Bryant Alterative High School Registration
Counselor Guidelines – 2017 - 2018

STUDENT:	DISCUSS STUDENT WITH:	PAPERWORK REQUIRED:	ACTION:
18 and older (EXCEPT those receiving *Special Education services*)	Counselor assigned by student's last name: **A-G** Grace Estacio 703-660-2010 **H-L & Project Opportunity** Florence Harrison 703-660-2027 **M-Z** Ameen Jackson 703-660-2069	Scan and email the following to Toni Epps tdepps@fcps.edu at Bryant High School: 1. Copy of most recent transcript including work in progress and quarter grades if applicable 2. Testing record with SOL scores and WIDA scores when applicable 3. Discipline file (Discipline Report with comments) or statement that there is no file if applicable 4. Immunizations which show dates	After your discussion with Bryant counselor, the student can call 703-660-2020 to schedule a registration appointment.
Under 18 (EXCEPT those receiving Special Education services) **[Note: Project Opportunity (pregnant and parenting) students may be accepted as 15-year olds.]**	Counselor assigned by student's last name: **A-G** Grace Estacio 703-660-2010 **H-L & Project Opportunity** Florence Harrison 703-660-2027 **M- Z** Ameen Jackson 703-660-2069	Scan and email the following to nsp@fcps.edu, **and** to Toni Epps tdepps@fcps.edu at Bryant High School: 1. Nontraditional School Programs Referral Form (SS/SE-227) 2. Parent request letter 3. Counselor/administrator memo 4. Copy of most recent transcript including work in progress and quarter grades if applicable 5. Testing record with SOL scores and WIDA scores when applicable 6. Discipline file (Discipline Report with comments) or statement that there is no file if applicable (PONY lengthy files to us) 7. Immunizations which shows dates	Upon approval, Bryant will contact parent to schedule a registration appointment. Once an appointment is confirmed with the parent, Bryant will email the referring school counselor the date. If additional information is needed, call 703-660-2020.
***ANY* student receiving Special Education services** **(Ages 16 to 22)** **[Note: Students who receive Special Education services who are also Project Opportunity (pregnant and parenting) students may be accepted as 16-year olds.]**	Base school Special Education Department Chair or case manager should contact Bryant High School Special Education Department Chair and scan a copy of the IEP: Kendria Boyd 703-660-2001 *Add Kendria Boyd to the student's team in SEASTARS.	**(Students age 17)** Scan and email the following to nsp@fcps.edu, **and** to Toni Epps tdepps@fcps.edu at Bryant High School: 1. Nontraditional School Programs Referral Form (SS/SE-227) 2. Parent request letter 3. Counselor/administrator memo 4. Copy of most recent transcript including work in progress and quarter grades if applicable 5. Testing record with SOL scores and WIDA scores when applicable 6. Discipline file (Discipline Report with comments) or statement that there is no file if applicable (PONY lengthy files to us). 7. Immunization which shows dates 8. Copy of most recent eligibility packet (include most current psychological, social and educational testing) **(Students ages 18-22)** ***Scan and email NSP Referral Form (SS/SE-227) to nsp@fcps.edu and** scan and email the following documents to Toni Epps tdepps@fcps.edu at Bryant High School: 1. Copy of most recent transcript including work in progress and quarter grades if applicable 2. Testing record with SOL scores and WIDA scores when applicable 3. Discipline file (Discipline Report with comments) or statement that there is no file if applicable 4. Immunizations which show dates 5. Copy of most recent eligibility packet (include most current psychological, social and educational testing)	**Upon receipt, Kendria Boyd will contact the base school Special Education Department Chair. The base school chair will then coordinate an IEP meeting to determine if BAHS is an appropriate placement for the student. The IEP will be held at the base school with a Bryant representative.** **After the IEP, if Bryant is determined to be the appropriate placement for the student, Mrs. Boyd will advise the student and/or parent to call 703-660-2020 to schedule a registration appointment.**