

____ 20 Credit Diploma
 ____ Credit Recovery

Spring 2017 Londonderry Adult Education Program

REGISTRATION FORM

(Must be completed by ALL students)

NAME OF STUDENT: _____ MALE _____ FEMALE _____
 (LAST NAME) (FIRST NAME)

SENDING SCHOOL: _____ (IF OTHER THAN LHS)

HOME ADDRESS: _____ CITY: _____ ZIP: _____

EMAIL: _____

EXPECTED GRADUATION DATE: _____ DOB: _____ TEL. NO. _____

NAME OF PARENT/GUARDIAN: _____ DAYTIME PHONE # _____

EMAIL: _____

IN CASE OF EMERGENCY WHOM MAY WE CALL? _____

ADDRESS: _____ PHONE#: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

COURSE SELECTIONS

****All courses are subject to time changes and/ or cancellation based on enrollment / number of sections.**

<u>Day</u>	<u>Course</u>	<u>Time</u>	<u>Fee</u>	<u>Credit</u>
Mon/Wed	_____	2:30-4:00 p.m.	\$ _____	_____
Tue/Thurs	_____	2:30-4:00 p.m.	\$ _____	_____
Mon/Wed	_____	4:10-5:40 p.m.	\$ _____	_____
Tue/Thurs	_____	4:10-5:40 p.m.	\$ _____	_____
Wednesday Night	_____	5:45-8:45 p.m.	\$ _____	_____
Odysseyware:	_____	Online	\$ _____	_____
Other:	_____		\$ _____	_____
Total Tuition Fees			\$ _____	_____
Amt. Paid:			\$ _____	_____
Balance Due:			\$ _____	_____

1. **Course Fee:** \$150 for LHS students: \$75 for Reduced Tuition: \$250 for Non-Londonderry Residents

****NOTE: One half of Tuition is due at Time of Registration. Balance is due within 30 Days.**

2. Please make checks payable to: **Londonderry School District**
3. Please indicate student's name in the "memo" section of the check.
4. If your child received free/ reduced lunch during the school year, scholarships are available.
5. Please check one of the following: Free Reduced N/A
6. Return this Registration Form and Payment to:

**Londonderry High School
 295 Mammoth Road
 Londonderry, New Hampshire 03053
 Attention: Amity Small, House 3**

For Office Use Only: PAYMENT RECEIVED FROM: _____ Amt. \$ _____ Check # _____ Cash\$ _____

Londonderry Adult Education Diploma Program
Student's Acknowledgment of Responsibilities
(To Be Filled Out By All Students)

Student Name: _____ Phone: _____

Address: _____ Work Phone: _____

City, State & Zip: _____

1. CREDIT POLICY

- a) I understand that previously earned high school and post-secondary credits will be placed on my Londonderry Adult Education Diploma transcript along with credits earned in the program.
- b) I understand that as a Day-School Dual Enrollment student, credits earned in the LAE Program will be reported to my high school.

2. FISCAL POLICY

- a) All students must pay the entire balance by the registration deadline.
- b) All outstanding financial obligations must be paid before a student can graduate, register for another class, receive credit or a transcript.
- c) No refund will be given after start of class or if you are removed from a class for any reason.

3. ATTENDANCE POLICY

It is expected that students will attend all classes. However, we understand that emergencies arise; therefore we have established the following policies:

- a) Students **may not exceed 1 absence per course**. Once a student reaches 2 absences they are withdrawn.
- b) If a student is Tardy to class the following will apply:
Each tardy greater than 45 minutes constitutes an absence.
Any tardy 15 – 45 minutes is a half absence.
Two tardies less than 15 minutes is equivalent to one half absence.
- c) Leaving early without permission from the office equals a full absence.
- d) Day-School Dual Enrollment students suspended from their day program are allowed to attend their LAE class during their suspension, unless told otherwise by an administrator. Suspension absences are counted.
- e) Students are responsible for all missed work. Work may be made up for credit.
- f) Administrative withdrawal due to attendance is automatic upon exceeding allowed absences.

* * * * * **Note: There are no "excused absences."** * * * * *

4. BEHAVIOR POLICY

- a) LAE Students are expected to obey the laws of New Hampshire, including not smoking on public/school property.
- b) We expect respect for self, teachers, other students, & property. Disrespect will not be tolerated. The following are some examples of disrespect:
 - i) Disruptive behavior
 - (a) Excessive talking
 - (b) Swearing, harassment, etc.
 - ii) Lack of preparation including not doing homework
 - iii) Non-participation
- c) Administrative Withdrawal from a class for disciplinary reasons is at the discretion of the Director after conferring with the teacher and student.

5. INTERNET ACCESS AND USE

- a) Internet use is a privilege. Students' use of school internet services is limited to educationally sound searches and sites. All students must read and sign the "Acceptable Use Policy" to access the school's technology.

My signature below indicates that I understand and will abide by the above policies!

Student: _____ **Date:** _____

Parent (Required for minors): _____ **Date:** _____

School Official: _____ **Date:** _____

**LONDONDERRY ADULT EDUCATION DIPLOMA PROGRAM
ENROLLMENT FORM**

(To Be Filled Out by Night Students Only)

Directions: (Please print)

Name: _____ **Telephone:** _____ **DOB:** _____

Address: _____ **City, State, & Zip Code:** _____

Name of last high school attended: _____

Address (if other than LHS) _____

Last year of attendance: _____ **Grade level completed:** _____ **Credits Earned:** _____

Are you presently enrolled in any school, college, or training program?

Name and address of school: _____

Reasons for entering the Adult Diploma Program:

- Earn Diploma
- Job Improvement
- College Entrance
- Personal Satisfaction

Employment Status:

- Employed (If Yes) Employer _____ Phone # _____
- Unemployed
- Not in Labor Force

Circle One: Hispanic Non-Hispanic

Race:

- | | |
|---|--|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Native Hawaiian or Other Pacific Island |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Two or more races – Adult Ed |
| <input type="checkbox"/> Black | <input type="checkbox"/> White |
| <input type="checkbox"/> Hispanic | |

Below is a list of possible alternative credits. Check all that you are applying for or want to pursue for credit.

- | | |
|---|--|
| <input type="checkbox"/> Work Credit (maximum 1 credit) | <input type="checkbox"/> Military Service |
| <input type="checkbox"/> Apprenticeship (maximum 1 credit) | <input type="checkbox"/> Certificate Programs (i.e. CPR, Hairdressing, Computer) |
| <input type="checkbox"/> Pre-natal/Parenting Classes | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Community Service (maximum 1 credit) | |

Applicant's Signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

(If student is a minor)

**Londonderry High School
295 Mammoth Road
Londonderry, New Hampshire 03053
(603) 432-6941**

Londonderry Adult Education Diploma Program

Release of Information (To Be Completed By Identified Students Only)

School: _____

Street: _____

City/State/Zip: _____

Dear Guidance Office:

The following student has enrolled in our Adult Education Diploma Program.

Name: _____ Date of Birth: _____

Address: _____

Social Security Number: _____ Withdrawal Date: _____

In order that this student be properly evaluated and placed in appropriate classes, it is imperative that we obtain academic records (transcript), as well as other pertinent information (IEP / 504) at your earliest convenience. Please forward this information to my attention at the address above.

Very truly yours,

Amity Small
Director, Londonderry Adult Education

I hereby give my permission to have my educational records forwarded to Londonderry Adult Education:

Date: _____ Name: _____
(Please give maiden name if applicable.)

Date: _____ Parent: _____
(If student is a minor)