

SECTION II: ADMINISTRATIVE SERVICES

PART C: OPERATIONS

I ATTENDANCE		<i>Page:</i>
A	ROP/TC Course Number Designation	II-C-1
B	Enrollment Procedures	1 Student Emergency Form II-C-2 2 Enrollment Scantron II-C-3 3 Student Drop Notice II-C-4
C	Attendance Reporting Procedures	1 Guidelines II-C-5 2 School Register II-C-6 3 Class Roster II-C-6 4 Alternate Class Time Form II-C-7 5 Career Center Sign-In Sheet II-C-7 6 ADA hours vs. Credit Hours II-C-7
D	Grading Procedures	1 Grade Report II-C-8 2 Make-Up Work II-C-10 3 Grade Change II-C-10
E	Student Follow -Up	II-C-11
II FACILITIES		
A	ESGVROP/TC Facilities	II-C-12
B	Security	II-C-13
C	Facility Maintenance Requests	II-C-14
D	ROP/TC Mail Procedures	1 Inter-campus Mail II-C-15 2 Postage II-C-15 3 Mass mailing II-C-15
E	Xerox procedures	II-C-16
III TRANSPORTATION		
A	Bus Transportation	1 Bus Rules and Regulations II-C-17 2 Permission-to-Walk II-C-17 3 Bus Transportation Request II-C-18
B	Field Trip Policy	II-C-19