



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4405

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CATEGORY: **Instruction, Adult Education**

EFFECTIVE: **1-29-62**

SUBJECT: **Concurrent Enrollment of Minors in
Community College Adult Education Classes**

REVISED: **5-19-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for enrollment of minors in adult education classes operated by the San Diego Community College District.
2. **Related Procedures:**
 - Adult education programs 4400
 - High School Diploma Program 4410
 - Exemptions from compulsory full-time and continuation education 6185
 - Release of student information 6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-6000, F-2000, F-2200, F-3300, F-3900, F-6000, H-1501; Education Code 78401.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Adult Education Office, Educational and School Services, Instructional Support Services, Institute for Learning.
2. Students over the age of 18 or those who are high school graduates may be admitted to community college adult education classes through regular enrollment procedures of the community college district for adult education.
3. Students under the age of 18 who are *not* high school graduates may be admitted to community college adult education classes if the San Diego Unified School District (SDUSD) does not offer a suitable course at a time and location convenient to the students.
 - a. Enrollment of a student in a community college adult education program must be recommended by an SDUSD counselor. Enrollment requires written submission of a waiver form and written consent by both an SDUSD comprehensive school counselor and a community college counselor.
 - b. Attendance in adult education classes conducted by either the San Diego Unified School District or community college district is *in addition* to regular day school attendance unless a student is exempt from compulsory attendance in the San Diego Unified School District (see Procedure 6185).

4. **Summer School.** Eligibility criteria for district students' attendance in summer adult education classes offered by the community college district are the same as eligibility criteria for attendance in summer school classes offered by the San Diego Unified School District.

D. IMPLEMENTATION

1. **Student under age of 18** obtains waiver form from an SDUSD counselor and takes to parents for completion.
2. **Parent of student under age of 18** completes in triplicate and signs "Parent or Guardian Request" section; returns form via student to SDUSD counselor.
3. **SDUSD counselor** investigates reasons for request and, if waiver is approved, signs form. If class is for high school credit, SDUSD counselor signs only for courses on list of approved high school courses offered by San Diego Community College District Continuing Education Centers circular published annually by SDUSD Adult Education Office. If approved, sends waiver to community college district adult school counselor via student.
4. **SDUSD principal** has final authority to approve or disapprove a San Diego Community College District adult education course for transfer credit to SDUSD high school diploma.
5. **If district and community college grant permission to attend**, student is officially enrolled and date of enrollment is indicated on form. Form is signed and distributed as follows: original retained in office granting approval; one copy to office requesting approval; one copy to community college continuing education dean of instruction or district adult education specialist, as appropriate; one copy to parent.

E. FORMS AND AUXILIARY REFERENCES

1. Waiver form for students to enroll in community college district adult school program, available from an SDUSD head counselor, Stock No. 22-A-1370.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education