



CMCSS Adult High School Enrollment Procedure (INS-P044)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1** This procedure outlines the process for a student to enroll in CMCSS Adult High School (AHS).

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1** CMCSS Adult High School Principal

3.0 APPROVAL AUTHORITY:

- 3.1** Director of High Schools

4.0 DEFINITIONS:

- 4.1** Education Records - Records that contain information directly related to a student and maintained by CMCSS. Education records are further defined as set forth in 34 CFR §99.3.

5.0 PROCEDURE:

- 5.1** CMCSS Adult High School is a public high school for students ages 17 and over. The school year is made up of five separate nine-week terms. Students may enroll into CMCSS Adult High School up to ten (10) days after the term begins.
- 5.2** Students will need to complete all the steps listed in CMCSS Adult High School Enrollment Packet ([INS-M004](#)).
- 5.3** Student records, including transcripts, will be evaluated to determine needed TN graduation requirements.
- 5.4** Acceptance in CMCSS Adult High School is also contingent on the space available in the program and the ability to staff the program appropriately.
- 5.5** All students are expected to adhere to the rules and regulations of Clarksville Montgomery County School System and the Student Code of Conduct.
- 5.5.1** Students may be suspended by the CMCSS Adult High School Principal due to absenteeism, misconduct, or poor academic performance, by notifying the student in writing.
- 5.5.2** The letter should state the reason and the last day the student is to attend CMCSS Adult High School ([INS-F152](#)).



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6.0 ASSOCIATED DOCUMENTS:

6.1 CMCSS Adult High School Enrollment Packet ([INS-M004](#))

6.2 CMCSS Adult High School Letter of Suspension ([INS-F152](#))

6.3 Administrative Policy, Student Records ([REC-A001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student records, transcript, etc.	Adult High School File Room	Adult High School - 1 year Central Records - Permanent	None – permanent at Central Records	Secure offices

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision</u>
6/28/21		Initial Release

***** End of Procedure *****