



REGISTRATION FORM – PAGE 1 OF 2

Instructional Program: High School Diploma Reading Form/Score: Math Form/Score: Pre-Testing Date:

STUDENT INFORMATION – PRINT CLEARLY

COMPLETE ALL AREAS (#1 – #19)

1. First Name: 2. Middle Name: 3. Last Name: 4. Date of Birth: 5. Gender: 6. Highest Year of School Completed: 7a. Mailing Address: 7b. City: 7c. Zip Code: 7d. Physical Address: 7e. City: 7f. Zip Code: 8. Home Phone Number: 9. Cell Phone Number: 10. E-mail:

11a. Education: 11b. Was this level achieved outside of the U.S.? 12. Race/Ethnicity: 13. Hispanic or Latino? 14. Labor Force Status: 15. Native Language: 16. Student Primary Goal for This Year: 17. Student Secondary Goals for This Year: 18. Employment Barriers:

CONTINUED ON NEXT PAGE

# REGISTRATION FORM – PAGE 2 OF 2

COMPLETE ALL AREAS (#1 – #19)

## EMERGENCY CONTACT

19a. First and Last Name:

19b. Relationship:

19c. Gender:

Male  Female

19d. Cell Phone Number:

19e. Alternate Phone Number:

## POLICY REVIEW AND SIGNATURE

- Materials Fee/Book Deposit:** Your book MUST be returned by May 31<sup>st</sup> to keep your deposit active or get a refund. Your book deposit can either remain on your account for the following term, or be returned to you by May 31<sup>st</sup>. If you fail to return your book by May 31<sup>st</sup> your book deposit will be forfeited and you will need to pay a new book deposit to continue in Adult Education.
- Laptop Agreement:** You agree to exercise great care in preserving the laptop in good condition. In the event that maintenance or repair is required, you agree to contact Adult Education staff immediately. If the laptop is abused or lost beyond what is considered normal wear and tear, you may be responsible to repair (\$75 per hour) or replace (\$600) the laptop. Failure to return the equipment may lead to criminal prosecution. **The laptop is equipped with tracking and monitoring capabilities and will be activated if the device is not returned when requested. We will also notify law enforcement and consider the device stolen.**

Borrower CDL/ID #: \_\_\_\_\_

Items included:

- laptop
- power cord
- laptop bag

CCOE Use Only

User: ae

Password: ae22

Asset Tag: \_\_\_\_\_

Upon Return:

I certify that all of the above equipment included in the list above was returned in good condition.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

- NOTE:** By signing below you are allowing Calaveras County Office of Education to share your information with partnered agencies; these agencies may contact you to inform you on helpful resources in the community.

By signing this form you agree that the information on this form is true and you agree and accept the terms of this form.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return the above information to:  
Calaveras County Office of Education  
Attention: Jared Hungerford  
185 S. Main Street / PO Box 760  
Angels Camp, CA 95221

-Completed packets will be reviewed and you will be notified of our decision within 15 working days of receipt. Acceptance is based upon availability, if there is not an immediate opening you will be placed on a first come, first served waiting list.

-Incomplete packets will be denied and returned via the mail.

-Note: Adult Education diplomas are not accepted by all employers, and some do not accept non-accredited program diplomas.