

Policy 1028: Senior Years Late Enrollment

Purpose: To establish a consistent, equitable process for student enrollment during the semester that promotes academic success, minimizes classroom disruption, and supports teacher planning.

Guidelines & Procedures

Registration Periods

The school year is divided into two semesters: **Semester 1 (September–January)** and **Semester 2 (February–June)**. Students are permitted to register according to the following schedule:

1. Regular Registration (Before Semester Start):
2. Students are encouraged to enroll **prior to the first day of classes**.
3. This ensures students receive course schedules, orientation, and necessary support to begin classes successfully.
4. Late Registration Window 1 (First 2 Weeks):
5. Students may register **up to 10 school days into the semester**.
6. Teachers will provide modified plans to help the student catch up on missed work.
7. Enrollment during this window requires: Review by the academic advisor
8. Numeracy and literacy assessment done by student success team
9. Late Registration Window 2 (Maximum of 1 Month):
10. Students may register **up to 20 school days (approx. 1 month)** after the semester begins.
11. Enrollment during this window requires: Review by the academic advisor
12. Approval from the principal
13. Numeracy and literacy assessment
14. A student success plan (catch-up plan) coordinated with teachers
15. Signing of an academic contract and enrollment survey / attendance survey

After 20 School Days (1 Month)

No New Enrollments Permitted: Students may **not enroll in semester courses after the 20th school day**.

- This ensures the integrity of classroom instruction and sets realistic expectations for student success.
- Ensures that the instructional time allotment is met according to educational guidelines.
- Students who arrive after this window will be provided with alternative programming, such as:
 - Modified course load for the next semester
 - Support services or planning for next academic term
 - Assessment of academic standings by NNOC student success team
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Exceptions:

Exceptions may be considered only under special circumstances (e.g., family relocation, crisis) and require:

- Principal's approval
- Documentation supporting the need
- Meeting with Parents/Guardians/Students to discuss the impact of late registration
- Feasibility review by academic support staff (academic advisor, attendance officer, social worker)

Student Services Supports for Late-Enrolling Students

1. Academic Advisor

- Initial Intake & Transition Planning Meet with the student (Parents/Guardians welcome to attend this meeting) upon enrollment to review transcripts and credits.
- Help select appropriate and achievable courses based on missed instructional time.
- Develop a **catch-up plan** with timelines, academic goals, and key check-ins.
- Teacher Coordination Communicate with classroom teachers to identify missed content and resources.
- Coordinate tutoring schedules or peer support, if available.

2. Resource Teacher

- Academic Accommodation & Differentiation Must have literacy and numeracy assessments completed before course registration.
- Assess the student's learning needs, especially if they have an IEP or learning gaps.
- Create or update an **Individualized Support Plan** that addresses literacy, numeracy, or executive functioning needs.
- Provide modified assignments or scaffolded materials where necessary.

In-Class or Pull-Out Support

- Offer ongoing assistance in core subjects.
- Coordinate with classroom teachers to adjust instructional strategies.

3. Attendance Officer

- Early Engagement & Monitoring Meet with student to explain school attendance expectations and the impact of missing more days.
- Track daily attendance closely for the first month after enrollment.
- Contact family immediately if patterns of absenteeism emerge.
- Home Connection Build relationships with caregivers and, if needed, organize home visits or phone calls to increase engagement.

4. Social Worker

- Address Barriers to Learning Assess for underlying reasons for late enrollment (housing instability, trauma, mental health, family issues).
- Connect students and families with appropriate resources (counseling, food support, transportation, etc.).
- Ongoing Mental Health and Emotional Support Provide individual check-ins and support the student's transition back to school life.
- Work with teachers and admin to ensure a trauma-informed approach is used if applicable.