To: High School Registrars, Counselors, and Principals

From: Joyce Woodburn

Date: August 12, 2005

Re: Creating ECEP Homerooms

Please adopt the following procedures with regard to ECEP students:

1. Each ECEP student will be designated as an 11th or 12th grader, as appropriate.
2. Create a homeroom called “ECEP” and assign it to one counselor.
3. Assign all ECEP students to this homeroom, regardless of grade level. Since these students will all be in one homeroom, you can isolate these students when you need to run reports for your general population.
4. Give each student an official enrollment date that is the same as the date for all other high school students.
5. Faulkner State Community College is responsible for reporting attendance to each school.
6. ECEP students who participate in local school activities during the school day will have to check-in and check-out through the school office.
7. The uniform policy applies to ECEP students.

Grades that students earn from FSCC will be recorded on the high school transcript. Students who graduate from the ECEP program must obtain transcripts from both the local high school and FSCC in order to apply to other post-secondary institutions.

ECEP students who participate in extracurricular high school activities are subject to the same rules and fees that apply to all other students.