



831 Chanslor ☒ Richmond, CA 94801 ☒ (510) 231 - 1402

Enrolling at Sylvester Greenwood Academy

About Continuation Education

Continuation education provides a high school diploma program that meets the needs of students of ages sixteen to eighteen who have not graduated from high school, are not exempt from compulsory school attendance, and are deemed at risk of not completing their education.



Enrollment process - Voluntary Transfers

1. Currently enrolled students and their parents meet with the administrator/administrator designee from their home school. The student's current academic progress and the requirements and benefits of Alternative Education programs are discussed.

2. Student and parent decide that an Alternative Education experience at Greenwood Academy is the right choice for them and sign the Alternative Education Referral form. Home school submits the application to SGA.

3. SGA contacts the family to invite them to an upcoming Orientation meeting to learn about our school. This meeting is a thorough introduction to our alternative education program and typically takes about 2.5 hours. **A**

parent/guardian must attend with the student. Prospective students should bring birth certificate and shot records to this meeting.

- a. Prospective students who decide **not** to enroll at SGA continue to attend their home school.
 - b. Prospective students who decide to enroll at SGA complete pre-enrollment paperwork at the end of Orientation. ***Prospective Students continue attending their home school until all paperwork is received and the enrollment process is complete.***
4. Prospective students who decide to enroll at SGA after attending Orientation contact their home school to schedule an appointment with the registrar to complete a drop packet. Many schools require 24-48 hours advance notice to complete drop packets, so it is best to schedule an appointment by phone.

De Anza	231-1440	Kennedy	231-1433
El Cerrito	231-1437	Pinole Valley	231-1442
Hercules	231-1429	Richmond	231-1450

5. As soon as prospective students have scheduled this appointment to pick up a drop packet from the home school, prospective students should call SGA to schedule an appointment for Academic Advising and Scheduling. Prospective students will tell us when they are picking up their drop packets from their home school and we will schedule their Academic Advising & Scheduling appointment for the very next day in order to reduce or eliminate students' time out of school.
6. Prospective students, and parents who choose to accompany their students, attend an Academic Advising & Scheduling appointment with the student's counselor. The Counselor works with the student to create an individualized learning plan to meet each student's needs and enrolls the student in classes.
7. Student begins school at SGA.

Returning to Student's Home School

1. Student progress toward meeting the graduation requirement is analyzed quarterly. Students who have sufficiently recovered credits to be considered "on track" are identified at the end of each semester.
2. When students have recovered enough credit to be considered "on track" for graduation, they receive a letter from us advising them that they are no longer credit deficient and should expect to enroll at their school of residence/"home school" for upcoming semester.

