

The Jefferson County School District Adult School  
Enrollment Form 2018- 2019 All Terms

Student Name: \_\_\_\_\_ Date \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City and Zip Code: \_\_\_\_\_  
 Home Number: \_\_\_\_\_ Cell Number \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**A VALID GOVERNMENT ISSUED PICTURE ID IS REQUIRED FOR ENROLLMENT**

\*Underage students and a parent must meet with coordinator prior to class start.

\_\_\_ Adult Student \_\_\_ Underage Student \_\_\_ Teen Parent \_\_\_ New Student \_\_\_ Returning Student

**PLEASE NOTE: Classes are subject to change based on enrollment!**

___ ABE Prep M - F 8:30 - 5:00	ESOL T & TH 5:00 - 8:00	___ GED Prep M - F 8:30 - 5:00	___ /ABE/GED Prep - PM T & TH 6:00 - 8:00
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**I authorize the release of, and will provide upon request, all test scores to include TABE, CASAS, GED Official Practice Test, and GED for the purposes of data analysis and instructional planning. I authorize the use of my name and program-related photographs for marketing purposes. I understand the refund and attendance policies for my program. If I'm entering the ABE/GED/ESOL or a CWE program, I understand there is NO REFUND after the first date of attendance and there is no pro-rating of fees. In addition, if I take a TABE test and do not attend the class, I will not be reimbursed for the cost of the testing, \$20. I MUST attend a testing/orientation session before attending and ABE/GED class unless I am a re-enrollment student and do not require testing.**

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

Date \_\_\_\_\_

# Student Data Summary Form

Date Form Completed:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Student Email: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street or PO Box

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Gender:  Male  Female

Ethnicity:  Latino or Hispanic Origin

Race – Select all that apply:

American Indian or Alaskan Native  Asian  Black or African American

Native Hawaiian or other Pacific Islander  White

Highest School Grade Completed (Select One):

No school grades completed

Completed at least part of 1<sup>st</sup> through 11<sup>th</sup> grade

Highest grade completed: \_\_\_\_\_

Completed the twelfth grade, but did not attain a diploma or equivalency

Earned a high school diploma

Earned a high school equivalency

Have a disability and attained a special diploma or high school certificate of attendance/completion from completing an Individual Education Plan (IEP)

Completed some college, but did not earn a certificate or degree

Earned a Career Certificate

Earned an Associate of Applied Sciences degree

Earned an Associate of Science degree

Earned an Associate of Arts degree

Earned a Bachelor's degree

Attained beyond a Bachelor's degree

Where this level was achieved:  U.S. based school  Not U.S. based school

Employment Status: (Select One – To be completed upon entry for each term/semester)

Employed

Employed but with Notice of Termination or in transition out of military service

Not Employed (looking and eligible for employment)

Not in Labor Force (incarcerated, not eligible for employment, or not seeking employment)

**Background** (Select all that apply – To be completed upon entry for each term/semester):

The school system and the Florida College System provides services for persons with disabilities. If you need assistance in the course of your studies, please notify a school or college administrator.

- Youth in Foster Care (including aged-out)
- Single Parent     Single Pregnant Woman     Perceived employment barriers
- Previously or currently subject to any stage of the criminal justice process
- Low-income individual (or their dependent) employed primarily in farming currently unemployed or finding difficulty obtaining work for 12 months out of the last two years
- Migrant or seasonal farmworker (or their dependent)     Homeless without a fixed, regular nighttime residence
- Homeless but staying in non-traditional housing (ex: park, abandoned building, or bus station)
- Child of migrants who have changed school districts in the last 3 years due to parents' seasonal employment
- Previously unemployed or underemployed while caring for home and family (unpaid)
- Previously supported by public assistance or family, and now unemployed or underemployed
- Parent of a child within two years of no longer receiving TANF (formerly AFDC)
- Unemployed dependent spouse of a member of the Armed Forces on active duty or is deceased or disabled as a result of military service

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**This Section to be Completed by Adult General Education Agency**

Enrollment Date: \_\_\_\_\_

Separation Date: \_\_\_\_\_

Signed Release of Information on File:  Yes  No

Program Enrollment Type – Select all that apply:

- ABE     ESOL     ASE (AHS, High School Equivalency Program)

Institutional Programs:

- Correctional Facility     Community Correctional Program     Other Institutional Settings

Assessment – Pretest within first 12 hours of instruction

Assessment name: \_\_\_\_\_ Date: \_\_\_\_\_

	Form	Level	Scale Scores
Reading			
Math			
Language			
Listening			

<p><b>Class Information</b></p> <p><input type="checkbox"/> Distance Education</p> <p><b>Class Site:</b> _____</p> <p><b>Expected Attendance Hours/Dates</b> (Weekly/Monthly): _____</p>
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**STUDENT INTAKE FORM**

**REQUIRED STUDENT INFORMATION**

**CLASS INFORMATION**

Enrollment Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle: \_\_\_\_\_ Maiden: \_\_\_\_\_

Signed Release of Information on File:  Yes  No

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Grantee: \_\_\_\_\_

Class Site: \_\_\_\_\_

Other:  New Class

Distance Ed

Email Address: \_\_\_\_\_

Ethnicity:  White (non- Hispanic)  Black or African American  Two or More Races  
 American Indian or Alaskan Native  Asian  
 Native Hawaiian or other Pacific Islander  Hispanic / Latino

Gender:  Male  Female

Address: \_\_\_\_\_  
 Street / PO Box \_\_\_\_\_  
 FL \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

**Employment Status - Select one upon entry.**

**Education Upon Entry - Select last grade completed.**

- Employed (Unsubsidized)  GED  12+  12  11  10  9  8  
 Unemployed - Looking for unsubsidized employment.  7  6  5  4  3  2  1  
 Unemployed - Not in labor force.

(includes subsidized employment, retirees, homemakers & volunteers)

**Assessment - prior to the 12th instructional hour.**

**Specify level, form, and scale scores**

Assessment: \_\_\_\_\_ Date: \_\_\_\_\_  
 TABE  ESL / BEST  
 TABE CLASe  ESL / BEST Plus  
 CASAS  ESL / CASAS

	Level	Form	Scale Scores
Reading			
Math			
Language			
Listening			
Computer Level	N/A	N/A	

**Goals for Attending - Select ONE default prior to 12th instructional hour, Follow Up Outcomes optional.**

Default Goals:  Improve Basic Literacy Skills  Improve English Skills

Signature of Advisor \_\_\_\_\_

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

**Follow Up Outcomes - Select all that apply.**

- Pass the GED  Obtain a Job (Unsubsidized)  
 Get High School Diploma  Retain Current Job (Unsubsidized)  Enter Post-secondary Education or Job Training

**SECONDARY MEASURES**

**Student Type - Select all that apply.**

- Receiving Public Assistance  Homeless  Pre GED  
 Documentation Disability (confidential file)  Family Literacy / Even Start  Pre VPI  
 Single Parent  Maintain Driver's License (formerly SB14)  ELCATE  
 Work Release  Court-Ordered  EL Civics  
 Workplace  Adult Vocational / Higher Education  ESL  
 Workplace Site  TANF  ABE  
 Correctional  ASE / AHS / GED

# STUDENT INTAKE FORM

## OPTIONAL

### Referral Source - Select One

- |  |   |  |
|--|---|--|
| <input type="radio"/> Local Job Service / One-Stop Center              | <input type="radio"/> Division of Rehabilitation Services | <input type="radio"/> Judicial System (i.e. Court Order) |
| <input type="radio"/> Job training program                             | <input type="radio"/> Adult Vocational / Higher Education | <input type="radio"/> Friend                             |
| <input type="radio"/> Community Action Agency                          | <input type="radio"/> Newspaper Ad                        | <input type="radio"/> Counselor                          |
| <input type="radio"/> Library  | <input type="radio"/> Pamphlet, Brochure, Poster, etc     | <input type="radio"/> Employer                           |
| <input type="radio"/> High School (Official Withdrawal Letter on file) | <input type="radio"/> Family member                       | <input type="radio"/> Television / Radio                 |
| <input type="radio"/> I attended before                                | <input type="radio"/> Military                            | <input type="radio"/> Other _____                        |

### Student Achievements

#### Educational - Select all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Increased at least .5 grade level, 3 points on CASAS scale, or 1 SPL in any assessment area. | <input type="checkbox"/> Passed all parts of the OPT (Official Practice Test) |
| <input type="checkbox"/> Increased at least 1 level in a Learning Management System in any assessment area            | <input type="checkbox"/> Completed GED Orientation                            |
| <input type="checkbox"/> Completed entire vocational / assessment battery / test (i.e. TABE, CASAS)                   | <input type="checkbox"/> Passed 1-4 parts of the GED                          |
| <input type="checkbox"/> Completed OPT (Official Practice Test)   |   |

#### Employment-Related - Select all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Obtained a better job or job promotion | <input type="checkbox"/> Completed a worksite learning experience     |
| <input type="checkbox"/> Obtained / retained subsidized job     | <input type="checkbox"/> Passed an employment or state licensing exam |
| <input type="checkbox"/> Earned a Ready to Work Certificate     | <input type="checkbox"/> Entered the military                         |