

Student Registration Protocol

Project	Section	Document Name	Date
V	10	Student Registration Protocol	06082015

CRPI Registration, Recruitment and Capacity

High School Registration Protocol 1.2

Proposed Changes to Protocol

- * Include CR course section in the course catalog.
- * CRPI Department and central administration will provide a PD training to inform counselors and site administrators of expectations on CR course registration
- * Create CRPI info pamphlet for students/families to use with pre-registration form at sites.
- * Use Parent Link to inform parents.

- * All sites should be required to provide instructional time for online registration.
- * CRPI teachers are available to accurately inform and guide students through the process.
- * Provide release time for CR teachers to recruit students prior to student registration process.

- * Schedule multiple sections of CR courses when viable
- * Maintain the minimum class size allowance (10 to 1)
- * Identify CR teachers prior to registration so students and families can make more informed decisions.

- * Include in CR training for counselors and administrators a marketing component on the benefits of CR, the USP requirements for compliance, and the process for recruiting students.
- * Prioritize CR class registration.
- * Sites require approval from CRPI Director and or Assistant Superintendent before any CR class can be cancelled, to ensure that every opportunity to recruit students and implement an intervention plan has been made.
- * Design and implement a student recruitment program.
- * After online registration, identify sites of low interest in CR and conduct a concentrated recruitment effort to ensure a viable CR course is operating.

- * Teacher outreach should be conducted at all prospective CR sites.
- * Foster a collaborative relationship between site administration & CRPI Department staff.
- * Charge CRPI Dept. with CR teacher recruitment.
- * Provide pedagogical, curricular and resource support to CR teachers/classes.
- * Develop a veteran CR teacher cohort to help develop PD & curriculum, and also serve as CR teacher mentors.
- * Develop procedures for consultation between the site and CRPI on teacher placement.
- * Offer curriculum development stipend to CR teachers as incentive.