



Spring 2005  
Washington State Migrant Education

# PASS PROGRAM

# BREAKING NEWS

## Graduating Seniors – Deadline for Spring Credit

To guarantee credit prior to Spring graduation, *senior students must be enrolled in courses by April 15*; English course essays (units 3 and 5) must be submitted for scoring by May 15. Tests are scored at PASS within 24 hours of receipt. To allow for U.S. Postal mail, all tests must be mailed (not faxed) to SEMY for scoring within five to seven work days of the date the Spring transcript is needed—mail can sometimes take up to 14 days. PASS staff will provide, upon request, faxed or verbal scores. Test scores are also available online at [www.semy.org](http://www.semy.org) immediately upon scoring.

## Exciting New Courses Coming

These new PASS courses will be released no later than Fall 2005—plan ahead to identify credit deficient students who will benefit from the following:

- Consumer Math in English and Spanish (to be also offered at the middle school level)
- Pre-Algebra in English and Spanish (to be also offered at the middle school level)
- Algebra IIB in Spanish
- World Geography

## Monitoring Progress

Review the PASS Detailed Activity Report available at [www.semy.org](http://www.semy.org) at your earliest convenience and evaluate your next course of action for students who may:

- not be on track to PASS the course within 195 days;
- have slowed progress significantly;
- have quit the course without dropping from it (in this case, drop the student using Form C). When a student is dropped, they earn partial credit for the units completed successfully (60% or above).
- have moved and need to be 'relocated (use Form C)' to another school for continuation of PASS;
- need to be linked to a summer program to complete units.
- call our tollfree PASS HELP desk at 888-727-7123 with questions.

## Test Retakes

Help students succeed the first time they test. Test retakes should not become the norm. Recommended procedure is: Test students in sequence of units 1-5. Submit one test at a time. Review and accept the recently graded unit score prior to submitting a subsequent unit test.

**See reverse for information on summer program preparation.**

## Migrant Education – Harvest of Hope



### Schedule 2005 Summer PASS Students Now

Migrant Program funding for PASS summer programs is driven, in part, by the number of PASS units successfully completed during the previous summer. A successful strategy for **increasing your summer completion rate** is to begin the students in the spring, motivating them to experience success prior to summer. Communicate openly with the students and spring Contact Person prior to summer enrollment.

Set up the summer schedule to accommodate the student's need and monitor summer progress according to PASS guidelines. More information about summer is available at [www.semy.org](http://www.semy.org) (planning worksheets for use in preparation of summer grant application), from SEMY staff or your nearby Migrant Education Regional Office (MERO).

## The Bulk Pre-Shipment Process for Summer

Two weeks prior to the first class of summer school, fax PASS Form G (from [www.semy.org](http://www.semy.org)) to SEMY for bulk shipment of migrant student courses.

You will receive and maintain inventory on all course materials requested.

As you select a course for each migrant student and provide materials from your bulk supply, submit completed PASS Form B-2 to formally enroll the student. Without this, SEMY will not score unit tests. Remember: A migrant student should only be enrolled in what you think he/she can achieve in summer. Pace your students.

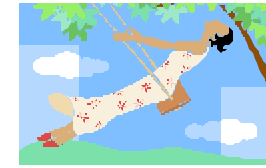
Within 30 days of your last day of summer school (or preferably before summer school ends), return at your expense unused bulk pre-shipment materials to SEMY for re-stocking. No restocking fee will be assessed.

### Helping You Succeed

Training for new staff serving migrant students is available at no cost. Just call 1-888-727-7123 to schedule.

PASS reference materials can be printed directly from [www.semy.org](http://www.semy.org).

A SEMY Program Facilitator may visit your summer classroom by appointment to learn about and share success strategies.



## Summer Tips

To obtain a student's unit test grade, you will need a password for the PASS Database. This is sent to you by mail shortly after you submit PASS Form A to become a Contact Person. Existing contact persons without a password may submit PASS Form H to receive one.

Access the database through the SEMY website at [www.semy.org](http://www.semy.org).

Some science lab experiments for the Integrated Science courses require two or more weeks to complete.

In the final week of summer school, find out where students expect to enroll in Fall. If the student will remain in your district, transfer course materials to the PASS Contact Person for the regular school year.

If the student will enroll in a different district, complete PASS Form C to drop the student and ship the completed Form C with unused course materials to SEMY. We'll help to ensure that your student has the opportunity to continue work on the course from his/her new location.

All PASS forms are available at [www.semy.org](http://www.semy.org). Forms may be faxed to (509) 836-7530.