**Community Learning Center Schools, Inc**

**Alameda Community Learning Center (ACLC)**

**Nea Community Learning Center (Nea)**

**Admission Procedures**

May, 2017

**Holding positions in more then one CLCS school.**

**Issue: Learner applied and accepted offer to both CLCS Schools. (New Learner)**

**Policy:**  A learner cannot concurrently hold a seat in more then one CLCS school. If a learner is accepted/registered in one school and offered admission to the other, one enrollment must be withdrawn or declined.

**Procedure:** CLCS admissions will monitor for acceptances in both schools. If Learner has accepted offers in both schools CLCS admissions will:

1. Contact the family via SchoolMint notification (text and/or email) giving a 2-day timeframe to choose which school and withdraw from school not attending.
2. At the end of 2-day period, CLCS admissions will attempt to contact (phone call) to reach decision.
3. If no contact or decision is made, CLCS ED will determine further action.

**Issue: Existing CLCS Learner changing to other CLCS school**

**Policy:** If an existing CLCS school learner accepts admission to another CLCS school they must immediately notify the current school and complete a withdrawal form. The withdraw form may be post-dated to the last day of the current school year.

**Procedure:** CLCS admissions will work with school managers to insure that withdrawal forms are completed at current school site before registration is considered complete at new school site. Withdraw form will trigger delivery of cumulative file to new school.