

NORTH PACIFIC UNION CONFERENCE

2018

Registrars'
Handbook



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2018

**Registrars'
Handbook**



**North Pacific Union Conference
Office of Education
5709 N 20th St
Ridgefield, WA 98642**

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INTRODUCTION

The Registrar's Handbook was developed to provide registrars and principals a useful guide for carrying out a vital administrative function for any secondary school—coordination of the academic program, the collection of educational data and the maintenance of school records. This handbook will also create a framework for greater consistency in the academic programs of schools offering secondary education in the North Pacific Union Conference.

The Registrar's Handbook has been developed by academy registrars who brought years of experience and expertise to the task. Special thanks to the following committee members: Karen Davies, Debbie Hendrickson, Lorin Koch, Keith Wells, Trina Sandvik, and Keith Waters. This development committee is indebted to the Pacific Union Conference and Southern Union Conference for sharing similar resources to guide in the development of this Registrar's Handbook.

The guidelines contained in this handbook have been correlated with the North Pacific Union Conference Education Code and with applicable state educational law. If, however, conflicting policies or practices arise between these sources and this handbook, the Education Code and/or state law should take precedence.

REGISTRAR'S CODE OF ETHICS

To promote trust and confidence in the educational process and to ensure the integrity of official academic records and information, registrars of the North Pacific Union Conference subscribe to the following code of ethics which exemplify the qualities and attributes that contribute to success in the profession:

- A belief in and loyalty to, the philosophy and goals of the profession, the Seventh-day Adventist church, and the institution served.
- An understanding of, and respect for, the civil and human rights and responsibilities of all individuals while supporting and protecting the principles of due process and confidentiality.
- Adherence to the principles of equality and non-discrimination without regard to race, color, ethnic background, sex, or national origin.
- An understanding and effective use of interpersonal skills in professional interactions with students, parents, faculty, administration, and the public.
- Support of the best educational practices and the school's improvement action plans for educational excellence.
- A willingness to be assertive when policies or practices are proposed which seem to be contrary to educational goals and the courage to initiate policies that better support those goals.
- A commitment to utilizing an effective data management system that ensures the integrity, confidentiality, and security of institutional records and supports accurate interpretation.
- An ability to represent institutional policy and perspective without personal conflict of interest.
- The practice of honesty and integrity in all activities.

REGISTRAR'S RESPONSIBILITIES

The registrar for secondary schools is part of the administrative team and primarily responsible for academic programs and information. Typical registrar duties and responsibilities are listed below. The registrar's actual job description at each school may vary depending on the school's organization and employed personnel. The principal, in consultation with the registrar, will determine the job description.

1. Coordinate, through the admissions committee and/or principal, the administrative processes for New Student Enrollment and Returning Student Registration as well as communication with prospective students/parents from initial inquiry through the final acceptance/denial decision.
2. Develop efficient registration materials and procedures and oversee implementation.
3. Create and implement a master class schedule, in consultation with the principal and/or a designated committee such as the Curriculum or Academic Standards Committee.
4. Advise students in class selection for high school graduation requirements.
5. Provide information about Walla Walla University admissions requirements and contacts, as well as sources of information for other colleges/universities.
6. Record and maintain student grades, grade point averages, class rank, class standing, and standardized test results.
7. Produce and communicate student progress and grade reports to students, parents/guardians, and faculty.
8. Maintain all permanent student records in accordance with accepted local state and NPUC Education policies and practices.
9. Process official requests for student records and release student records upon proper request and in accordance with applicable regulations.
10. Evaluate transcripts and records of new students.
11. Coordinate and complete procedures for student withdrawal from school.
12. Provide regular communication to parents/guardians about student progress toward graduation.
13. Procure and prepare to confer at graduation the diplomas, awards, scholarship certificates and letters, honor cords, and other applicable honors.
14. Function as a member/chair of administrative committees such as academic standards, admissions, curriculum, etc.
15. Evaluate and advise colleagues on trends in student achievement and approved changes in academic policy, both denominational and state.

16. Review and edit annual revisions about the academic program in school publications.
17. Compile statistical reports such as enrollment, annual academic review, honor roll, student leadership eligibility, ITED score results, opening/closing conference reports, etc.
18. Administrate and monitor the school's international student program, ensuring compliance with current INS provisions.
19. Coordinate the overall attendance program and ensure recording of attendance for student records

YEARLY CALENDAR OF TYPICAL DUTIES

To improve efficiency and ensure completion of regularly occurring duties and assignments, it is advisable to develop a calendar of tasks to be performed by the registrar during the yearly school cycle. Following is a list of typical duties. Specific dates need to be tied to your school's annual academic calendar. The registrar's duties and responsibilities will likely include:

JULY	<ul style="list-style-type: none"> • Continue to review and update student records, transcripts, and graduation check sheets • Maintain efficient ongoing admissions procedures • Request records for new students • Communicate with students/parents regarding tentative student class schedules • Update SIS data for the upcoming academic school year • Send interim, unofficial senior transcripts to Walla Walla University
AUGUST	<ul style="list-style-type: none"> • Communicate with all students/parents about registration plans and requirements • Maintain efficient ongoing admissions procedures • Conduct registration of all students and enter data in SIS • Ensure accurate and complete international student registration (SEVIS) • Advise students/parents regarding testing dates, registration dates, and deadlines for ACT, SAT, PSAT • Generate and distribute class rosters to teachers • Verify individual student schedules and class rosters and complete data entry into SIS
SEPTEMBER	<ul style="list-style-type: none"> • Generate student eligibility rosters for athletics, student offices, etc. • Review and complete an update of student immunization/health records • Update student IDs in the NAD Education Dashboard • Freeze Opening Report in NAD Data Rollup • Develop and distribute ITED test schedule • Remind students and communicate with parents regarding PSAT test information • Archive permanent records of graduated and non-returning students
OCTOBER	<ul style="list-style-type: none"> • Produce and distribute interim progress reports • Assist in the administration of PSAT • Establish and review procedures for 1st quarter progress reports
NOVEMBER	<ul style="list-style-type: none"> • Produce and distribute 1st quarter progress reports • Update student eligibility rosters and other academic results lists • Gather senior student information for diploma order • Schedule and coordinate parent-teacher conferences
DECEMBER	<ul style="list-style-type: none"> • Produce and distribute interim progress reports • Create and publish 1st semester examination schedule • Review and finalize 2nd semester class schedule • Communicate with students/parents regarding 2nd semester class schedules

YEARLY CALENDAR of DUTIES

JANUARY	<ul style="list-style-type: none"> • Produce and distribute 1st semester final grade reports • Review and update all student transcripts, GPAs, and graduation check sheets • Inform students/parents regarding failed courses and credit recovery options • Send interim, unofficial senior transcripts to Walla Walla University • Communicate with parents of seniors at risk of not graduating
FEBRUARY	<ul style="list-style-type: none"> • Create list of seniors qualifying for honors, specialized diplomas, and four-year senior status • Order honor cords, award plaques, and diploma inserts and covers • Submit scholarship qualifying information to colleges and universities when requested • Produce and distribute interim progress reports
MARCH	<ul style="list-style-type: none"> • Initiate selection/nomination process for other academic awards • Produce and distribute 3rd quarter progress reports • Communicate with parents of seniors at risk of not graduating • Review and edit academic information to be published in next year's school bulletin • Initiate the update of your SIS with all data for the upcoming academic school year (this may be completed at any time) • Initiate master class scheduling for next school year
APRIL	<ul style="list-style-type: none"> • Conduct Pre-registration class interest survey for the next school year • Produce and distribute interim progress reports • Communicate with parents of seniors at risk of not graduating • Finalize graduation honors and awards • Schedule testing dates and order ACT/SAT/PSAT material for next school year
MAY	<ul style="list-style-type: none"> • Finalize graduation plans and student rosters with appropriate honor notations • Create and publish 2nd semester examination schedule • Continue development of the master class schedule for next school year • Communicate with juniors/parents regarding class status and graduation deficiencies • As soon as possible, notify parents of credit recovery needs and suggest options such as summer school and/or online classes • Order ITED standardized testing material for next school year • Collect final senior grades to confirm graduation eligibility as soon as possible
JUNE	<ul style="list-style-type: none"> • Enjoy your front row seat at graduation practice and programs • Produce and distribute 2nd semester final grade reports • Review and update all student transcripts, GPAs, and graduation check sheets • Finalize and archive senior transcripts, sending copies when properly requested • Collect and archive teacher grade books • Finalize master class schedule for next school year • Freeze closing reports in NAD Data Rollup

ADMISSIONS

The following guidelines should assist the school in developing policies and practices for student admission. The goal should be to admit students who have expressed a desire for an Adventist education, understand and accept the philosophy, goals, and curriculum of the school, and are committed to acceptable standards of study and citizenship.

NON-DISCRIMINATION POLICY

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin or sex in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs. (NPUC Education Code #3004.16)

A statement of non-discrimination is to appear in each school bulletin, student handbook, and application form. The above statement is a model that can be used with the specific insertion of the school's name. (NPUC Education Code #3004:16)

Adventist schools welcome the admission of students of other faiths or religious groups. When admitted it is expected that all students will respect and support the religious principles upon which the school is founded. School leaders should regularly monitor the impact of student religious diversity on all aspects of the school program.

Generally, Adventist schools do not have the resources necessary to provide personnel and materials for educating students with special needs. Schools need to be cautious in admitting students with special needs or known challenges, whether physical, social (behavioral), or academic.

ADMISSIONS REQUIREMENTS

The following minimum requirements and guidelines should be implemented by all secondary schools: (NPUC Education Code #2336:88, #2406:88 and #3004:88)

- The student with their parent/sponsor must be committed to the goals and objectives of Seventh-day Adventist education.
- The student entering the ninth grade in an Adventist secondary school must provide evidence of having completed an elementary program.
- New students must submit official transcripts of any previous secondary work. Where questions arise regarding transcripts, a comprehensive testing program may be employed to determine grade placement.
- Students and parents must provide the health information as required by applicable state law.
- Schools may require evidence of satisfactory citizenship as a basis for admission.

ADMISSIONS PROCEDURES

Systematic procedures should be adopted to ensure thorough and timely processing of all students making application and/or re-application to school. Procedures may include the following:

1. Create and maintain an admissions file for each prospective and returning student to manage the process for each student. A file processing checklist or grouping of files by procedural steps will provide efficiency. Each file may include:
 - a. Fully completed application forms
 - b. Recommendation forms
 - c. Copy of grade reports and/or unofficial transcript
 - d. Other forms/documents as required by each school
2. Schedule and conduct an admissions interview with each prospective student.
3. Facilitate an official Admissions Committee action of acceptance/denial for each applicant.
4. Ensure that a personal letter of acceptance/denial is sent by the registrar or principal.
5. Upon acceptance, request completion and submission of other required forms such as:
 - a. Record of medical examination
 - b. Immunization record
 - c. Records/official transcript request authorization
 - d. Other forms/documents as required by each school for pre-registration
6. Upon acceptance, destroy confidential recommendation forms by shredding.
7. Request records, including the cumulative folder and transcript of previous secondary work, from the previous school(s).
8. Prepare a class schedule and pre-registration/registration packet for each accepted student.
9. Regularly update student enrollment roster(s) and statistics.

APPLICATIONS

Application forms should be designed to be clear and concise and elicit the information necessary to meet the school's needs for admissions and vital statistics. At a minimum, the application should include essential information such as student personal data, contact information, church membership, baptism record, student's academic history, and statement of understanding/agreement with the philosophy and goals of the school. Check your SIS and the latest NAD Data Rollup policies for additional information that may be required.

EXCEPTIONAL STUDENTS

Seventh-day Adventist schools may not have specialized personnel and/or resources for the accommodation of students with special needs. However, the schools of the NPUC are encouraged to provide inclusive education for all students. Therefore, when accepting a student who has physical, mental, social/behavioral disabilities, or specific learning needs, the school must determine in consultation with the parent(s) and careful study of student evaluations and test results the accommodations that may be provided for the student and the assessment processes that will be used to monitor academic and/or social progress. If an agreement is reached between the parents and the school, the registrar, in consultation with the teachers, should prepare a written document which the parents sign, detailing the parents' acknowledgment of the services that the school can provide and the school's commitment to deliver those services to the best of its ability.

INTERNATIONAL STUDENTS

ADMISSIONS REQUIREMENTS – INTERNATIONAL STUDENTS

The admissions requirement for all students will also apply to international students. (NPUC Education Code #2336:88, #2406:88, and #3002:00 to #3008:88). However, some specific admissions processes are necessary when considering the admission of international students. For these students, all forms should be submitted to the school prior to an official admission decision. In addition, the school should also require that international students (except students from Canada) submit the following before official acceptance is considered.

1. An international student must have a guardian on the United States mainland. The name, address, and phone numbers of the US-based guardian must be included with the application.
2. An official copy of the student's transcript of school credits, for all grades from 9th grade (or equivalent) and onward, must be sent to the academy by the school in a sealed envelope. If the transcript is not in English, it must be translated into English before submission to the school.
3. Medical records to be submitted with the application must include a current immunization record including all immunizations since birth, a tuberculosis skin test result, and a physical examination form completed by a physician, or other medical documentation as required by law.
4. English language proficiency must be demonstrated by a personal interview and/or a test. To be admitted into regular academic courses ('mainstreaming') an international student should have a TOEFL score of 450 or higher.
5. Personal reference forms should be completed and returned to the school. A student will be considered for acceptance after the above items have been received, and references have been checked.

To meet deadlines for visas, passports, and customs processing, prospective international students should apply for admission to school for the first semester by June 30, or for the second semester by October 30. If an I-20 Form is needed by the student, the academy will send it with the acceptance letter.

SCHOOL CERTIFICATION – INTERNATIONAL STUDENTS

To issue I-20 forms to enroll F-1 visa international students, a school must first be approved by US Citizenship and Immigration Services. To initiate the process of certification as an approved school, application is made online with the Student & Exchange Visitor Information System (SEVIS). This includes completion of an online application, scheduling an on-site visit, and payment of the required fees. Upon approval, the school will be given a username and password(s) to issue documents. Schools should plan three to six months to complete the approval process.

The I-17 Form, “Petition for Approval of School for Attendance by Non-immigrant Student,” can currently be accessed at <http://studyinthestates.dhs.gov/getting-started-with-sevp-certification>. Since the school approval process is done entirely online with the SEVIS server, it can be done anywhere there is reliable internet access. Also, there is online training for the Primary Designated School Official (PDSO) or the Designated School Official (DSO) who will be identified in the school application.

I-20 IMMIGRATION FORM – INTERNATIONAL STUDENTS

An I-20 Form is required for all international students and is to be issued by the approved SEVIS school that is admitting them. SEVIS regulations allow for issuing the I-20 for the duration of the student's expected secondary school years. It may be prudent to include extra time for students needing ELL classes or extra time to complete course work. However, it may be recommended for some countries that an I-20 be issued on a year-to-year basis. In any case, schools should require an advance payment to be made prior to issuing the I-20.

If at any time the student should fail to enroll or not return for other reasons, there is a process to terminate the I-20 if they are not transferring to another school. There is also a process for transferring students to another authorized school.

Special attention should be given to the international student's initial entry, registration for the new school year, and school transfers in or out. Updating SEVIS information after a port of entry and registration and at the beginning of each year is critical. Keep checking for SEVIS Alerts that may appear. A red asterisk will appear next to the Alert column on the opening page.

Prior to the international student leaving the United States, the student must obtain the signature of the Designated School Official (DSO) or the Primary Designated School Official (PDSO) on page three of the I-20 form. Failure to do so will prevent the student from re-entering the country. The signature is valid for one year.

A student should have the same SEVIS number from high school through completion of graduate school should they choose to continue their education that far. Be careful, however, to not inappropriately terminate their record as it will cost more money and create significant complications to reinstate their record. They will not be able to leave the United States at all until it is resolved, which can be from two weeks to a year or more depending on the circumstances.

INTERNATIONAL STUDENT TRANSCRIPT EVALUATION

The registrar must evaluate the academic records of all international students. Walla Walla University office of admissions, registrar, or other academy International Student Coordinators would also be good sources for advice and help in evaluating student records from other countries.

A valuable tool available through International Schools Services (ISS) is the *ISS Directory of International Schools*, which profiles approximately 550 schools and is a trusted resource worldwide. It includes key information such as school size, curriculum, accreditation and enrollment. An interactive map and complete list of schools is available on the ISS website: www.iss.edu/schools.

Another valuable resource is the American Education Research Corporation, Inc. (AERC), an independent educational consultant service, specializing in evaluation, research and development. Additional services for a fee include translation, document authentication, testing, placement and program evaluation. Visit: www.aerc-eval.com.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

The purpose of the TOEFL test is to evaluate the English proficiency of students whose native language is not English..

Facts about the TOEFL:

1. It is administered at more than 1250 test centers in 170 countries. Contact Educational Testing Services for test center locations.
2. TOEFL scores are required for admission by more than 2,400 colleges and universities in the United States and Canada.
3. TOEFL is used by other institutions in countries where English is the medium of instruction.
4. Many government agencies, scholarship programs and licensing/certification agencies use TOEFL scores to evaluate English proficiency.
5. The cost of Friday or weekday testing may be slightly higher than that of Saturday testing.
6. Universities require a TOEFL score of 550 for admission. Most Seventh-day Adventist colleges require 500 or 435 if the student wishes to enter the ELL base program. Most high schools encourage 400+ TOEFL score for admission.

Booklets may be ordered from:
Educational Testing Service
Order Fulfillment Services
P. O. Box 6154
Princeton, NJ 08541-6154
Telephone: (609) 951-1100
Monday-Friday, 8:30 a.m. to 4:30 p.m. (EST)
FAX: (609) 951-1300

REGISTRATION

The registrar is responsible for designing an efficient student registration process. Each school year the enrollment of students requires the collection of pertinent personal and academic information to ensure student success and effective school operation. Careful preparation of materials and procedures is vital to achieve these goals. While the actual registration of students in each school may vary, the following are typical activities to be completed during the process.

PRE-REGISTRATION

1. Develop and update a graduation checklist for each student.
2. Survey students for course needs and elective course preferences.
3. Create a master class schedule in consultation with administration.
4. Ensure the completion of re-applications for continuing students.
5. Provide individual and by-class academic counseling to students to inform their course selection.

REGISTRATION

1. Verify student admission and accuracy of application or re-application forms information.
2. Acquire a records release authorization from new students' parent/guardian.
3. Ensure completion of a family financial plan with appropriate administrators.
4. Collect complete informational forms (e.g. Consent to Treatment, Emergency Contact, Health & Immunization Records, Photo Release, Acceptable Use Policy, etc.).
5. Enroll students in classes using graduation checklists, maintaining balance in class sizes.
6. Secure student choices or assignments for chapel seating, lockers, and vehicle parking.
7. Other processes to consider may include textbook arrangements, individual music lesson scheduling, PE uniforms, athletic intramural/varsity sign-ups, etc.

POST-REGISTRATION

1. Compile and distribute course rosters to teachers.
2. Produce complete class rosters (freshmen, sophomores, juniors, seniors).

3. Develop a student locator record with alphabetic listing of all students' schedules.
4. Produce a complete school roster with parent contact information.
5. Verify student class attendance with individual student schedules.

WITHDRAWAL FROM SCHOOL

Each principal/registrar shall publish in the school bulletin a withdrawal procedure. A regular form may be available at the time of withdrawal that would give a progress report and a grade evaluation provided by each teacher of the classes in which the student had been enrolled. The form may also require checking out with and acquiring the signature of specific department heads such as business office, dean, library, etc.

EXPULSION FROM SCHOOL

Attendance at a Seventh-day Adventist school is a privilege as opposed to a right. It is conditioned on acceptance and conformance to the rules of the school. Due to the critical nature of this matter, please refer to the Education Code for expulsion procedures.

SCHEDULING

CREATING A MASTER CLASS SCHEDULE

The development and implementation of a master class schedule for each academic year is usually a joint responsibility of the registrar and principal or designated administrator. Criteria that impact the master class schedule include specific curriculum requirements, projected student enrollment, faculty certification and teaching assignments, specific faculty employment accommodations, classroom assignments/availability, and other needs unique to each school. A workable master class schedule will be the one that satisfies the most criteria and nearly all students. The ultimate goal is to provide a quality student learning experience.

A tentative master class schedule for the next academic school year should be created in the spring of the year. This will provide for student program planning, early registration, and provide early recognition of possible scheduling conflicts. Most SIS programs include a master scheduling component.

INDIVIDUAL STUDENT SCHEDULING

Providing continuing students, freshmen, sophomores, and juniors, with a copy of their graduation checklist will help students make informed course selections when pre-registering for the next school year. This pre-registration should be done before the end of the current school year. Once the individual student schedule has been reviewed and approved, it may be included in their registration packet, thus simplifying the registration process.

Experience has demonstrated that meeting with individual students for academic advisement clarifies student goals, school policies, and enhances student/parent satisfaction. Each individual student schedule must be reviewed by the registrar or faculty advisor familiar with academic policies to ensure that the individual student's schedule is aligned with the graduation requirements and allows for balanced class loads. Also, the graduation checklists need to be updated and evaluated after each semester to ensure graduation eligibility and to inform the school of possible program or schedule adjustments for subsequent semester(s).

SCHEDULE CHANGES (ADD/DROP)

Some students will want to make schedule changes and the registrar should be prepared to take care of these changes in their academic program. Forms should be available for dropping and adding classes. On these forms, space should be provided for:

1. A place to indicate dropping or adding of classes.
2. Signature of the instructor of each course.
3. Signature of the registrar.
4. Signature of parents/guardians. Students should have written permission from their parents/guardians to make any major changes in their program. Circumstances may make it necessary to accept parent/guardian initiated phone calls as permission for this change.

The drop/adds will need to be recorded on the office copy of the student's records, teachers' grade sheets, and wherever this information is pertinent.

Each school should determine a policy concerning the last day a student may initiate adding or withdrawing from a class. A typical schedule might be:

Deadline for adding:

Two or three weeks after the opening of a semester.

Deadline for withdrawing:

During the first four to nine weeks of any semester.

The policy on the last day a student may add or drop a class should be published in the school bulletin. After the published date the student may automatically receive a **W**, **WP**, **WF**, or **NC**. A **WF** may affect GPA.

ACADEMIC INFORMATION

A. Credits

GRANTING CREDIT

Accounting for courses completed by each student is done by granting academic credit. Credit is granted for successful completion of each semester of a course. Five (5) semester credits are granted for a regular course for one semester. A total of ten (10) semester credits are granted for a full year course. Students must be officially registered to receive credit.

The number of credits to be granted for each course is currently calculated by the average number of minutes per week that the course meets. For full credit, five semester credits per semester, a course must meet for a minimum of 225 minutes per week on average. Up to five percent (5%) reduction of this minimum (to 213 minutes per week average) has been allowed for courses meeting in a block class period of at least 80 minutes in length.

Reduced credit for courses that do not meet the minimum 225 minutes per week average would be granted as follows:

<u>Semester Credits</u>	<u>Minutes per week average</u>
5.0	225
4.0	180
3.0	135
2.5*	113
2.0	90
1.0	45

(*Note:.) A course meeting for one quarter at the 225 min/wk average would also receive 2.5 semester credits. Exceptions for individualized courses, music lessons, etc., may apply.

When evaluating transcripts or other academic reports from secondary schools using Carnegie units of credit, please remember that one (1) Carnegie unit is equivalent to ten (10) semester credits which is granted for a full year course. Likewise, one-half (0.5) Carnegie unit is equivalent to five (5) semester credits, the amount granted for a semester length course.

CREDIT BY EXAMINATION

Only in special cases should the school grant students the opportunity to earn credit by examination or by demonstrating that they have reached the level of proficiency required.

CREDIT BY CORRESPONDENCE / ONLINE COURSES

Correspondence/distance education courses are not to be part of the core curricular offerings of the school, but may be used to supplement the academic program and meet specific student needs. Factors that may impact school decisions about allowing

correspondence credit include such issues as the school's limited course offerings, student scheduling conflicts, courses failed, and academic enrichment to meet the needs, interests and abilities of the student.

The school should establish a policy on correspondence/distance education that is aligned with the NPUC Education Code (NPUC Educ Code #2432:07). It is vital that clear information be provided to students and parents about the policy and process for utilizing and completing correspondence or distance education courses. Exceptions to policy should always be made by the appropriate school committee. Among the objectives of a policy on this topic is the intent to disallow credit from correspondence that is taken for the purpose of avoiding a particular teacher or reducing the academic load in a given term without cause.

Credit from correspondence or distance education courses should be accepted only from accredited correspondence schools (NPUC Educ Code #2430.07).

CREDIT FOR TRANSFER STUDENTS

Credits earned by students transferring into the school with previous secondary course work should be accepted as recorded on the transcript provided the institution was appropriately accredited. When questions arise about an institution's accreditation, contact the NPUC Office of Education. If questions arise about course information, request course descriptions from the institution or interview the student to obtain pertinent information about the school(s), the topics studied and the amount of time spent in a given course.

CONVERTING COLLEGE CREDITS TO HIGH SCHOOL CREDITS

Students who take courses at the college level may have the college course credits converted to high school credits. This is sometimes referred to as dual credit. The number of high school credits awarded depends on whether the college is on a quarter system or a semester system. The following table is designed to indicate the number of high school credits awarded for college classes of different numbers of credits.

College Quarter System		College Semester System	
College Credit	HS Credit	College Credit	HS Credit
1	1.25	1	2.5
2	2.5	2	5
3	5	3	10
4	7.5	4	10
5	10		

HONORS CREDIT

The school has the responsibility to set its own policy with regard to accepting honors courses graded on a five-point scale at an accredited institution. In establishing such a policy the appropriate academic standards committee should research the accreditation and the basis for the course(s) honor status and make recommendation to the faculty and board.

HOME SCHOOLS, NON-ACCREDITED SCHOOLS, OR UNAPPROVED CORRESPONDENCE SCHOOLS

Students transferring from a home school, a non-accredited school, or an unapproved correspondence school may be granted credit based on an evaluation of appropriate documentation. [The Secondary Course Credit Verification Form](#) should be completed and submitted at the time of application. Transfer grades should be recorded on a pass/fail basis with no honor points computed (NPUC Educ Code #2430.07).

EXCEPTIONAL STUDENTS – PROCESS FOR RECORDING MODIFIED GRADES

Unless forbidden by state law, the registrar will record the classification on the student's transcript to read as "modified" for the subject area if significant modification was applied to the student's subject requirements. Modifications need to be made with the approval of the registrar and the curriculum committee or appropriate faculty.

B. Grades & GPA

GRADES OF STUDENT PROGRESS

Letter grades, A through F, are the accepted means of reporting student progress in the conventional school curriculum. The use of plus (+) and minus (-) with a letter grade is optional. However, in Washington state a D- is not recognized as a passing grade. Also, a school may allow A+ to be reported, but it has no additional value beyond 4.0 when calculating a grade point average.

The school may, under certain circumstances, adopt the use of other letters to denote student progress or involvement in courses. These may include: (P) Pass, (F) Fail, (I) Incomplete, (S) Satisfactory, (U) Unsatisfactory, (W) Withdrawal, (WP) Withdrawal Passing, (WF) Withdrawal Failing, (AU) Audit.

COMPUTING GRADE POINT AVERAGES (GPA)

The grade point average is a numerical value used to reflect a student's overall academic progress. To calculate this overall average of student progress the four-point system is used. The value of each letter grade is:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

The use of plus and minus with a letter grade is optional. The value of the letter grades with plus/minus will be:

	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

While your SIS computes the grade point average, it is helpful to understand the process for the occasion when the registrar may need to manually calculate and verify the GPA. To compute the grade point average for any student, multiply the numeric grade value by the number of semester credits to yield "quality points." Then divide the total quality points of all courses by the total semester credits attempted.

A grade of (F) Fail impacts the GPA computation whether it is obtained as a regular letter grade, in a pass/fail course, or as a withdrawal failing grade. In these cases, the credits attempted are always included in the GPA computation, but no credits are earned. However, courses which receive the following grades—(P) Pass, (S) Satisfactory, (I) Incomplete, (W) Withdrawal, or (WP) Withdrawal Passing—are not included in calculating the GPA. Credit will be earned for courses completed with (P) Pass and (S) Satisfactory, but the credits attempted, for purposes of GPA calculation, will not include the credits from the courses with these grades.

Two examples of GPA calculation follow on the next page. The first example contains only letter grades A through F, while the second example includes a course with a passing grade for which credit is earned, but not affecting the GPA computation.

Computing Grade Point Averages (GPA) (Continued)

Example 1: (Semester I)

Courses	Grade	GPA Points		Credits Attempted	=	Quality Points	Credits Earned
Religion II	A	(4.0)	x	5.0	=	20.0	5.0
English II	B+	(3.3)	x	5.0	=	16.5	5.0
Geometry	C-	(1.7)	x	5.0	=	8.5	5.0
Biology	D	(1.0)	x	5.0	=	5.0	5.0
World History	F	(0.0)	x	5.0	=	0.0	0.0
Health	B	(3.0)	x	2.5	=	7.5	2.5
Physical Ed.	A	(4.0)	x	2.5	=	10.0	2.5
TOTALS				30.0*	=	67.5	25.0

$$\text{GPA} = 2.25 = 67.5 / 30 \text{ (total quality points – credits attempted)}$$

(*Note:.) Since the student failed one course the number of credits attempted (30) is different from the number of credits earned. Grade reports and the transcript must record the number of credits earned (25).

Example 2: (Semester II)

Courses	Grade	GPA Points		Credits Attempted	=	Quality Points	Credits Earned
Religion II	A-	(3.7)	x	5.0	=	18.5	5.0
English II	B	(3.0)	x	5.0	=	15.0	5.0
Geometry	C	(2.0)	x	5.0	=	10.0	5.0
Biology	D+	(1.3)	x	5.0	=	6.5	5.0
World History	WF	(0.0)	x	5.0	=	0.0	0.0
Health	P	(0.0)	x	0.0	=	0.0	2.5
Physical Ed.	B+	(3.3)	x	2.5	=	8.25	2.5
TOTALS				27.5*	=	58.25	25.0

$$\text{GPA} = 2.12 = 58.25 / 27.5 \text{ (total quality points – credits attempted)}$$

(*Note:.) The number of credits attempted (27.5) includes the World Hist. (WF) credits, but not the Health (P) credits. However, credit earned (25) includes the Health (P) credit, but not the World Hist. (WF) credit.

INCOMPLETE GRADES AND GRADE CHANGES

An Incomplete grade (I) notation should be used only when extenuating circumstances beyond the control of the school or student prevent the completion of course objectives by the end of the grading period. The teacher should file with the registrar a student contract or other documentation indicating the work to be completed, the time allowed for this course work, and the grade to be given if the work is not completed.

The registrar should ensure that the change of an incomplete grade to a letter grade, or any other grade changes initiated by a teacher be done in writing, kept on file, and completed prior to the end of the next grading period. Students and parents/guardians should receive amended grade reports with revised GPA computations with all grade changes.

REPEATING A COURSE

When a student repeats a course, both grades should be shown on the transcript since this is a historical academic record. However, since credit for any course is earned only once, the higher grade should be counted in computing the GPA.

C. Academic Honors

Where a system of honoring student academic achievement is used, it is important that the school provide student recognition in other aspects of the school program. Recognizing students for a variety of accomplishments such as leadership, good citizenship, community service, music, and physical/athletic achievements, demonstrates the school's commitment to the Adventist educational philosophy of fostering growth and development of the whole person.

The registrar is responsible for establishing or verifying student qualification for academic honors. Because the student GPA is a principal factor in identifying honor students, accuracy and consistency are essential. Some typical honors are:

- Honor Roll: All students achieving a minimum GPA as established by school policy. This is usually the highest achieving students (example: GPA of 3.50 and above). Other criteria may be used in determining student eligibility for the honor roll.
- Dean's List: Sometimes called the "Principal's List" it is composed of the next highest achieving tier of students (example: GPA of 3.25 to 3.49).
- Class Rank: A list of students in each grade by total cumulative GPA from highest to lowest. This information is used for awards, scholarships, and recommendations for college/university admissions. Students may be informed of their rank alone, but a complete list should not be disseminated.
- Valedictorian: The designation of a valedictorian and salutatorian in the graduating class should not be done. Graduation honors should be based on criteria established by the school faculty and board.

D. Graduation Requirements

High school graduation requirements should be in line with local, state, union, and college/university entrance requirements.

GRADUATING CLASS

The graduating class is composed of seniors who prior to graduation will have:

1. Met the school's graduation requirements.
2. Placed all credits from other schools on file in the registrar's office.
3. Removed all incompletes.
4. Completed all correspondence work and submitted final grades to the school register.
5. Paid all school accounts.

RESIDENCE REQUIREMENT

To qualify for graduation, the student is to be enrolled at the school from which he/she wishes to graduate for at least the entire semester prior to graduation. Exceptions for valid transfers must be approved by the appropriate faculty committee(s) or administration.

EARLY GRADUATION

Early graduation is an option available to a student who wishes to complete the secondary curriculum in less than four years and who meets the following guidelines for early graduation. Exceptions to these guidelines should be made in consultation with the local conference office of education.

A. Criteria for early graduation

1. The student has achieved a cumulative grade-point average of at least 3.5 and continues to maintain the grade-point average following approval as a candidate for early graduation.
2. The student has achieved a composite score at the 85th percentile on the union adopted standardized achievement test.
3. The student is to meet the graduation requirements of the conference / union, and any additional requirements of the school which apply to all graduating seniors.

B. Procedure

1. The student is to submit a written request for early graduation to the secondary school principal. The request is to be submitted as early as possible, but no later than the end of the first quarter of the sophomore year. A request received later than the end of the

second year may mean that it will be very difficult for a student to arrange for all the courses needed to fulfill the school's graduation requirements. The request is to be accompanied by the written consent of the parents/guardians.

2. The request and the projected courses must have the approval of the faculty.

WAIVER PROVISION

The NPUC lists basic graduation requirements in specific credit areas. However, since the primary concern and focus of the educational program is the welfare of the student, a specific subject-area requirement may be waived or substituted for, depending on state requirements, when:

- a. The requirement is unrealistic or unattainable for the student, or
- b. The student has proficiency/competency in the specific course(s) as assessed by appropriate evaluation.

This may be done in any subject area except for the Bible/Religion requirement.

RECORDS & REPORTS

RECORDS MANAGEMENT

Normal school operation results in the production and accumulation of a large volume of records with varying degrees of administrative and historical value. In order to preserve an accurate account of school operations each year, a consistent records management process must be developed to protect documents of permanent value and avoid the unnecessary accumulation of unneeded material. The registrar's primary function in records management should be as guardian of materials pertaining to the academic program and student achievement.

The school must provide readily accessible file storage that is safe from fire and unauthorized access. These files should accommodate separate storage for records of currently enrolled students, students who have attended in the last seven years, and any student that ever attended the school. The school should also consider establishing an off-site records storage center for hard-copy "aging" documents and electronic back-up records that is likewise safe from fire, deterioration, and unauthorized access.

Each school should check with their local state for regulations regarding records management and retention.

ATTENDANCE AND RECORD KEEPING

Schools are expected to establish a records retention schedule aligned with the following denominational recommendations or local state guidelines, whichever is more stringent.

Accurate records of each student's absences and tardies must be kept by the registrar's office. Absences should be recorded as excused for the following legal reasons: illness, death of a family member, medical/dental appointments, court appointments, and quarantine.

Each school should determine what classes or appointments are part of the attendance program. Normally such appointments as classes, assemblies, music appointments and chapel are included in the attendance report, though chapel and dormitory worships may be included in the citizenship grade at the discretion of the faculty. If a student misses more than the established percentage of his/her classes, he/she may pass only by the approval of the faculty or of the committee designated by the administration.

An attendance record for each student must be kept by the academy and recorded either in the School Register or by using an alternative method which has been approved by the local conference office of education. The attendance record is to be maintained as a part of the student permanent record. Excuse slips should be kept for the current year.

The registrar should develop a system for notifying students of absences and tardies. Some methods would be posting a list, or issuing an individual slip.

RECORDS RETENTION

Schools are expected to establish a records retention schedule aligned with the following denominational recommendations or local state guidelines, whichever is more stringent.

1. Each school should establish a records center, that is, a storage place to protect documents from fire, deterioration and unauthorized access.
 - a) The record center should have noncurrent documents or files designated for either short term or permanent storage. The record center should not be used for the storage of current files, that is, those that are consulted several times a year in a normal course of business.
 - b) Documents and files stored in the records center awaiting later destruction shall be boxed in such a way as to make clear the dates of destruction under the provision of a records retention schedule approved by the local conference office of education.
 - c) Documents and files considered to be permanent may be kept in hard copy or microform at the discretion of the local conference office of education. Storage may be in the same storage facility with less permanent items, but should be physically separated and clearly labeled.
 - d) Schools or conferences with sizeable collections of records, aged fifty years or older, shall make provision to create an historical archive, where measures can be taken for long-term preservation and for making documents accessible to researchers.

2. The following retention schedule should be used for the specific types of school records listed.
 - a) Student Permanent Records

These records are to be kept indefinitely. The permanent record is to include name, date and place of birth, gender, scholarship, attendance, parent information and verification of immunizations or waiver. The individual permanent record is to be available only to authorized personnel, the parents and the student

A **transcript** is the mandatory permanent student record which the school is required by union policy to keep for every secondary student. In addition to the above, a transcript must include subjects taken during each year, semester, summer session or quarter; marks and/or credits given toward graduation; date of high school graduation, equivalent, or withdrawal; standardized test results; total credits earned; Cum GPA; unweighted GPA (and weighted, if applicable); and a space for comments (if applicable).
 - b) Student Cumulative Record
 - 1) Grades K-8

The cumulative record for an elementary school student that has not been transferred to another school may be destroyed after the date the student would normally graduate from grade 12.

- 2) Grades 9-12
The cumulative record for a student in grades 9-12 is to be kept for five years beyond the year when the student did or should have graduated from grade 12.
 - c) Teacher Grade Books or Equivalent Record
Teacher grade books or equivalent records should be kept as follows:
 - 1) Grades 1-8 – A minimum of one year.
 - 2) Grades 9-12 – A minimum of seven years. The local conference office of education or the secondary school board should adopt a policy regarding the status of the class record/grade books or equivalent record beyond the years stated above.
 - d) Vital School Records
These records are to be kept indefinitely. These include, but are not necessarily limited to; articles of incorporation, constitutions and by-laws, minutes of boards or governing committees, property records and other legal documents.
 - e) Historical Materials
The materials that have historical significance include, but are not necessarily limited to: faculty and committee minutes, school bulletins, student publications, class composite pictures.
3. **Discontinued Schools – Permanent Records** (*Education Code A26-104.C*)
The local conference office of education is responsible for the preservation of all records of discontinued schools.

If a new elementary school, junior academy, or secondary school succeeds one that is discontinued, the old records are to be transferred to the new school; otherwise, such records are to be transferred to the local conference office of education

4. **Access to Student Records**

Parents/guardians of currently enrolled or former students and students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student.

Each local conference shall adopt procedures to grant requests by parents/guardians to inspect and review records during regular school hours. Access shall be granted no later than five days following the date of the request. The procedures shall include notification to the parents/guardians of the location of all official student records, if not centrally located, and providing qualified certificated personnel to interpret records where appropriate.

Retention Schedule

Type of Record	Retention Span	Method of Disposition
<p>Historical Records</p> <ul style="list-style-type: none"> • Faculty and school committee minutes • School bulletins • Student publications • Class composite pictures 	<p>Indefinitely, in a locked, fire-proof vault or cabinet.</p>	
<p>Vital School Records</p> <ul style="list-style-type: none"> • School board minutes • Articles of incorporation • Constitution and bylaws • Property records • Other legal documents 	<p>Indefinitely, in a locked, fire-proof vault or cabinet.</p>	
<p>Student Admissions and Related Records</p> <ul style="list-style-type: none"> • Student applications • Letters of recommendation • Financial contracts, etc. 	<p>When a student has graduated from the school</p>	<p>Destroyed</p>
<p>Student Permanent Records ¹</p> <ul style="list-style-type: none"> • Student's name, date and place of birth, gender, scholarship, attendance, parent/guardian information, verification of immunizations or waiver 	<p>Indefinitely, in a locked, fire-proof vault or cabinet.</p>	
<p>Student Cumulative Folder K-8 ²</p> <ul style="list-style-type: none"> ▪ ITBS test results ▪ Photo of student ▪ Yearly progress report ▪ Reading record card ▪ Record of recommendation for retention, acceleration, special education ▪ Verification of place and date of birth 	<p>Kept in a locked, fire-proof vault or cabinet until the date the student would have graduated from grade 12</p>	<p>*Mail to requesting school. Must have written request of parents/guardians. Remove anecdotal documents or discipline-related information before transferring folder.</p>
<p>Health Records</p> <ul style="list-style-type: none"> • All health related records • Current "Consent to Treat" forms 	<p>Kept in a locked, fire-proof vault or cabinet</p>	<p>Destroyed after five years beyond the year when the student graduated or should have graduated from 12th grade</p>
<p>Student Cumulative Folder 9-12 ²</p> <p>Contains those records that the administration considers important for the guidance of students, including:</p> <ul style="list-style-type: none"> • ITED scores • Other standardized test scores • Transcripts 	<p>Kept in a locked, fire-proof vault or cabinet</p> <p>Transcript should be kept indefinitely.</p>	<p>Destroyed after five years beyond the year when the student graduated or should have graduated from 12th grade; Transferred to new school as shown above (*)</p>

1. Permanent Records are those of a former student who is no longer enrolled due to graduation, dismissal, withdrawal, or death.
2. Cumulative Records are those of a student who is currently enrolled.

In order to transfer folders, you must have written request of parents/ guardians if student is under 18 years old.

TYPES OF RECORDS

Cumulative Record

A cumulative record is to be maintained for each K-12 student. Records that the administration considers necessary for the proper guidance of the student are to be placed in this folder and kept in a fireproof safe or vault. They are to be readily available and accessible only for authorized personnel and the student/parents/guardians.

When a student transfers to another school, either Seventh-day Adventist or public, the cumulative record, or a copy thereof, shall be transferred to the school where the student intends to enroll upon written request of the student or parents/guardians if the student is under 18 years of age. (*Education Code A26-120*)

Transcript

The transcript is a mandatory permanent student record that schools are required to keep for every secondary student. Each school shall **indefinitely** maintain all mandatory permanent student records or exact copies thereof for every student who was enrolled in a program. See Records Retention for more information.

Immunization & Medical Records

Complete health records, including medical examinations, should be kept by the school nurse or the registrar. Students should not be permitted to remain in school for more than 30 days without having current immunization records on file. Because laws vary from county to county, the registrar should make it a priority to determine from the local county health department what guidelines must be followed.

ISSUING TRANSCRIPTS

Unofficial Transcripts

A student may receive an **unofficial** copy of a transcript (unofficial meaning that it does not have the seal or the registrar's signature and it is stamped UNOFFICIAL).

It has been common practice each year for academies to send unofficial transcripts/GPAs of junior and senior students to Walla Walla University. Upon the recommendation of legal counsel, with respect to student privacy, schools are advised to provide a statement in the student handbook and/or the student application form, stating the school may automatically send unofficial transcripts/GPAs to these institutions of higher learning. The student/parents/guardians should be provided the opportunity to request transcripts not be sent and such a request should be honored.

Official Transcripts

An official transcript may be issued to another school upon request. When sending the transcript a **written request** is required from the student or the parent/guardian if the student is under 18. The written request needs to be kept in the student folder.

Telephone requests, or requests by relatives, are not acceptable; it must be in writing from the student/parents/guardians. A fee may be charged as determined by the school.

Mandatory permanent student records should be treated in a confidential manner at all times. All permanent records and grade records should be kept in a fireproof vault or file, and should never leave the institution of origin.

STUDENT ROSTERS

Student enrollment information is required for many school-wide activities and institutional reports. Typical reports that might be requested of the registrar are:

- Student Directory Information
- Class/Course Rosters
- Add/Drop Lists
- Immunization Compliance Lists
- Student Eligibility Lists
- Student Birthday List
- Dorm/Village Rosters
- D, F, and I List
- Dean's (Principal's) List
- Honor Roll

STATISTICAL REPORTS

Information normally gathered by the registrar is vital for a variety of statistical reports required of the school administration. The registrar must provide data for institutional or statistical reports such as:

- Annual Curriculum Review Reports
- Board/Constituency Session Reports
- Conference Opening/Closing Reports
- Admissions/Enrollment Trends
- Attendance Statistics and Trends
- Baptized/Non-baptized Students
- Grade Distribution by Teacher
- Graduate Follow-up Survey
- GPA by Class/School
- International Student Enrollment
- Prospective Students

CHANGE OF REGISTERED CLASS SCHEDULE

Name _____ Grade _____ Date _____

Course to Add: Per: Teacher's Signature:

Course to Drop: Per: Teacher's Signature:

I understand that any required class I drop must be taken and passed before being eligible to graduate.

* Student Signature _____

Approved by Parent _____ Date _____

Approved by Registrar _____ Date _____

CHANGE OF REGISTERED CLASS SCHEDULE

Name _____ Grade _____ Date _____

Course to Add: Per: Teacher's Signature:

Course to Drop: Per: Teacher's Signature:

I understand that any required class I drop must be taken and passed before being eligible to graduate.

* Student Signature _____

Approved by Parent _____ Date _____

Approved by Registrar _____ Date _____

Secondary Alternative Textbook Approval Request

Name of Teacher _____ Name of School _____

Course/grade level:

Publisher:

Text title:

Date of publication:

Edition:

List price of text:

Author:

Estimated reading level:

Supplementary materials:

Reason(s) for request:

Brief annotation or summary of purpose of requested text:

Strengths of requested text:

Weaknesses of requested text:

Process of Approval	Initial	Date
1. Curriculum Committee Approval (Chair)		
2. Principal (Senior Academies)		
3. Conference Superintendent (Junior Academies)		
4. Union Office		
5. Approved for Time/Dates/Year		

Transcript Request Form

Name: _____

Please send my transcript to the following:

School: _____

Address: _____

Signature

Date

Transcript Request Form

Name: _____

Please send my transcript to the following:

School: _____

Address: _____

Signature

Date

Date

Name: _____

Dear _____ Freshman:

We are currently planning our class schedule for next year. Please read and complete the following survey so that we may consider your interests and input.

The usual sophomore program includes:

Church History-5 credits

Global Studies-10 credits

Development of the Church-5 credits

P.E. II-10 credits

English II-10 credits

Geometry-10 credit

Biology-10 credits

Students may choose one or two additional electives, keeping in mind their ability to handle a larger class load in council with parents and teachers.

Which of the following electives are you most interested in taking next year? In addition to band/choir and/or SCUBA do not check more than two additional electives. Keep in mind your graduation requirements as you select electives.

_____ Spanish I

_____ Choir

_____ SCUBA

_____ Yearbook

_____ Band

_____ Photography

_____ Bells

_____ Accounting

_____ Handbells

_____ Algebra I

_____ IT

If you could choose any elective, even though we do not currently offer it, what would it be?

Thank you for your help.

Sincerely,

Registrar

Date

Name: _____

Dear _____ Sophomore:

We are currently planning our class schedule for next year. Please read and complete the following survey so that we may consider your interests and input.

The usual junior program includes:

Personal Christianity-5 credits

US History-10 credits

SDA Beliefs-5 credits

English III-10 credits

Students may choose additional electives, keeping in mind their ability to handle a larger class load in council with parents and teachers.

Which of the following electives are you most interested in taking next year? In addition to band/choir do not check more than five additional electives. Keep in mind graduation requirements as you select your electives.

_____ Spanish I

_____ Spanish II

_____ Pre-calculus

_____ Yearbook

_____ Band

_____ Photography

_____ Choir

_____ Handbells

_____ Accounting

_____ Chemistry

_____ Algebra II

_____ LTA, specify sports interest _____

_____ Technology, specify interest _____

If you could choose any elective, even though we do not currently offer it, what would it be?

Thank you for your help.

Sincerely,

Registrar

Date

Name: _____

Dear _____ Junior:

We are currently planning our class schedule for next year. Please read and complete the following survey so that we may consider your interests and input.

The usual senior program includes:

Family Life-5 credits

Government-5 credits

Contemporary Moral Issues-5 credits

Washington State History-5 credits

English IV-10 credits

Students may choose additional electives, keeping in mind their ability to handle a larger class load in council with parents and teachers.

Which of the following electives are you most interested in taking next year? In addition to band/choir do not check more than five additional electives. Keep in mind graduation requirements as you select your electives.

_____ Spanish II

_____ AP Calculus

_____ Yearbook

_____ Choir

_____ Bells

_____ Chemistry

_____ Algebra II

_____ Physics

_____ Pre-calculus

_____ AP English

_____ Accounting

_____ Band

_____ Photography

_____ LTA, specify sport interest _____

_____ Technology, specify interest _____

If you could choose any elective, even though we do not currently offer it, what would it be?

Thank you for your help.

Sincerely,

Registrar

COMPUTER/INTERNET USE POLICY

- _____'s Network system is limited to educational purposes. Activities that are acceptable on the system include classroom activities, career development, and high quality personal research. You may not use the system for entertainment purposes. The system is not a public access service or a public forum. _____ has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in _____'s disciplinary code and the law in your use of the system. You may not use the system for commercial purposes. This means you may not offer, provide, or purchase products or services through the system.
- Students may obtain an individual e-mail account with the approval of their parent. You and your parent must sign an Account Agreement to be granted an individual e-mail account on the system. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time. Students may not establish Internet e-mail accounts through the system themselves.
- To reduce the risk of students accessing inappropriate material and to comply with the requirements of federal legislation, _____ has installed technology protection measures designed to filter all Internet access. Under the law, all Internet access must be filtered, regardless of whether students or adults are using the computer. An exception to this Internet filtering requirement exists for bona fide research. If you are a student with a bona fide research project that is currently being blocked by the school's technology protection measures, you must see the administrator for assistance. After verifying that your research is a bona fide research project, the Technology Department will be instructed to disable the Internet filtering measures. All other attempts at circumventing or disabling the school's technology protection measures are strictly prohibited.
- If approved by your Administrator, you may create a personal web page on the system. All materials placed on your web page must be pre-approved. Material placed on your web page must relate to your school and career preparation activities.
- The following uses of the Internet are considered unacceptable (this list is not exhaustive):
 - **Personal Safety and Personal Privacy** You will not post personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

- **Prohibited Activities** You will not attempt to gain unauthorized access to the school system or to any other computer system through the Internet or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not attempt to circumvent or disable any Internet screening system or technology protection measures designed to block or filter all Internet access to visual depictions that are obscene, child pornography, or harmful to minors. You will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

Use of the Internet and local networks at _____ is a privilege, not a right and inappropriate use may result in cancellation of those privileges.

Communications may not be encrypted so as to avoid security review.

- **System Security** You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the school's virus protection procedures if you download software.
- **Inappropriate Language** Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.
- **Respect for Privacy** You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information, about another person.

- **Respecting Resource Limits** You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer. You will not post chain letters or engage in “spamming”. Spamming is sending an annoying, unnecessary, or unsolicited messages to anyone person or group of people. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- **Plagiarism** You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- **Copyright** You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.
- **Inappropriate Access to Material** You will not use the system to access material that is designated for adults only or is profane, obscene, child pornography, or harmful to minors, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature or for bona fide research projects if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The school fully expects that you will follow your parents instructions in this matter.
- **Disciplinary Actions**

The network is a limited forum, similar to the school newspaper, and therefore the school may restrict your speech for valid educational reasons.

You should expect only limited privacy in the contents of your personal files or record of Internet research activities on the network. Routine maintenance and monitoring of the network may lead to discovery that you have violated the policy, the school disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school’s disciplinary code or the law. Your Administrator has the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your e-mail files.

- **Limitation of Liability**

The school makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. The school will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

Individual User Access Release Form

I have read, understand, and hereby agree to comply with the conditions stated in the Computer Network Acceptable Use Agreement. I and my parents have accepted the terms and responsibilities of this agreement.

Signature of User

Signature of Parent/Guardian

Printed Name of User

Printed Name of Parent/Guardian

Address

City/State/Zip

Phone

Work Phone

Date Signed

Date Signed

This form must be completed and on file in the Student Records Office

Electronic Devices Policy

Personal Electronic Devices

Electronic devices will be used for the purpose of fostering student's spiritual and mental development. Therefore, electronic devices such as cell phones, pagers, music players, laptop computers, PDA's, voice recorders, video cameras, and similar devices are permissible only in certain locations and for specific purposes.

- Administration Building (7:45 A.M. – 4:10 P.M.)
 - Music players may be used when exercising in the "little gym or at work with approval of the work supervisor
 - During the school day, electronic devices may be used for educational purposes only. Permission must be obtained from the instructor prior to each use. Otherwise electronic devices must be turned off and put away.
 - Cell phones may only be used in administrative offices or outdoors.
 - Cameras and video cameras may be used only with permission of an administrator, sponsor or staff member.
- General Use
 - **Electronic devices may not be used during any worship services.**
 - Inappropriate content on electronic devices will not be tolerated.
 - Electronic devices may be used in the dormitory in accordance with dormitory policies.
 - The use of electronic devices on school sponsored trips is at the discretion of the sponsor.
 - Earphones must be used when listening to electronic devices. Speakers may not be used.
 - If you lend your electronic device to another person, both the owner and the user are liable to violation consequences.

Consequences for misuse of personal electronic devices:

- 1st offense – Student sent to the Dean where the violation is logged and parents are notified. Confiscation of the device(s) for two days. Parent or dorm dean pick up device(s) from the dean's office;
- 2nd offense – Confiscation of the device(s) for a week and referral to Administrative Council;
- 3rd offense – Confiscation of the device(s), \$25 fine and length of time determined by Administrative Council.

Campus Computers and Computer Network

Computer Use Policy

In support of the Academy's mission of teaching, research, and public service, _____ computer system provides computing, networking, e-mail and information resources to the Academy community of students, faculty, and staff. Users are responsible for knowing and following the computer use policy. Ultimately, parents are responsible for setting and conveying standards that their children should follow when using media and information resources. We respect each family's right to decide whether or not to apply for access.

Rights and Responsibilities

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related resources, and observe all relevant laws, regulations, and contractual obligations. Network storage areas may be treated like school lockers and other school property. Users should not expect that files stored on school servers will always be private. System administrators may access and examine files, communications, and accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged or to maintain system integrity. Files may also be searched under court order. The school does its best to guide students to appropriate sites and to assist with this. Filtering and monitoring software is installed on the network. The school reserves the right to block any site that interferes with the mission and goals of the school.

Existing Legal Context

All existing laws (federal and state) and academy regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. Misuse of computing, networking or informational resources may result in the loss of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies or procedures. Complaints alleging misuse of _____ resources will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of software and content protected by US Copyright Law is subject to civil damages and criminal penalties.

Electronic Devices Policy

Examples of Misuse

Examples of misuse include, but are not limited to, the activities in the following list:

- Using a computer account or password you are not authorized to use; (No student is authorized to share any password)
- Using the campus network to gain unauthorized access to any computer systems;
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks;
- Viewing or downloading any materials which are in conflict with Christian principals and/or the guidelines of the academy including but not limited to pornographic materials, racist propaganda and role playing games;
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms;
- Unauthorized changes to the system including sharing of drives, changing of any desktop settings, attempting to circumvent data protection schemes or uncover security loop holes, circumventing programs;
- Violating terms of applicable software licensing agreements or copyright laws;
- Deliberately wasting computing resources;
- Downloading and/or installing software that is not authorized by the computer department. This includes but is not limited to games, instant messaging, and chat programs;
- Using electronic mail to harass others;
- Masking the identity of an account or machine;
- Storage of MP3's or other such media for a duration longer then permitted by law;
- Posting on electronic bulletin boards materials that violate existing laws or the Academy's code of conduct;
- Attempting to monitor or tamper with another user's electronic communications or reading, copying, changing, or deleting another users files or software without the explicit agreement of the owner, and
- Using the network for commercial purposes without authorization from the school administration.
- Activities will not be considered misuse when authorized by appropriate Academy officials for security or performance testing

Consequences for Misuse of the Computer System

Because of the importance of trust and mutual responsibility, violation of the Computer Use Policy is regarded as a serious breach of integrity. Violations may result in the loss of access, suspension from school, legal action, or other disciplinary action up to and including expulsion.

As the parent or legal guardian of the student signing to the right, I grant permission for my son or daughter to access networked computer systems such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use including setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information.

PARENT'S NAME: _____

SIGNATURE: _____

DATE: _____

I agree to abide by the policy for the use of my personal electronic devices at _____. As a user of the _____ computer system, I hereby agree to comply with the above stated rules of using the network in a reliable and responsible manner while honoring all relevant laws and restrictions.

STUDENT'S NAME: _____

SIGNATURE: _____

DATE: _____

Parking Information

Student Name _____

I have car insurance coverage with:

Name of Company _____

The main car I will be driving to school is:

Make of Car _____

Model & Year _____

Color _____

License Plate Number _____

Other cars I may be driving to school on an occasional basis are:

Make of Car (s) _____

Model & Year _____

Color _____

License Plate Number (s) _____

_____ maintains the following guidelines for students who drive to and from school:

- ✱ Students are to remain on campus for the duration of the school day.
- ✱ Students who drive recklessly or who do not abide by the regulations may lose driving privileges.

I understand and agree to abide by these guidelines.

Student Signature

Parent Signature

Day Student Vehicle Policy

_____ has a policy and practice of operating a "Closed Campus" for motor vehicles. This policy restricts students from driving a motor vehicle while enrolled at _____ except for transportation to and from the campus each day for school activities. Parents sometimes wish _____ to waive this policy for special reasons. _____ is willing to provide such waiver only by written instructions of the student's parent or legal guardian. This Motor Vehicle Release gives specific instructions to _____ regarding the use of motor vehicles by your child. It does not apply to student transportation by adult faculty members or official school transportation.

As the parent or legal guardian of a student at _____, please **read both sides of this policy** and complete the following instructions, which _____ will endeavor to follow whenever possible:

Initial appropriate spaces. If you do not initial a space, _____ will consider this an instruction not to allow your child this waiver.

STUDENT AS A DRIVER:

_____ I grant permission for my child to drive a motor vehicle to and from _____.

Initial

_____ I grant permission for my child to transport other _____ day students (**only those listed below**) in his/her vehicle to and from school.

Initial

STUDENT AS A PASSENGER:

_____ I grant permission for my child to ride as a passenger in a motor vehicle driven by _____ students (**only those listed below**) to and from school.

Initial

CAR/VEHICLE USE

Vehicle usage is a privilege not a right. Day students who drive to school must register their cars on registration day or when they enroll in school. Cars are to be parked only in the administrative parking lot in assigned spaces. The vehicles are to remain parked and unattended while they are at school. Student vehicles and the parking lots are off limits. Only students who have on file with the school office a completed _____ Day Student Vehicle Registration / Release form signed by parents for non-drivers are allowed to be in or on a motorized vehicle. Students must have liability insurance and signed liability releases for any vehicle use. _____ is not responsible for liability damage to vehicles while on campus or traveling to or from campus. The owner of the vehicle is the responsible party. _____ Day Student Vehicle Policy applies when school is in session, including weekends. Vehicles are not to be driven on the lawns, playing fields, sidewalks, etc. without proper permission.

Should students need to leave campus before completing classes, chapel, and on-campus work, prior written parental permission must be given to the attendance office. The student will then be allowed to leave and return. Students may transport other students off campus only when all parties have completed classes, chapel, and on-campus work and only with written parental permission from both sets of parents. (Cont. on pg 2)

CAR/VEHICLE USE (Contd.)

When an off-campus activity takes place closer to the day student's home than to the school, the student may obtain permission to drive to the activity. A _____ Day Student Vehicle Registration / Release form, which is available in the administrative office and online, must be signed by the parents and given to the sponsor of the activity prior to the activity leaving campus. Students attending off campus events in student vehicles without completing the _____ Day Student Vehicle Registration / Release form prior to the activity may not be included in the activity, may be asked to leave, and the incident will be reported to the vice-principal.

INSTRUCTION ACKNOWLEDGEMENT:

I hereby acknowledge that any vehicle my child drives while enrolled at _____ will be insured as required by the State of Idaho. Furthermore, I hereby indemnify and hold _____ harmless from any liability related to my child's driving a motor vehicle or riding as a passenger in a motor vehicle pursuant to this Motor Vehicle Release.

Date: _____ Student's Name _____
Print

Parent's Name _____
Print

Parent's Signature _____

DAY STUDENT VEHICLE REGISTRATION

Name: _____

Vehicle(s) License Number: _____ State _____ Color: _____

Make of Vehicle: _____ Model _____

PARKING LOT SPACE NUMBER _____
(Assigned by _____)

CLOSED CAMPUS POLICY

In compliance with NPUC policy, _____ is considered a CLOSED CAMPUS. This means that once a student arrives on campus, he/she is not to leave the campus until classes, chapel, and on-campus work are completed. The campus consists of the Administrative Building, (which contains the classrooms, library, gym, etc.), the playing fields during class time, and the residence hall. Campus does not include: KTSY, Rhodes Bake-N-Serve, rental homes on the property of _____, or the farm. Leaving campus without permission may result in serious disciplinary action, including suspension or expulsion.

I understand that my student is not permitted to leave campus during his / her academic and work day except as outlined in the current vehicle policy. I further acknowledge that he / she is not permitted to transport other students on or off campus during his / her academic and work day.

PARENT'S SIGNATURE: _____

I understand that I am not permitted to leave campus during my academic and work day unless as outlined in the current vehicle policy. I know that I am not permitted to transport other students on or off campus during my academic and work day.

STUDENT'S SIGNATURE: _____

CONSENT FOR MEDICAL TREATMENT

SECTION A: Student Information

Student Name _____
Last First Middle Gender Grade Birth Date Social Security #

Allergies (medications, food, bee stings, etc.) _____

Current medical concerns _____

Medication taken currently _____

Serious illnesses, operations, & other significant health history _____

SECTION B: Parent/Guardian Information

Father _____ **Mother** _____

Occupation _____ **Occupation** _____

Home Address _____ **Home Address** _____

City State/Province Zip _____ **City State/Province Zip** _____

() _____ () _____ () _____ () _____
Home Phone Work Phone Home Phone Work Phone

() _____ () _____ () _____ () _____
Cell Phone Fax Cell Phone Fax

Emergency contacts other than Parent/Guardian _____ () _____

_____ () _____

Person(s) legally responsible for student _____

Contact person(s) for medical needs _____

Person(s) financially responsible for students medical _____

Medical Insurance Company _____

Policy Holder _____ Employer _____

Birth date of Policy Holder _____ SS# of Policy Holder _____

Group # _____ Policy # _____

Is this a Preferred Provider Plan? _____ Does this plan require a referral from a Primary Care Physician? _____

P.C.P. or Family Physician _____ () _____ () _____

Name Phone Fax

SECTION C: Consent (PLEASE INITIAL ALL THAT APPLY)

_____ Student is 18 or older and does not need parental consent for treatment or medication.

_____ I, the undersigned parent or guardian of the above named student, a minor, do hereby consent to any x-ray examination, immunization, anesthetic, medical or surgical diagnosis, treatment and/or hospital service that may be rendered to said minor under the general or specific instructions of a physician. It is understood that reasonable effort will be made by the attending physician to contact me so that the treatment necessary for the best interest of the above named student may be given.

It is further understood that this consent is given in advance of any specific diagnosis or treatment that may be required and is given to authorize _____ or the physician to exercise their best judgment as to the requirements of such diagnosis or treatment.

This consent shall remain in continuous effect until revoked in writing and delivered to _____.

I hereby authorize any hospital, physician or other person who has attended the minor to furnish the insurance service, or its representative, any and all information with respect to any illness, medical history, consultation, prescriptions, or treatment and copies of all hospital or medical records. A photo copy of this authorization shall be considered as effective and valid as the original. I understand that I am responsible for costs associated with the medical care provided.

_____ I authorize mental health professionals to release to _____ any mental health/psychiatric and/or drug and alcohol assessment information that may pertain to the safety of the student or the school.

I grant permission and authorize school personnel to administer the following medications or generic equivalents to my minor child as ordered in writing by the school physician or as prescribed by another physician. (Please initial all that apply.)

- | | | | | |
|---------------|----------------------------|--------------------|------------------------|---------------------------------|
| _____ Tylenol | _____ Sore throat lozenges | _____ Benadryl | _____ Immodium | _____ Vitamin C |
| _____ Advil | _____ Robitussin DM | _____ Claritin | _____ Phenergan | _____ Charcoal capsules/tablets |
| _____ Aleve | _____ NyQuil/DayQuil | _____ Tums | _____ Visine eye drops | _____ Other (list) _____ |
| _____ Sudafed | _____ Cough drops | _____ Pepto Bismol | _____ Dramamine | _____ Other (list) _____ |

I request permission for and authorize my child to have and to self-administer the following medications while enrolled as a student at _____. I have reviewed the medication administration procedure with my child and I believe that he/she is capable of self-administration of the medication and of monitoring himself/herself for side effects. I understand that all medications must be maintained in the original container with the original label. School personnel may examine the medication. Any medication that is misused or is not in the original container may be confiscated by school personnel.

In consideration of this authorization the undersigned agrees to indemnify, defend, and hold harmless Upper Columbia Academy, its affiliated entities, including the _____ Conference of Seventh-day Adventists and the Academy Operating Board, the individual members thereof and any officials or employees of the school and the Academy Operating Board from any claims or liability for injury or damages including but not limited to costs and reasonable attorney's fees, caused or claimed to be caused from the administration of these medications.

Parent/Guardian Signature _____ **Date** _____

I understand that I may only have medications in my dormitory room and/or backpack that are listed above and that these medications are for my use and not to be shared with other students. I give my permission for _____ staff to discuss any medical conditions and/or medical needs that I have with my parents/guardians and with medical providers who care for me.

Student Signature _____ **Date** _____

GRADE CHANGE FORM

Student Name _____ Today's Date _____

Course Name _____ Teacher's Name _____

1st quarter 1st semester 3rd quarter 2nd semester

Circle One

Change grade from _____ to _____

Teacher's signature _____

Comments: _____

GRADE CHANGE FORM

Student Name _____ Today's Date _____

Course Name _____ Teacher's Name _____

1st quarter 1st semester 3rd quarter 2nd semester

Circle One

Change grade from _____ to _____

Teacher's signature _____

Comments: _____

Guest Banquet Pass

To: Students and guests planning to attend a _____ banquet/party.

This is a school-sponsored activity. School policies will be fully enforced. You and your guests will need to follow all school policies. **Dress code applies and is inclusive of the jewelry policy.**

Name of activity: _____ Date: _____

My signature indicates that I fully understand these rules and that this information will be shared with my guest. This pass must be turned in to obtain a ticket/approval to attend.

_____ Student's name: _____

_____ Student's signature: _____

_____ Parent's signature: _____

Guest's name: _____

Guest's grade: _____

Guest's home phone: _____

Guest's parent's signature: _____

Guest's school: _____

The student listed above is a student in good standing at our school. (S)he has had no significant behavior or discipline issues while attending our school.

Signature of guest's Principal/VP/activities director: _____

Printed name of person signing: _____

Each guest must be accompanied by the _____ student as indicated above. Each guest must be a 9th – 12th grader. _____ has the right to refuse admittance to anyone including a _____ student for failure to abide by this agreement. If this occurs, the school will make a reasonable attempt to advise the parents of the _____ student, but will not be responsible for providing transportation or supervision for a guest or student refused admittance or asked to leave.

_____ Approval (Principal/VP/Banquet sponsor/) _____

PARENT OR GUARDIAN AGREEMENT

I agree to support the policies and regulations of _____. My financial obligation is clearly understood. I will pay my student’s account as stated in the Financial Agreement Form as arranged with the Vice Principal of Finance. I understand that my student’s transcript and diploma will not be released until the account is paid in full. To the best of my knowledge the questions in this application have been answered honestly. I will encourage the applicant to cooperate with the principles and mission of _____.

Parent/Guardian Signature

Date _____

STUDENT AGREEMENT

I have read and understand the Student Handbook. I understand and agree with the mission of the school and agree to willing participation in the programs of the school including religious activities. I agree to abide by all printed and announced policies and regulations and understand that any failure to do so may jeopardize my enrollment at _____.

Student Signature

Date _____

PARENT PERMISSION

I recognize that school activities are often photographed and/or videotaped. These photos and videos may be used in the promotion of _____. I hereby give my consent for the use of any photographs or videotapes of my child to be used in any school publications, including the school yearbook and calendar or for promotional activities.

Parent/Guardian Signature

Date _____

I give permission for my child to take part in all school activities, including school-sponsored field trips and social events away from the school premises.

Parent/Guardian Signature

Date _____

1. All students complete and submit each of the following application forms:

- Student Re-Application Form
- Student ID Information Card Form
- Student Survey Form
- General Notification Form
- Consent – Authorization- Emergency Form
- Medication Information Consent Form
- Dress Policy/Agreement
- Electronic Devices Policy/Agreement
- Attendance Policy/ Agreement
- Student Employment Application (on campus employment)
- Form W-4
- Road Side Safety Instruction Program Release

2. Day students only, complete the following form:

_____ Day Student Vehicle Registration /Release form

3. Dorm students only, complete the following forms:

- Dorm Registration Form
- Dorm Medication Consent Form
- Overnight/Day Leave Authorization Form

Student Application Form

Student Information

Last Name _____ First _____ Middle _____ Name Used _____ Grade Entering _____
 Address _____ Street and PO Box _____ City _____ State _____ ZIP _____
 Male Female Birth date ____/____/____ Birthplace of Student _____ Citizenship _____ () _____ Phone Number _____

Family Information

Please include information for those with whom you usually live

_____ Father (____step) _____ Guardian _____ Mother (____step) _____ Guardian

Name		
Street Address		
City, State, ZIP		
Phone #		
Employment		
Business Ph #		
Cell Phone #		
E-mail Address		

If you will be living with someone other than your parents, please complete:

Name _____
 Address _____ Street and PO Box _____ City _____ State _____ ZIP _____
 () _____ Phone Number Cell Phone: () _____ E-mail _____
 Relationship to you: _____

School Information

List school attended

Year Attended

Grade 8		
Grade 9		
Grade 10		
Grade 11		

Give address and phone number of last school attended:

Have you ever been assigned to any special education program? Yes No If yes, what type of program and in what grade?

Names of other children in family attending school (K-12)	Sex	Age	Grade	School

Church Information

Student _____ Baptized: Yes No _____
Denomination Name of Local Church Date of Baptism

Father _____ Baptized: Yes No _____
Denomination Name of Local Church

Mother _____ Baptized: Yes No _____
Denomination Name of Local Church

Commitment Information

Although not all students at _____ are Seventh-day Adventist Christians, all are required to follow Christian standards of behavior, take a Bible class, and attend Chapel. The Bible is taught as the divinely inspired Word of God.

Is it your personal desire to attend _____? _____

Are you a Christian? _____ If so, how and when did you become one? _____

Briefly explain how you believe _____ will provide the best educational environment for you in the following:

- Develop a deepening relationship with Jesus Christ

- Achieve academic and physical excellence

- Become an active, caring citizen

We, at _____, believe that a student will be successful in school and in life if he/she learns to respect authority, doing what they are asked or expected to do even if it is not their desire at the time. Also, cooperation with a **positive attitude** is absolutely essential. We believe that by signing this application, you are pledging to observe the Christian principles on which this academy is operated, whether on or off the campus. We at _____ believe that our student handbook has been prepared with thoughtful prayer and consideration and that the school policies outlined therein provide the best educational environment for our students.

Are you willing to abide by the rules of _____?

(Student Signature) _____

We at _____ believe that our bodies are God's temples. We believe that smoking is dangerous to one's health and to the health and well-being of those around a person smoking. It is also a safety hazard and against the law. We ask students to refrain from smoking on or off campus while he/she is a student at _____. The drinking of alcoholic beverages and the use of illegal drugs are both against the law and can lead to possible disaster in a person's life. They are not appropriate and students at _____ must refrain from their use.

Do you agree to refrain from smoking, on or off campus, while a student at _____? *If yes, (Please initial)* _____

Do you agree to refrain from the use of alcoholic beverages and the use of illegal drugs while a student at CAA?
_____ *If yes, (Please initial)* _____

Financial Information

Do you have an unpaid balance at another SDA school? No Yes If yes, what school? _____

If other than parents, name and address of those who will be responsible for the school account

Do you plan to apply for financial aid? _____ Do you wish on campus work? _____

Social Security Numbers: Student _____ Father _____ Mother _____

Parent Commitments: (Please place your initials beside each statement you agree with.)

_____ In consideration of _____'s acceptance of my student, I agree to assume the financial responsibility for educational expenses at _____ for the student named on this form. I further agree to pay the account each month unless specifically arranged for in advance. I understand that an official transcript or diploma cannot be released until the account is paid in full.

_____ We agree to assist and support our student as they abide by the standards and expectations of _____, believing that our students are most often successful when they have the support of their parents and family.

_____ In case of emergency, illness or accident to the child named above, the school is authorized to take the child to emergency hospital or any licensed physician. It is understood that the parents will be notified as soon as possible.

_____ I give permission for my child to take part in all school activities, including school-sponsored field trips and social events away from the school premises.

_____ I recognize that school activities are often photographed and/or videotaped. These photos and videos may be used in the promotion of _____. I hereby give consent for the use of any photographs or videotapes of my student to be used in any school publications or for promotional activities.

_____ I recognize that attendance at _____ is a privilege, not a right; therefore, I recognize that if my student continually disregards the standards of _____, the school reserves the right to suspend or expel him/her from school. The school also reserves the right to refuse visitors on campus and at all school-related activities.

Parent or Guardian

Date

NAME _____

	9	10	11	12	
Religion 40 s.p.					Religion I
					Religion II
					Religion III
					Religion IV
English 40 s.p.					English I
					English II
					English III
					English IV
					AP English
Math 20 s.p. 30 sp for CP					Pre Algebra
					Algebra I
					Geometry
					Algebra II
					Pre Calc
					AP Calc
					Cons. Math
Second Language 20 sp for CP					Spanish I
					Spanish II
					Spanish III
Keyboarding 5 s.p.					Keyboarding
Social Studies 30 s.p.					Global Studies
					US History
					Cit Ed
					NW History

_____ credits = High School Diploma
 _____ credits = College Prep Diploma

	9	10	11	12	
Science 20 s.p. 30 sp for CP					Phys. Science
					Biology
					Chemistry
					Physics
Practical Arts 10 s.p.					ELS
					IT
					Accounting
					Yearbook
					Compt. Prog.
Computer Literacy 5 s.p.					Computer Lit
PE 20 s.p.					PE I
					PE II
					LTA
					SCUBA
Health 5 s.p.					Health
Fine Art 10 s.p.					Band
					Choir
					Art
					Bells
Misc.					Work Exp..
					TSE

	9	10	11	12
Credits				
Cum GPA				

Need to Take:

Senior Schedule			
	Semester 1	Semester 2	Credits
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

COLUMBIA ADVENTIST ACADEMY
11100 NE 189 Street ♦ Battle Ground, WA 98604
(360) 687-3161 ♦ FAX (360) 687-9856

Student Recommendation Form

Student Name _____

Grade _____

Please complete the following recommendation and return to _____ at the address or FAX listed above.

Are you familiar with the standards and policies of Columbia Adventist Academy and the Seventh-day Adventist Church?

Yes

No

How long have you known the applicant? 1-2 years 3-4 years 5 or more

When was your last interaction with the applicant? current several months ago one year ago 2 years ago or more

In what capacity have you known the applicant? Principal Teacher Pastor Other _____

How would you rate the applicant in the following areas?

	Very good	Average	Poor	Don't Know	Comments
Christian Influence					
Academic Ability					
Motivation					
Sense of Responsibility					
Cooperation with Authority					
Overall Conduct					

To your knowledge, has the applicant ever been involved with any of the following:

	No	Yes	Don't Know	Comments
Alcohol				
Tobacco				
Drugs				
Gangs				
Other illegal activity				

Additional Comments on back of sheet.

Do you recommend this student? Yes! Yes, with reservation No, not at this time

Name

Position

Address

City State ZIP

Telephone Number Date

Signature

Additional Comments:

School Name
Address



Upper Columbia Academy

A SEVENTH-DAY ADVENTIST CO-EDUCATIONAL HIGH SCHOOL
3025 E. SPANGLE-WAVERLY RD
SPANGLE, WASHINGTON 99031-9799
509-245-3600

REQUEST FOR OFFICIAL TRANSCRIPT AND SCHOOL RECORDS

The following student is attending or has been accepted to UCA.

NAME	DOB	DATE
------	-----	------

Please forward all records in a school-to-school transfer as allowed by the family Educational Rights and Privacy Of 1974, amended June 17, 1976

If you are unable to release records, please advise us immediately.

Thank you for assisting us.

Sincerely,

Florence M. Lacey
VP for Academics
509-245-3627

UPPER COLUMBIA ACADEMY, Florence M. Lacey, Registrar
3025 E Spangle- Waverly Rd, Spangle WA 99324
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WITHDRAWAL FORM

_____ has withdrawn from _____ as of
Student's Name

_____ for _____
Date Reason

Registrar Parent/Guardian Consent

Principal

Classes	Grade at Time of Withdrawal	Teacher's Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Book return/Fines _____
Library personnel

Dorm check-out (if applicable) _____
Library personnel

Business Office check-out _____
Business Manager/Treasurer

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