

Fall 2002

Washington State Migrant Education



PASS PROGRAM

BREAKING NEWS



New Courses Released

Three new science courses are ready for shipping: Integrated Earth and Space Science, Integrated Chemistry, and Integrated Physics. Coming later this fall will be Integrated Life Science, US History A and B (English and Spanish), Health and Fitness (Spanish) and Algebra IB. Please continue to provide input on our new curriculum.

Update on Course Transfer Process

Contact Persons may transfer full, *unused (when only a portion of unit 1 has been used)* courses from a student to be dropped to a new student. This can be done upon completion of **PASS Course Transfer Form D**. Course transfer fees vary depending on the situation (see form for details). Obtain forms from PASS or print via www.semy.org. If the course to be transferred has since been revised, a course transfer is *not* recommended. However, if necessary to avoid waste and delays, Contact Persons may transfer students into an 'old' original course through May 15 of the school year in which the revised course was released. Example: You have a Themes in Lit. A course packet, and wish to transfer the unused course from a dropped student to a new one. The course was re-issued as English IVA in the 2001/02SY. The deadline for transfer of the Themes course to a different student was May 15, 2002. The new student cannot be transferred and should be enrolled in the new English IVA course using Form B-2.

Student Is Working in PASS - Moves Out of Your School

To help a PASS student monitor his/her progress and complete a PASS course after leaving your school district, complete the "PASSport to Success" brochure *with your student* as the student begins work on the course. The "PASSport to Success" is shipped with the course packet. Tell the student to keep the PASSport, and take it to a counselor at the next school. Ask the student to have the counselor call PASS or you so that remaining course materials can be forwarded to the new school. Use **PASS Student Re-Enrollment, Relocation or Drop Form C** to notify PASS of the student's departure from your school and/or enrollment in a new school.

Cancelled and New Courses Require Use of New Enrollment Form

The list of courses offered in PASS has been updated to reflect new curriculum developed in the past two years, and some PASS courses will not be offered in anticipation of new courses to be released in 2002-03. PASS courses in which the Contact Person may enroll students are listed on the updated **PASS Enrollment Form B-2**. The print date of this updated form is "Rev. 9/02"; Contact Persons using the official version of this form can readily tell the difference between old and new course lists—the new form is printed with brown ink (instead of blue). Obtain forms from the PASS office or through www.semy.org.

Plan to PASS With Flying Colors

✓ **Migrant Student Enrollment Limit**

A migrant student can be enrolled in no more than 6 units, total, and in no more than 3 units of any given course at one time. If all 5 units of the course are needed, enroll the student in Units 4 and 5 immediately upon submitting the student's Unit 2 exam for scoring. This is a cost-savings measure as we have experienced a substantial number of student drops or partial-completes after shipping all five units to schools enrolling migrant students.

✓ **Annual Revision of Success Handbook Available**

Please be sure to download your new copy of the Success Handbook from www.semy.org. As you scan through the document online, you will note several important changes displayed in red type. Also download current copies of the PASS forms, as several changes have been made. See related articles.

Highlights of Revisions to Success Handbook

- ✓ **Guidelines for proctoring the essay portion of Unit 3 and 5 exams in English courses**
- ✓ **Streamlined procedures for transferring a course packet from one student to another – Form D**
- ✓ **Success strategies for efficiently setting up and maintaining student records of PASS course completion**
- ✓ **Change to migrant student enrollment (can still be enrolled in maximum 6 units at once, but is limited to 3 units per course at one time)**
- ✓ **Simplified steps to help a student moving out of your district continue in the PASS course at the next school**
- ✓ **Revised forms required Sept. 1, 2002:**
 - ❑ Form B-2 (Enrollment Form)
 - ❑ Form C (Drop, Re-Enroll, Student Relocation)
 - ❑ Form D (Course Transfer)

Portable Assisted Study Sequence (PASS) Program
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