



Fresno County Office of Education

CALIFORNIA PASS PROGRAM • Migrant Education • Dr. Guido A. Prambis, State Director



PASS Program Summer School Procedures

In order to coordinate our efforts to best serve migrant students during summer school, we are making the following suggestions:

1. Provide the PASS Program Office, (559) 265-4009, with the name and telephone number of the person responsible for the coordinating your school's summer PASS Program.
2. Submit the required *One Time Enrollment Form* for each new student (NOTE: Valid Migrant ID # is a requirement for enrollment). New students are defined as those who have not yet completed a minimum of one (1) unit of credit in the PASS Program. If you would like a list of the students from your school who are currently enrolled in the PASS Program, please call (559) 265-4009
3. Course requests will be honored on a first-come/first-serve basis. Please request one (1) course at a time. *Materials cannot be requested via telephone. Please mail or fax in your order on the Materials Order Form. Be very specific as to the address and name of the person requesting the materials. If you have multiple schools and want materials to be separated by school, you must be very specific in your instructions.*
4. All courses are composed of five (5) work books or units. Initially, only the first two (2) books of any course will be mailed. Upon completion of the second book, you may request the remaining units. Seniors only can request two (2) full courses (5 units each) at a time. This procedure will help in cutting printing costs.
5. If you already know how many courses you need, fill in the necessary information on the *Materials Order Form* and mail or fax it as soon as possible to the PASS Program Office. Remember, however, that in order to post credit, each individual student must be officially enrolled with the PASS Program, using the One Time Enrollment Form.
6. Transcripts for partial credit will be issued upon request only. Courses for full credit (5 units completed) will be sent automatically to the address of the school reported on the enrollment form.
7. If you would like to be able to immediately view test results, using our Electronic Testing Program, please call the PASS Office at (559)443-4801.

If you have any questions regarding PASS Program Summer School procedures, please contact the PASS Office at (559) 265-4007