

**MEMO**

To: Teachers of Migrant Students  
From: Diana E. Alejos  
Migrant Counselor  
Date: \_\_\_\_\_  
Re: "Late Entry"

Teachers,

Please initial that you received this information.

Thank you.

1<sup>st</sup> Period - \_\_\_\_\_  
2<sup>nd</sup> Period - \_\_\_\_\_  
3<sup>rd</sup> Period - \_\_\_\_\_  
4<sup>th</sup> Period - \_\_\_\_\_  
5<sup>th</sup> Period - \_\_\_\_\_  
6<sup>th</sup> Period - \_\_\_\_\_  
7<sup>th</sup> Period - \_\_\_\_\_  
8<sup>th</sup> Period - \_\_\_\_\_

Migrant students arriving after school has started will be awarded credit for courses provided that these students demonstrate achievement by meeting the standard requirement of the course regardless of the time these students have been enrolled (Chapter 75, Section 75.169 – Award of Credits 9 -12). In the past years, teachers have been very cooperative in assigning make-up work and awarding grades as appropriate for “late entry” migrant students. Please find below a list of options available to you.

**INSTRUCTIONAL PLANS:**

**Contracts:**

The teacher and the student do an individual teacher-student contract. The teacher may judge a student’s make-up work by giving the student an informal assessment. Please keep in mind that it is not the quantity of the work done, but the mastering of the content (see 74.26 – Award of credit, Grades 9 – 12).

**Teacher Plan:**

Each respective teacher will work with the student in assigning him/her make-up work and the student will be responsible for completing the work by the end of the semester. Upon completion of the work, the student shall be given a grade to be consolidated with the rest of his/her grades.

**Starting-Point Plan:**

The teacher may decide to start giving the student grades after the enrollment date for work completed for the course with NO penalty for previously missed grades. The teacher can be innovative in working with the student so that the student can earn a grade.

**Packet Plan:**

The teacher may have ready-made packets in scope and sequence. Each packet could be divided into weekly assignments. (If a student misses the first six weeks, the teacher could give him/her the highlights of that six weeks and test the student by giving him/her an assessment or handouts to work on for a grade/s.)

**TEACHERS MUST TAKE PRECAUTION TO ASSURE THAT THE STUDENT RECEIVES INFORMATION COVERED DURING HIS ABSENCE IN ORDER TO BE ABLE TO TAKE AN EXAM IN THE SUBJECT OR SEMESTER FINAL.**