TO: High School Principals & Registrars  
FROM: Mr. Terry G. Knight, Division Superintendent  
DATE: October 13, 2000  
RE: Documentation of AHSGE Prep Assistance

This memo concerns those students who are receiving AHSGE remediation at the two career technical schools. These students will continue to receive their two credits for the career technical courses.

So that proper documentation can be done on the transcript, the remediation teachers at the career technical schools will send a list of those students to the high school registrars at the end of the term.

The registrars will add course number 8105 PrepVoc to each student transcript for that term and a grade of "S" for satisfactory. The student will not receive a credit because they are already receiving two credits for the career technical courses. Registrars should set up course #8105 PrepVoc in the valid courses as a no credit, no grade course, as done for those students who satisfy the computer competency requirement in the 8th grade.

If you have any questions, please call me at 972-6862.

pc: High School Counselors  
   Secondary Supervisors  
   Mrs. Elsie Kane — SBCT  
   Mrs. Gayle Day — NBCT  
   Mrs. Jeanene Witt — NBCT  
   Mrs. Julia Bryant — SBCT