



**Supplemental Credit**  
 Student Registration  
 WCSD Supplemental Credit Office  
 785 W. 6th St.  
 Reno, NV 89503



To register on-line, go to [www.washoe.k12.nv.us/suppcredit](http://www.washoe.k12.nv.us/suppcredit). To register by mail, complete all requested information and mail this form along with any other required forms and **payment** to the address above.

- Please check one box:**  CBE  Community Service  
 Correspondence  Night School  PE Options  SCPE  
 Summer School  Travel Study  WOLF  Work Experience

Course

**Only 1 class or program per page**

Location  Start Date  Start Time

**Student Information \*\*\*\*\*PRINT\*\*\*\*\***

Student ID Number   
 Student ID is on the student ID card or see counselor or school office

First Name

Last Name

Work Phone\*  X

Home Phone  \*Parent's

Address

City  State  Zip

E-Mail

School<sup>1</sup>  <sup>1</sup>Current school (attending in the spring)

Counselor<sup>2</sup>  <sup>2</sup>Required for high school & middle school only

Current Grade   High  Middle  Elementary

Ethnicity  African American  Asian-American Pacific Islander  Caucasian  Hispanic  Native American

Gender  Male  Female Grad. Mo.  June  Aug Year  Birth Date  /  /

Mother's Name  Mother's Daytime Phone  Father's Name  Father's Daytime Phone

**IEP or 504**  Student has an IEP  Student has a 504 **A copy of the accommodation page is required for this student to participate in this program.**

**Health information is required for Summer School**

- My child DOES NOT have a medical or mental health condition which will affect his/her learning or safety at school.  
 ATTENTION SCHOOL NURSE: Please note that my child has been diagnosed with a medical or mental health condition that may impact his/her learning or safety at school.

Diagnosis/comments, doctor and hospital of choice: \_\_\_\_\_

Print Parent Name \_\_\_\_\_ Parent Signature (required for Summer School) \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only		Date	
A \$30 fee will be assessed to all returned checks.		Course Fee	
Make checks payable to WCSD.		Book/Lab Fee	
SCO _____		Other Fee	
INFO _____		Other Fee	
REG _____		<b>Total Fees</b>	
RCT _____			
MYOB _____			
<input type="checkbox"/> Cash	Check #		
<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	Enter # below	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration Date		_____	
Name on check or credit card -- PRINT --			
Cardholder's Signature _____			
Office Only		Approval # _____	
Job #		_____	

## Summer School Information and Policies

### Non-Parent/Guardian Registration Information

Student enrollment by anyone other than legal parent/guardian must include a notarized release signed by parent or legal guardian. Notarized releases must have a registration confirmation number and be sent to Supplemental Credit Office.

### Immunization Policy

The parent/guardian confirmation number verifies that the student registering for Summer School has received all required immunizations to attend public school.

### Emergency Contact and Medical Information

Make certain that emergency contact persons are aware that your student will be attending Summer School.

### First Day of Class & Enrollment Receipt

Class room numbers will be posted at school site entrances. **Students should arrive 15 minutes early on the first day only** to allow time to find the classroom. Students are required to show proof of enrollment on the first day of the class by providing the teacher with proof of enrollment number.

### Attendance Information: Elementary, Middle and High School

**Attendance:** Summer School programs meet only the minimum requirement for attendance. Consequently, attendance and punctuality are critical for successful completion of any course taken in Summer School. Attendance is taken by minutes missed. If a student misses more than 10% (**360 minutes per semester for HS; 348 minutes/6 weeks for MS; 480 minutes/4 weeks for ES**) for any reason, s/he will be withdrawn from the class and no grade will be issued. These emergency minutes are built into these programs for exceptional circumstances--illness, family emergency, etc. and are not to be used unless there is a legitimate reason.

**Punctuality:** Since tardiness is disruptive as well as disrespectful of the teacher and other students, it will not be tolerated in Summer School classes. A student will be warned at his/her first tardy (any fraction of a minute after the scheduled start time of class). The teacher will document on the attendance card that the student has been warned and parents will be notified as well.

◆ A second tardy will result in an additional deduction of **60 minutes** which will count toward the "emergency" time allowed. Documentation and notification will be the same as the first tardy.

◆ At the third tardy, the student will be notified that an **additional 120 minutes** will be deducted from minutes left. The Summer School teacher will notify his/her coordinator of the third tardy and attendance standing. The administrator will notify the student's parents that the student is in jeopardy of not receiving credit or that the student will be dropped due to lack of attendance.

◆ The fourth tardy will result in a deduction of an **additional 120 minutes**. The teacher will notify the student and parent and documentation will be made on the student's attendance card. If the student has surpassed the maximum of minutes allowed for emergencies, s/he will be dropped from the class and the student and parent will be notified. **No refund will be given.**

◆ The fifth tardy will result in removal from class and no grade will be issued. **No refund will be given.**

An appeal process is available through the Supplemental Credit Administrator (333-6100).

### Student Drop-Off and Pick-Up

Except on the 1st day of class, students may not arrive earlier than 10 minutes before the start of class. Students must be picked up no later than 10 minutes after the conclusion of class. Students not adhering to this policy may be dropped from the program.

### Course Change

**A \$25 processing fee will be assessed to all course changes. Changes must be made in person at Supplemental Credit.**

### Refunds

**A \$25 processing fee will be assessed on all refunds** except when class(es) have been canceled by the Supplemental Credit Office. If all books and materials have been returned, refunds will be authorized through the **second day of class**. Parent/guardian requesting a refund on or before the second day of class must complete a "Refund Request" form. Parent signature is required on the Refund Request form. Refund Request forms are available at each Summer School site or through the Supplemental Credit Office. Refunds are issued by check and please allow 4-6 weeks to process.

***After the second day of class, no refunds will be issued.***

### Where to Get Information

- Website:
- [www.washoe.k12.nv.us/suppcredit](http://www.washoe.k12.nv.us/suppcredit)
  - High School and Middle School Counselors
  - Elementary School Administrator and Office Secretary
  - Supplemental Credit Office: 333-6100      785 W. 6th St., Reno, NV 89503      See our website for a map.