# **CLONLARA SCHOOL Off-Campus Program** 2016-17 CALENDAR

September 6, 2016 – June 10, 2017

### January 1 Eligible Graduates\*

#### **October 15**

Graduation Application Due **December 1** CRF's for Completed Work Due Graduation Portfolio Due **Community Service Documentation Due** Reading List Due Exit Exam Due

## June 10, 2017 Eligible Graduates\*

## October 15

Graduation Application Due

#### **January 15**

CRF's for Work Completed in Semester 1 Due

### May 1

CRF's for Work Completed in Semester 2 Due Graduation Portfolio Due **Community Service Documentation Due** Reading List Due Exit Exam Due

## Secondary Students, 9-11th Grade **January 15**

CRF's for Work Completed in Semester 1 Due

## June 15<sup>†</sup>

CRF's for Work Completed in Semester 2 Due

## K-8 Students

#### **January 15**

Progress Reports for Semester 1 Due

#### June 15

Progress Reports for Semester 2 Due

**Standardized Testing** (test taking is optional)

## **February 28**

Test Order Form Due

## **April 25**

Completed tests "postmarked by" date

#### \*Refer to Senior Class Enrollment Policies in the guide

<sup>†</sup> Documentation of student work completed during the summer months will be processed only for students who are enrolled for the next school year per the Credit-Earning Policies in the guide.

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Blue shading indicates the office is closed for holiday Gray shading indicates the office is closed for in-service Red shading indicates a Clonlara School deadline Green shading indicates test schedule - = Graduation Ceremony!

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# CLONLARA SCHOOL Off-Campus Program 2016-17 CALENDAR

September 6, 2016 – June 10, 2017

## THE CYCLE OF CLONLARA'S OFF-CAMPUS PROGRAM

Advisors are available to answer your questions throughout the school year from September through June graduation. Because our Off-Campus Program serves as the bridge between the independent learning student and the traditional school system, Advisors operate under the same cycles and deadlines of the traditional school systems, concentrating on specific activities during specific months:

August and September – Helping families plan their curriculum
October and December – Assisting with college and university applications
January – Reviewing Seniors' first semester work
May – Reviewing Seniors second semester work and graduation materials
June and July – Planning and attending graduation ceremony, updating transcripts and reports

During busy times, it can be challenging for Advisors to respond to urgent and last-minute requests, especially those outside the normal time-frames. Please help us by submitting your forms in a timely manner and by paying attention to the cycle of the school year. We appreciate it very much!

The Clonlara office remains open in the summer, and office staff remain available to assist with records and other administrative requests.

**Please note:** In accordance with our published tuition and fees, Clonlara charges a *Late Fee* for missed deadlines on services which specify a deadline. Please see our website or contact our office for further information: www.clonlara.org/home-tuition-and-fees

Clonlara School Home Based Education Program offices are closed on the following days:

- Labor Day: September 5, 2016
- In-service: October 7, 2016
- Thanksgiving: November 24 25, 2016
- Winter Break: December 24, 2016 January 1, 2017
- Dr. Martin Luther King, Jr. Day: January 16, 2017
- In-service: March 10, 2017
- Memorial Day: May 29, 2017
- In-service: June 12 13, 2017
- Independence Day: July 4, 2017

Due to our location in Michigan, we are occasionally closed for bad weather days during the winter. Check <u>www.myfoxdetroit.com</u> or <u>www.wxyz.com</u> for closings.