

So you think AEWC might be the right place for this student. Now What?

Diploma Project Advisors should determine which AEWCs you will be working with, introduce yourself to the outreach consultants, be familiar with requirements of the program, and know the process for enrollment.

All AEWCs require the following before enrollment occurs, but may do them in different order.

- Student and Parent must attend an orientation
- Student must take a reading test
- Enrollment packet must be completed
- Transcript or TR04 and ID20 if possible
- If student has an IEP, an IEP meeting must be convened by the home school to change placement and must have a representative from AEWC present.

Some AEWCs require the following before enrollment occurs:

- Former counselor completes a form regarding previous interventions
- Potential students answer general questions such as:
 - ❖ what happened at the last school
 - ❖ why do you want to come here
 - ❖ what will be different this time
 - ❖ what do you want to do in the future
 - ❖ do you have a place to do your school work
 - ❖ do you have anyone to help you

Once the student is enrolled, they must do the following to maintain enrollment in AEWC:

- Student must meet with teacher at least once per week to pick up and drop off homework.
- Student must submit a minimum of 20 hours of homework every week and make academic progress
- Student must schedule additional time for tutoring and taking assessments
- Student must take the STAR tests when offered

If the student is not meeting the requirements to maintain enrollment, due process begins, which includes many of the following:

- Phone calls
- Informal meetings between student and teacher
- Letters home
- Parent conferences

After due process, if it is determined that AEWC is not serving the student, the outreach consultant will work with the student and parent to determine a more appropriate placement.