Computer Assisted Instruction	OE461	XXX
Middle	Physical Education	Developmental Physical Education – Gr.6	PE011	XXX
Middle	Physical Education	Developmental Physical Education – Gr.7	PE021	XXX
Middle	Physical Education	Developmental Physical Education – Gr.8	PE031	XXX
Middle	Reading	Developmental Reading – Gr. 6	RD601	XXX
Middle	Reading	Developmental Reading – Gr. 7	RD701	XXX
Middle	Reading	Developmental Reading – Gr. 8	RD801	XXX
Middle	Science	Science 6	SC061	XXX
Middle	Science	Science 7	SC071	XXX
Middle	Science	Science 8	SC081	XXX
Middle	Social Studies	Social Living – Gr. 7	SS071	XXX
Middle	Social Studies	Social Studies – Gr. 6	SS061	XXX
Middle	Social Studies	United States History – Gr. 8	SS081	XXX

CALENDAR

Copies of the MPS Parent/Student Calendar, and of the MPS Staff Calendar, will be available at Diversified Community Schools.

The length of MPS teacher and student days, as well as the number of MPS teacher and student days in a school year, are regulated by labor contracts and DPI regulations. Copies of the contracts and regulations are available from Alisia Moutry in Diversified Community Schools. Violations of contracts and DPI regulations are considered violations of the MPS/PS contract and will be resolved accordingly.

Some Partnership School calendars differ from the MPS calendar. Parents must be notified in writing when such differences occur.

Changes in the Partnership School calendar which affect the hours of employment, working conditions, and/or wages of the MPS teacher(s) assigned to the Partnership School must be negotiated in advance by Diversified Community Schools with the MTEA to obtain a Memorandum of Understanding.

Because state law requires that students attend school for a certain number of days each year, students cannot be released from attendance without prior approval from Diversified Community Schools. Such application must be made 30 days in advance. If approved, copies of the approval must be forwarded to the Departments of Transportation and School Nutrition if their services will need to be altered.

TRANSPORTATION

Students will be given transportation if they qualify under the MPS Board Transportation Policy.

In general, this policy provides transportation in the form of city bus passes for students who reside more than two miles from their assigned school.

Cases which involve extenuating circumstances should be brought to the attention of the Division of Diversified Community Schools.

Bus passes should be picked up every Wednesday, at the Diversified Community Schools office.

ATHLETICS AND ELIGIBILITY

Eligibility of Students Enrolled in Alternative Schools for Non-Disciplinary Reasons

1. Students who attend full-time at an alternative school and who have previously attended an MPS high school are eligible to participate in interscholastic athletics at the high school nearest their alternative school.
2. Students who attend part-time at an alternative school and part-time at an MPS high school are eligible at the MPS high school of part-time attendance.
3. Students who attend full-time at an alternative school and who have not previously attended an MPS high school are eligible to participate at the high school nearest their alternative school.
4. Unusual cases, with documented extenuating circumstances necessitating an assignment that would deviate from these guidelines, may be appealed to the Commissioner of Athletics (whose decision will be final).

Scholarship

To be eligible to participate in interscholastic athletics and interscholastic academics, a student must have passed a minimum of 2.0 units during the previous mark period. In addition, a student must have maintained a minimum of 2.0 grade point average for the previous mark period. Students having a grade point average between 1.5 and 2.0 may appeal for probationary eligibility at their high school once during a school year, but only twice during their high school careers.

Attendance

Any student who is absent more than four (4) times from any class, for any reason, during a mark period is ineligible to participate in any interscholastic athletics or academics during the next mark period. Unusual circumstances, which can be documented in writing with a doctor's excuse, court orders, etc., may be appealed to the principal. A subsequent appeal can be made to the Commissioner of Athletics, whose decision will be final.

Disciplinary Transfers

Any student who is transferred by a student services specialist for disciplinary reasons will be declared ineligible for interscholastic athletics for 90 days.

Recruitment of Athletes

Any student who is determined to be attending a high school as a result of substantiated recruitment by a coach after the student's initial enrollment in another high school, shall be declared ineligible unless he/she returns to the former school of assignment.

ATTENDANCE POLICIES

Students enrolled in alternative schools are subject to all MPS attendance policies.

In sum, these policies require daily attendance on the part of students. Excuses must be provided for all absences. In traditional MPS high schools, 3+ absences from classes = 1 full day of absence.

Board-approved excused absences include personal illness, death in the family, required legal appearance, designated religious holiday, medical/dental appointments, family emergency and driver's examination.

Absences for **incarcerated** students are excused as "required legal appearance."

Absences due to **pregnancy** are excused as "personal illness." Pregnant students who are enrolled at a school, and who stay home from school because of their pregnancy, **MUST** provide a doctor's excuse to be marked absent/excused. It is also the doctor who determines the length of the excused absence. **There is no special "maternity leave" attendance or status category for such students.** (Pregnant students can, however, apply to the MPS Department of Special Services for homebound instruction. If their application is approved, they are dropped from active status at their current school and enrolled in homebound instruction).

All other absences are unexcused. Unexcused absences are truancies and are governed by the Wisconsin Habitual Truancy statutes. A **habitual truant** is a student who is truant 5 or more school days during a semester. Parents must be notified by phone after the first truancy. Parents must be notified by letter after five truancies. Parents must be notified and a referral must be made to the school social worker when a student becomes a habitual truant (see Public Referral Form following this section). Such students who are over the age of 18 can be dropped (see "Drop Policies").

Each school must keep daily records of attendance and excused/unexcused absences in e-SIS.

On occasion, schools are asked to provide a letter to verify a student's enrollment or attendance. No information of this nature can be provided without the prior written consent of a parent, guardian, or student over the age of 18.

- Identified individuals from each school or required to be trained to enter e-SIS attendance data. Attendance on e-SIS will need to be entered on a daily basis.

FOR MORE INFORMATION PLEASE SEE THE MPS PARENT/STUDENT HANDBOOK on RIGHTS, RESPONSIBILITIES AND DISCIPLINE

CUMULATIVE FOLDERS

The use of MPS Cumulative Folders, which contains various student records, is governed by state law, federal law, and MPS policy:

- Folders for current students must be requested in writing from the student's previous school (see sample letter on the next page)
- Folders must be kept in locked file cabinets in a secure area
- The information contained in folders is confidential and can be released only after written permission is obtained from a parent, guardian, or student who is over the age of 18
- Folders are retained until they are requested in writing by the student's next school, or until the student is 21 years old (at which time they can be shredded or incinerated)

When records are requested in writing by a student's next school, the request must be honored within five days.

(USE SCHOOL LETTERHEAD STATIONERY)

Date

To: Records Secretary at (insert name of school)

From: (insert name of your records secretary)

RE: Request for Cumulative Folders

Please send cumulative folders for the following students who have enrolled in our school:

ID NUMBER	STUDENT NAME	DATE OF BIRTH	DATE ENROLLED

Wisconsin Statute 118.125 requires schools to forward school records, upon written request, when a student transfers into a new school.

Thank you for your cooperation.

DISCIPLINE POLICY

Students enrolled in alternative schools are subject to all MPS discipline policies (or their equivalent as documented in the partnership school contract). Refer to the “MPS Parent/Student Handbook on Rights, Responsibilities, and Discipline” follows this page.

When a breach of discipline occurs, it must be resolved by the proper authority. This could be the teacher, a counselor, a social worker, a school psychologist, an administrator, and/or your school’s Specialist in the Division of Parent and Student Services, (475-8448). Referrals to the Division of Parent and Student Services must be documented on the Principal’s Report form, which is found in the first Principal’s Bulletin of each school year. The Director of Diversified Community Schools must also be notified when serious discipline problems occur.

The nature of the consequences for breaches of discipline are governed by the “MPS Parent/Student Handbook on rights, Responsibilities, and Discipline.” As noted in the Handbook, there are state-imposed limits on the number and length of suspensions from school.

Events which require discipline must be documented on Incident Referral forms or their equivalent.

Any incident in which a student is given an incident referral, you **MUST** put this information on the Incident Referral screen on eSIS. If you have any questions, please call the DCS office.

IMMUNIZATIONS

All students in MPS must be properly immunized. Students who do not maintain immunization can be excluded from school and their parents/guardians can be fined by the District Attorney’s office.

Updates to immunization records must be put on eSIS. If you have any questions please call the DCS office.

Students who are age 18 or older can sign personal waiver forms.

WEAPONS POLICY

By school board policy, “Students possessing a dangerous weapon to or from school or on school property will be immediately suspended and the police will be called. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object, which, by manner it is used or intended to be used, is capable of inflicting bodily harm. All cases that clearly involve a gun, or which involve any other weapon used in a threatening manner, will be recommended for expulsion.”

Each student must be asked to sign a form upon enrollment, which indicates that they are aware of the MPS weapons policy. (See sample form on page 31)

Milwaukee Public Schools

School Name

Street Address

Milwaukee, Wisconsin 00000

Telephone: 000 000 0000 Fax: 000 000 0000

Milwaukee Board of School Directors Discipline Policy for
Student Responsibility

I have been informed by the administrative/teaching staff at **(SCHOOL NAME HERE)** school about the School Board Discipline Policy for **ALL** School students and the Milwaukee Board of School Directors' School/Classroom Code of Conduct. I understand that:

1. A student possessing a gun or other dangerous weapon will be suspended, the police will be called, and the student will be recommended for expulsion from Milwaukee Public Schools.
2. Pagers, cellular phones, and laser pointers are prohibited in schools.
3. A student possessing, using, or attempting to sell/distribute any drugs or alcohol will also be suspended, the police may be called, and the student may be recommended for removal from school. Expulsion may also be recommended.
4. A student possessing, using, or attempting to sell/distribute any chemical irritants (pepper spray) in any school or while going to and from school, will be suspended. The police may be called, and the student may be recommended for removal from school. Expulsion may also be recommended.
5. A student involved in other criminal offenses such as possession of knives and other weapons, serious gang activity, battery, assault, extortion, or robbery, will lose his/her school assignment. Expulsion may also be recommended.

Date

Student Signature

Teacher Signature

FIELD TRIPS

Schools are responsible for scheduling and paying for their own field trips.

The following guidelines should be considered when field trips are planned and taken:

- field trips should always be considered educational activities, and should therefore be relevant to the curriculum and needs of students
- parents must be advised in writing prior to each field trip, and must sign a parent consent form for each child for each trip
- a list of the students and staff who **actually** go on each field trip must be kept in the school office
- learning objectives should be clear to the students and follow-up activities should be conducted in the classroom
- field trip permits must be signed by the principal and kept on file in the school office
- principals are responsible for certain reporting and record keeping requirements established by the MPS insurance company
- questions about insurance should be directed to the Division of Insurance and Risk Management (475-8555)

WORK PERMITS

All students under the age of 18 are required to have a work permit before they can begin a job. There are a number of local and state policies which govern work permits.

For a listing of current restrictions, based upon age, and governing the maximum number of hours/day and days/week, contact the Department of Student Services.

Work permits are issued at all MPS high schools, as well as in the Department of Student Services at Central Services. The following items must be presented by each applicant for a work permit:

- a letter of recommendation from the student's principal addressing the Board's attendance (at least 80%) and achievement (passing all subjects) standards
- proof of age: birth certificate or baptismal record
- letter from the employer stating the intent to employ the student along with the job duties, hours of work, and the times of day the student will be working
- letter of permission from the student's parent or guardian
- a social security card
- \$5.00

RECORD KEEPING

Partnership schools are required to maintain the following records:

- Emergency contact information on eSIS for each student.
- Daily attendance will be recorded each day on eSIS for each student, and in the teacher's record book (use an "E" for the student's first day, and "A" for each absence, a circle A for excused absences, and a "D" on the drop date)
- Achievement records for each student in each teacher's class record book
- Documentation (assignments, projects, tests, teacher record book, and so on) of student achievement, including work performed in work experience and on-the-job training programs
- Cumulative folders (for those students for whom cumulative folders have been requested and received)
- Transcripts from previous schools attended by their students
- Non-MPS transcripts should be immediately forwarded to the DCS counselor at MPS Central Service Administration Building.
- **All student records must be maintained on eSIS.**

Scholarship cards must be kept in perpetuity. Graduates can get official copies of their MPS transcripts from the school that they attended or Student Services. Achievement records must be kept for two years.

Cumulative folders must be kept until they have been requested in writing by the student's next school or until the student has become 21 years of age.

When records are requested in writing by a student's next school, the request must be honored within five days.

Sometimes, parents and/or guardians believe that information contained in school records is inaccurate or misleading or violates the privacy or other rights of the student, and may request that this information be removed or amended.

Parents and guardians who feel this way must submit their request in writing to the MPS Director of Student Services. The request must include a statement of the exact record to be amended along with the reason for amendment. The Director of Student Services, along with the person who created the record and/or his/her supervisor, will review the record in question and decide whether or not to amend the record in accordance with the request.

If it is decided to refuse the request, the parent/guardian will be notified, and the school will inform the parent/guardian of their right to appeal. Within ten days, the hearing officer will be appointed by the

Director of Student Services; and the hearing will be conducted within 30 days of the time of the request.

If the hearing results in the record in question not being amended, the parent/guardian will be informed of their right to place in the educational file of the student a statement commenting upon the information in the records and/or setting forth their reasons for disagreeing with the decision.

GRANTING OF ACADEMIC UNITS

Under the terms of Wisconsin statute 118-153, Children At-Risk, MPS Partnership Schools are required to establish procedures for the granting of academic units by each contracting agency. Unless specifically agreed to by the contracting school and MPS, the standards and procedures governing the award of academic units shall be consistent with those described below. MPS policies for granting of academic units are based on North Central Association standards.

“PROVISIONS FOR GRANTING CREDIT IN NORTH CENTRAL ASSOCIATION MEMBER SCHOOLS”

Member schools may elect any of several means listed for granting credit. All credit awarded towards the high school diploma must meet the standards set in each state by the appropriate state governing body.

- A. Semester Hour:** This is the amount of credit given for the successful completion of a course, which meets one semester of at least 18 weeks. A course, which meets five periods per week for two semesters, therefore, would permit a student to earn ten semester hours of credit.
- B. Carnegie Unit:** This is the amount of credit given for the successful completion of a course which meets 40 minutes daily, five days per week, for at least 36 weeks, or the equivalent amount of time within the school year. The equivalent time is 120 clock hours.
- C. Credit by Work Experience:** Credit may be given for work experience related to occupational training as evaluated and determined by the professional staff and approved by the school administrator. Credit may be given provided the program is under the supervision of the school.
- D. Supervised Self-Paced Study Programs:** The school may provide planned programs of independent learning in which students need not attend classes a specific amount of time during a semester. In such instances, credit may be granted for satisfactory performance in administered proficiency examinations or for successful completion of curricular units, steps, or phases, which have been established by the school as comprising the equivalency of a unit of work.

(Sections “e.,” “f.,” and “g.,” intentionally omitted because they do not apply.)

H. Credit for Summer School Study: Member schools may offer summer school courses for credit or accept summer school credit earned in other accredited high school. If a school operates a summer school, the courses offered shall be under the instruction of teachers and the supervision of administrators who meet North Central standards. Each class must meet for 120 clock hours for one unit of credit or 60 clock hours for one-half unit of credit.

1. **Credit by Performance:** The school establishes guidelines by which credit may be given on a performance basis by means of approved assessments of varying kinds covering the content ordinarily included in a regular school course in the subject. A school also may use assessments as the basis for admission of students with educational experience for which transcripts of credit are not available.

REPORT CARDS

All grades **MUST** be put on eSIS (credit detail). At a minimum all Partnership schools must issue report cards at the end of each semester. Some schools issue intermediate progress reports using their own forms.

Care must be taken to be certain:

- that all required information is provided: MPS course number, unit value, number of absences, effort grade, and achievement grade
- that a report card is issued for every student
- that a report card grade is issued for every course for every student (grades which late enrollees earned prior to enrolling in your school should be included in your grades calculations and on report cards)
- that grades of “I”/incomplete” have not been given except in extreme situations when **prior approval** has been obtained from the DCS Counselor (in most cases, the grade of “U/unsatisfactory” should be given instead, and then changed to some other passing grade during the first six weeks of the next mark period **if** the student submits makeup work)
- that there is a correspondence between length of time a student has been enrolled in the alternative school and the number of units which are granted (MPS uses the Carnegie Unit of 60 class hours = 0.5 unit.)
- that the total number of units granted is documented and rational, keeping in mind that most high school students earn about 3.0 units per semester
- that grades are not being reported for courses which the student has previously taken – courses which are duplicates will not count toward graduation

Schools which issue report cards more frequently than once per semester – once every six weeks, for example - must include attendance information for each mark period (even if the student was not enrolled long enough to earn grades).

Schools which grant credits on an “accelerated” basis must submit their school description to the Director of Diversified Community Schools, who will consult with the Department of Academic Excellence and DPI standards prior to granting approval.

TRANSFER POLICY

By state statute, any student identified as at risk has the option of enrolling in an alternative school. After enrolling into alternative schools, students retain the option of transferring back to their attendance area schools at any time (if the school has openings). A sample letter for parents to use to request such a transfer can be found page 37.

Most students who complete middle school in alternative schools are expected to begin their high school careers in attendance area or specialty high schools, although they can continue in alternative high schools if unusual circumstances are present.

Once enrolled in a high school, students are expected to remain until they graduate. At risk students who prove to be unsuccessful in high school can apply for enrollment in alternative high schools. Once enrolled in an alternative school, students are expected to stay until they return to their previous school, until they complete the alternative school, or until they graduate.

Exceptions to this policy are considered by Student Services on a case-by-case basis.

Some students must transfer at the end of the school year because they have finished the top grade in a school. These students must participate in the city-wide "Three Choice School Selection" procedure which takes place in February of each year. The DCS counselor will help your students make their choices if you wish.

(INSERT PARENT/GUARDIAN ADDRESS)
(INSERT PARENT/GUARDIAN CITY/STATE/ZIP)

(INSERT DATE)

To Whom It May Concern:

Enrollment in alternative schools is voluntary. If a parent or guardian is dissatisfied with their child's progress in an alternative school, the parent can withdraw permission for the student to attend the alternative school.

Such students who are under the age of 18 must remain in school, and are entitled to attend any regular MPS school which has openings.

Such students who are over the age of 18, and who have earned enough units to graduate by the age of 20, are also allowed to remain in an MPS high school provided that they maintain acceptable attendance, achievement and conduct.

Attached to this letter is a Form 1, with which I am applying for my child to enroll in (INSERT NAME OF SCHOOL).

Thank you for your assistance.

Sincerely,

(INSERT NAME OF PARENT/GUARDIAN)

ENCL: Form 1

GRADUATION

Some Partnership Schools are registered with the Wisconsin Department of Public Instruction as private schools. These schools award their own diplomas, based upon their own graduation requirements, to their graduates.

Some Partnership Schools award MPS diplomas. Graduates of these Partnership Schools are required to meet all MPS graduation requirements: a minimum of 22 units (14 in specific required courses, 8 in elective courses).

If partnership schools need assistance with candidates for MPS diplomas you may contact the DCS Counselor for assistance. A sign containing all graduation requirements, suitable for duplication, posting, and distribution, is contained in the following pages.

Since it is extremely disappointing for seniors to discover that they will not be able to graduate, we suggest you review their transcripts with great care. Particular care must be taken to determine if the student has duplicate courses on his or her transcripts – this is a common occurrence, especially for students who have attended more than one school, but such courses cannot be counted toward graduation.

A maximum of two units of work experience may be counted as electives toward graduation.

Diplomas are issued indicating “MPS Partnership School” as the school of graduation. In instances where a graduate has been enrolled for less than a semester at the partnership school, or has earned two or fewer units at the partnership school, the student can graduate from his or her previous school.

**Milwaukee
Public
Schools**

GRADE LEVELS

9th GRADE = 0 – 4.99 UNITS

10TH GRADE = 5.00 TO 9.99 UNITS

11TH GRADE = 10.00 TO 15.99 UNITS

12TH GRADE = 16.00 TO 21.99 UNITS

GRADUATE = 22 UNITS + PROFICIENCY IN WRITING

MPS GRADUATION REQUIREMENTS

COURSE UNITS REQUIRED:

CLASSES OF 2005 AND AFTER

- 4.0 ENGLISH UNITS
MAY INCLUDE 1.0 SPEECH UNIT
- 1.0 FINE ART UNIT
- 0.5 HEALTH UNIT
- 2.0 MATH UNITS
COURSES AT OR ABOVE ALGEBRA 1
- 1.5 PHYSICAL SCIENCE UNITS
- 3.0 SCIENCE UNITS
INCLUDES CONTENT AND LAB
STUDIES IN THE PHYSICAL,
BIOLOGICAL AND CHEMICAL
SCIENCES
- 3.0 SOCIAL STUDIES UNITS
 - 1.0 IN UNITED STATES HISTORY
 - 1.0 IN WORLD HISTORY
OR WORLD GEOGRAPHY
OR WORLD STUDIES
 - 1.0 IN URBAN CITIZENSHIP
OR 0.5 IN AMERICAN
POLITICAL RELATIONSHIPS
AND 0.5 IN ECONOMICS

22.0 TOTAL UNITS

GRADUATION STATUS REPORT FOR 2006 GRADUATES

STUDENT NAME: _____ ID: _____ SCHOOL: _____

TEACHER/COUNSELOR: _____ DATE PREPARED: _____

REQUIRED COURSES: 14 UNITS

ELECTIVE COURSES: 8 UNITS

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DROP POLICY

MPS drop policies are governed by Wisconsin state law, and vary depending upon the attendance category of the student:

- 1) assigned through student services
- 2) subject to court-ordered attendance
- 3) over the age of eighteen
- 4) not assigned through student services
- 5) not subject to court-ordered attendance
- 6) under the age of eighteen

CATEGORY	DROP POLICY
1	Can be dropped only through student services
2	Can be dropped only by the court liaison
3	Can be dropped from MPS by school administrators (The drop date for students who are "held" until they turn 18 should be the next school day after their 18 th birthday.)
4/5/6	Can be dropped if they enroll in another school or if they are expelled by School Board action

As students are dropped, they must be replaced by new students. Seniors who finish "early" must also be replaced by new students. It is the responsibility of Partnership Schools to remain at full enrollment throughout the school year.

REASSIGNING NON-ATTENDING STUDENTS (FOR SCHOOLS WITH WAITING LISTS)

* Behavioral reassignment students will be assigned to the
(CATEGORY 4/5/6 STUDENTS ONLY)

Reassignment to Student Services is an administrative procedure designed to prevent habitually truant students from holding seats in alternative schools which are filled to capacity and which have applicants waiting to enroll.

Parents/guardians must be informed by school administrators in writing at each stage of the procedure:

- A letter will be sent by Central Services informing parents/guardians when their child has accumulated five, ten and fifteen trancies.
- After the 15th unexcused absence the child will be referred to the school social worker.
- If the truancy continues, a **certified** letter must be sent informing parents/guardians:
 1. that truancy continues to be a problem with their child even after social worker interventions;
 2. that their child's truancy has been reported to the District Attorney by the social worker
(NECESSARY ONLY WHEN, IN THE JUDGEMENT OF THE SOCIAL WORKER, THE
PARENTS ARE PRIMARILY RESPONSIBLE FOR THE PUPIL'S NON-ATTENDANCE)
 3. that their child has been reassigned to Student Services
 4. and that re-enrollment must take place through Student Services during the remainder of the current school year or through their attendance area school for the following school year.

DIVISION of STUDENT SERVICES

Copies of the “Reassignment to Student Services Checklist,” and a sample reassignment to Student Services letter can be found in the following pages.

Each school will actuate the reassignment to Student Services.

We have been advised by the Coordinator of MPS Social Work Services that agency social workers can work on “Reassignment to Student Services” cases, but that they may **not** use MPS forms. They may not represent themselves as MPS school social workers, however, nor even as “school social workers” (unless they have School Social Work certification through DPI).

REASSIGNMENT TO STUDENT SERVICES CHECKLIST

DATES OR

_____ 5 Day Truancy Letter (Sent by Central Services)

_____ 10 Day Habitual Truancy Letter (Sent by Central Services)

_____ 15 Day Habitual Truancy Letter (Sent by Central Services)

_____ Pupil SSW Referral Form (Part 1 – Suspected Non-SEN Need)

_____ Copy of School Social Worker Report Form 384

Front side of the attendance card

Back side of the attendance card

Student's report card

_____ District Attorney Referral Form

OR

District Attorney Referral Form Not Necessary
(because, in the judgment of the social worker,
the parents are not primarily responsible for the pupil's non-attendance)

_____ Reassignment to Student Services Letter

Copy of certified letter receipt

Student Name: _____ DOB: _____

MPS ID Number: _____

School Name: _____

Administrator's Signature: _____

Today's Date: _____ Last Date of Actual Attendance: _____

**SAMPLE REASSIGNMENT TO STUDENT SERVICES
(MUST BE SENT VIA CERTIFIED MAIL)**

(USE SCHOOL LETTERHEAD)

DATE

INSIDE ADDRESS

Dear (insert name of parent or guardian):

On (insert date), you were sent a letter stating concern that your child, (insert full name), had been truant from school at least five times. On (insert date), you were sent a second letter because your child had been truant a total of (insert number) days and had become a habitual truant under Wisconsin's habitual truancy law.

Because your child's truancy continues to be a problem, I have now removed (child's name) from our list of registered students.

I have taken this step because there has been no improvement in your child's attendance, and because we need your child's seat at our school for another student who is waiting to enroll.

You must now arrange to enroll your child into a different school.

Please call 475-8140 to make an appointment to see the DCS counselor. The counselor is located in room 138, The Parent Center, 5225 W. Vliet Street.

Sincerely,

(insert name of advisor)

PROCEDURE TO ADD NON-MPS COURSES

When a student transfers to an alternative MPS program or partnership school from a non-MPS school, the MPS school guidance counselor and/or DCS counselor will evaluate the transcript from the previous school to determine which courses will be accepted by MPS in order to meet graduation requirements.

A **legible** copy of the non-MPS transcript should be given to the DCS counselor when the student is accepted in your school. After the transcript is evaluated, Non-MPS courses with content that closely matches current MPS course offerings will be added to the scholarship record database. An updated copy of the transcript will be returned to your school.

Please keep in mind that the grade level of the student will be adjusted when the transcript is received and updated on eSIS.