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**EAST Student Training**

**2017-2018**

**Registration and Drop Policy**

EAST programs registering for a student training are acknowledging and agreeing to follow the registration and drop policy.

**Registration Policy**

Registering to participate in a student training, EAST Programs are committing and obligating to the following:

1. Make necessary arrangements to attend the duration of the training (approval, transportation, parent signed consent form, etc.).
2. Facilitator or chaperone will remain on-site with their students for the duration of training.
3. Do not bring additional students without an email confirmation of approval.

**Failure to comply:**

A non-compliance letter sent to your school principal and a copy sent via email to facilitators.

**Drop Policy**

EAST programs are required to drop **two weeks** prior to the start date of a student training at any training location. If a circumstance arises after the two-week required notice that prevent your EAST program from attending training, please drop from the roster as soon as possible and notify Phaedra Hawkins at phaedra@eaststaff.org or 501-371-5023.

**Penalty**

Failure to drop **two weeks** prior to the start date of a student training will result in your EAST program losing a privilege to register for three training’s at one time.

**The first drop penalty:** An EAST program will have access to register for only two training’s at one time.

**The second drop penalty:** An EAST program will have access to register for only one training a time.

**The third drop penalty:** An EAST program will not have access to participate in any EAST on-campus (Fayetteville, Little Rock or Regional) student training for the remainder of the school year.

Each penalty will result in a non-compliance letter.

**Reminder:** Properlydropping two weeks as required, allow other EAST programs an opportunity to participate and/or allow schools on the roster to bring additional students.

**New school year!!**

**Schools with no penalties:** Will have access to register for three training’s on day one of registration going-live.

**Schools with one penalty:** Will have access to register for three training’s one day after registration go live. **Schools with two penalties:** Will have access to register for three training’s two days after registration go live. **Schools with three penalties:** Will have access to register for three training’s three days after registration go-live.

*Drop deadlines are essential for EAST to effectively maintain and provide professional resources. Late drops result in unwarranted expenses. Please be attentive to drop according to the drop policy guidelines. We rely on your commitment to plan in advance to maximize the training resources made available to your EAST program.*

**Waiting List**

Schools on the waiting list be prepared to receive a short notice of an available seat for a training. Therefore, make the necessary arrangements to attend a training, (prior approval, transportation, parent signed consent form, etc.).

You will not receive a penalty if you drop from the waiting list.

 If your EAST program is on the waiting list and your received an email informing you are moved from the waiting list to the roster, but are no longer available to participate, please drop from the roster as soon as possible.

Due to such short notice, schools moved from the waiting list to the roster and drop from the roster, will not receive a penalty.

*Take advantage of the Student training opportunities offered for the benefit and growth of the students.*