



2024-2025 EXCEL Academy-PASS Application

This form is to be completed by the principal and attached to the student application. Upon review of the request, this checklist will be returned to the base school in order for the school to know if the application was approved or denied.

Student Name: _____

Base School: _____

Grade Level: _____

Additional Notes from Administrator:

Current Schedule attached

Transcript Audit Form attached

School Input: (Completed by Administrator)

Student Name: _____ Base School : _____

Grade Level: _____ Age: _____ Current GPA: _____ Cohort Year: _____

Current Graduation Credits: _____

Does the student have an active IEP (Individualized Education Plan)? ___ Yes ___ No

Does the student have an active 504 Plan? ___ Yes ___ No

Does the student have an active EL (English Language) Plan? ___ Yes ___ No

Is this student a McKinney Vento student? ___ Yes ___ No

Has this student ever: Reported Bullying Filed a formal Bullying/Harassment Complaint

List strategies implemented by the local school to address academic, behavioral, and/or social issues with this student.

Principal Signature

Date

Parent/Guardian Input: (Completed by Parent)

Relationship to student: _____

Parent/Guardian Email: _____

Parent/Guardian Cell Phone Number: _____

Please provide a thorough explanation of the situation/circumstances that result in a need for your child to be placed in the PASS Program.

- Your child will be required to attend weekly face-to-face meetings on campus. Failure to do so will result in a court-based truancy referral. _____ **(Parent Initial)**

- Your child will have usage requirements (time requirements, completion requirements) in order to remain in the PASS Program. Failure to do so will result in dismissal from PASS and a mandated return to the local school. _____
(Parent Initial)
- Does your child have permission to receive guidance and counseling services from outside agencies when appropriate and available? ___ **Yes** ___ **No** _____ **(Parent Initial)**
- Your child may be required to participate in programs such as JAG and WorkForce Connections _____ **(Parent Initial)**

Student Input: (Completed by Student)

Address: _____

Student CCBOE Email: _____

Student Cell Phone Number: _____

Please provide a thorough explanation of the situation/circumstances that result in a need for you to be placed in the PASS Program. _____

You will be required to attend weekly face-to-face meetings on campus. Failure to do so will result in a court-based truancy referral. _____ **(Student Initial)**

You will have usage requirements (time requirements, completion requirements) in order to remain in the PASS Program. Failure to do so will result in dismissal from PASS and a mandated return to the local school.

_____ **(Student Initial)**

How will you be transported to the PASS Program on your required attendance days?

Are you receiving counseling services from any outside agency? ___ **Yes** ___ **No**

If yes, from who? _____

- All students must re-apply for PASS annually. Students who are already in the program must re-apply in May of the current school year. Students will no longer automatically roll over into the following school year. Applications will be sent to Dr. Dowdy for approval.
- Orientation - All students and parents who have been approved for the PASS Program will be required to attend a one-time orientation with the PASS administrators and counselor. The students and parents will sign the Attendance/Usage contract during Orientation.
- Attendance monitoring - Attendance should be entered based on each student's contract. If a student's contract calls for him/her to be on campus each Tuesday and Thursday and he/she does not attend those days, CCBOE attendance procedures will be followed. Students will not be marked absent on days not required by the contract.
- Computer Based Usage monitoring - Each PASS student should have a file that contains weekly usage in the Computer Based Program. Notes should also be made as to the number of units completed weekly. Phone calls will be made to students who have less than acceptable usage for the week. Continuous failure to meet minimum usage benchmarks will result in dismissal from the program.
- Because PASS is an Alternative Education Program located at EXCEL Academy, students may not be able to attend extra-curricular activities at their base school.

My Signature indicates I understand the requirements for EXCEL Academy-PASS:

Student Date

Parent/Guardian Date

(to be completed by Dr. Dowdy) Application Approved: _____ Application Denied: _____