

START HERE - Type or print in black ink

Part 1. Information About Your Interest

1. Program of Interest (please check only 1)

ESL ABE GED HS Diploma HS Credit Recovery Vocational

2. Please Check the Time You Wish to Attend Class

Morning Evening

3. Today's Date / /

Part 2. Information About You

4. Your Current Legal Name (You will be registered with this name)

Family Name (*Last Name*)

Given Name (*First Name*)

Full Middle Name

5. Has your name changed since your previous enrollment at Community Adult School?

Yes (proceed to Question 6) No (Skip to Question 7) N/A - Never enrolled before (Skip to Question 7)

6. Your name as shows on previous enrollment

7. Last 4 Digits of SS#

8. U. S. Mailing Address

Street Number and Name

Apt., Suite, or Floor

City

Zip Code

Telephone

9. E-Mail Address

10. Gender

Male Female

11. Date of Birth (mm/dd/yyyy) / /

12. How Many Years of School Have You Completed?

None GED HS Diploma College 2 yr 4 yr Other

13. Ethnicity

Hispanic/Latino Other

14. Race

White Asian Filipino
 Black/African -American Native Hawaiian/Pacific Islander
 American Indian Alaska Native

15. Country of Birth

16. Your First Language

17. Your Goals In Taking This Class (please check 2)

Learn English Learn Basic Skills HS Diploma/GED Get a Job Enter College or Training
 Enter Military Personal Interest Family Goal Other None

18. Please Indicate Any of the Following That Apply to You:

Employed Unemployed Retired Disabled Single Parent CalWorks

FOR CAS USE ONLY

Assessment [Lit - BL - BH - IL - IH - Adv]

Enrollment [Pd Card Tp

Date of Assessment _____

Placement _____

CASAS _____

Student Number _____

Class of Admission _____

Start Date _____

Independent Studies High School Diploma Program

The Community Adult School is a fully accredited institution authorized to grant adult school diplomas. Adults interested in high school graduation must call 201-6320 to arrange registration. The following requirements, in addition to mastery of the California High School Exit Exam, are established for graduation from Community Adult School. Total units of credit earned: 180, including at least 18 units earned in residence in the Community Adult School program.

<p>Processing of Applications: Being that this is a very popular program, we currently have a limited number of spaces. Once we reach our limit, we will stop accepting applications until spaces become available. We work on a first come, first served basis and we will accept applications only if all the requirements are met (paperwork and book deposit).</p>	
<p>Transcripts: In order to enroll in our High School Diploma Program, an official transcript from the last high school attended is required. You can pick up and hand-deliver your transcript in a sealed letterhead envelope or you can have the school mail it to us. Any opened hand-delivered transcript is considered unofficial and will not be accepted. Complete and sign a transcript request/release form if you wish us to request an out of district transcript for you.</p>	
<p>New Students: Complete the intake packet: 1) Fill out and sign the <i>New Student Registration Form</i>. 2) read and sign the <i>Student Rules and Procedures Contract</i>. 3) read and keep the <i>Graduation Requirements</i> and the <i>California High School Exit Exam Notice</i>.</p>	
<p>Concurrent Students: If you are a student currently attending High School and need additional credits, you can attend our school only if you get approval from your counselor by means of a <i>Concurrent Student Contract</i>. A copy of your transcript is also needed. If you are less than 18 years of age, all forms must be signed by a parent or guardian or they will not be accepted. In addition, your parent needs to come with you on the first night of class to sign additional classroom forms.</p>	
<p>Returning Students: In addition to filling out the intake packet described under New Students (we need this for update purposes), you might need to get a copy of your official transcript as well as pay your book deposit.</p>	
<p>Testing: New students will be notified as to when to come in and take a CASAS Reading and Math assessment test. Failure to comply with this requirement will delay processing.</p>	
<p>Book Deposit: Being that the program is independent study, all students are required to use textbooks to complete their work at home. In order to be issued a textbook, the teacher must receive proof that a \$50 deposit has been paid. This deposit is refundable when the book is returned to the teacher. <i>Refund checks</i> are issued upon clearance by teachers. Adult students can have as many books as they need provided the deposit is paid for each one. There is a charge for damaged books.</p>	

MORGAN HILL COMMUNITY ADULT SCHOOL

Adult High School Diploma Program

Rules and Procedures

Preliminaries

1. After completing all the enrollment requirements, office personnel will give you the time of your first session and the name of your teacher.
2. Come to the office to pick up your paperwork and your attendance card to bring to the teacher.
3. If you are younger than 18, your parent's/guardian's signature will be required before teachers are allowed to give you any materials or assignments.
4. If you do not keep your first appointment, you will be rescheduled only once. After that if you miss your first appointment, you will be dropped.

Classroom Rules

1. Do not start a test unless you plan to finish it before leaving.
2. Three missed appointments, incomplete assignments, lack of progress, or any type of cheating or forgery may be grounds for dismissal.
3. No talking with other students at any time.
4. No cell phone, or electronic devices can be used in the classroom.
5. Family and friends are not allowed to attend the class session. They may come to the door to pick you up, but they cannot stay.
6. Gum, food, and drinks are not allowed in the classroom.
7. Tobacco, alcohol, and other drugs are not allowed on campus. If a student is suspected of being under the influence, he or she will be asked to leave the classroom and may be dismissed from the program.
8. Treat fellow students, teachers, and office staff, in a courteous manner.

Books

A deposit of \$60 is required for textbooks. Once you have completed your course requirements and have returned all books in satisfactory condition to your teacher, the teacher will notify office personal so they can issue a refund check for your deposit.

Grades

1. Your average score on all the tests should be 60% or higher.
2. When you finish taking all your tests and your average score is not 60%, you can take a retake test to bring up your average. The exception to this would be math; you can take a retake using "Form b" the following week. Additional homework should be done before you take the retake.
3. The retake will be averaged with the original score on that test.
4. The new test score will be averaged with the other tests.
5. Report cards will be given when you finish the material specified on your course contract. You can request an average of your test scores at any time.

90-100% = A	70-79% = C
80-89% = B	69-60% = D

Student signature: _____ Parent signature: _____ Date: _____

STUDENT LEARNER OUTCOMES

Our students will:

<i>Set goals</i>	<i>Acquire skills</i>
<i>Monitor progress</i>	<i>Effectively communicate</i>

ADULT SCHOOL POLICY: PROOF OF ENROLLMENT AND ATTENDANCE

1. Morgan Hill Community Adult School will provide written proof of enrollment and attendance upon request by a student or an outside agency.
2. Proof of enrollment and attendance will be provided only for students in classes offered by the Community Adult School in English as a Second Language, ABE/GED Preparation, and Adult High School Diploma.
3. Proof of enrollment and attendance will be provided only after a student has completed 20 hours of attendance in classes at the Community Adult School.

STUDENT LEARNER OUTCOMES

Our students will:

*Set goals
Monitor progress*

*Acquire skills
Effectively communicate*