

**Nashua Adult & Community School**

**South: 36 Riverside St., Rm A2003 Nashua, NH 03062**

**North: 8 Titan Way, Room A106, Nashua, NH 03063**

**Tel: 603-966-2420 Fax: 603-966-2441**

**FALL \_\_\_\_ SPRING \_\_\_\_ 20 \_\_\_\_**

**Day Diploma \_\_\_\_ Adult Ed Diploma \_\_\_\_**

**TODAYS DATE: \_\_\_\_**

**Registration Form and Application for Adult Education Courses**

**Classes are held at NHS South on Monday/Tuesday and held at NHS North Wednesday/Thursday**

**Please answer all questions and print clearly:**

Last Name \_\_\_\_ First Name \_\_\_\_ DOB \_\_\_\_

Address \_\_\_\_ City/State/Zip \_\_\_\_ Age \_\_\_\_ Sex: M F NB

Cell Phone \_\_\_\_

Email \_\_\_\_

Social Security # (optional) \_\_\_\_ Previous or Current High School \_\_\_\_

Guidance Counselor \_\_\_\_ Are you also enrolled in PLATO? Yes \_\_\_\_ No \_\_\_\_

Course #1 \_\_\_\_ Start date \_\_\_\_ Day \_\_\_\_ Teacher \_\_\_\_

Course #2 \_\_\_\_ Start date \_\_\_\_ Day \_\_\_\_ Teacher \_\_\_\_

Course #3 \_\_\_\_ Start date \_\_\_\_ Day \_\_\_\_ Teacher \_\_\_\_

Course #4 \_\_\_\_ Start date \_\_\_\_ Day \_\_\_\_ Teacher \_\_\_\_

Tuition \_\_\_\_ Amount Paid \_\_\_\_ Check# or Cash \_\_\_\_

Notes: \_\_\_\_

**Data Collection:** The State of New Hampshire requires that we collect data on our adult education program. This information will be kept confidential and used to help improve our programs.

Do you speak a language other than English: Yes \_\_\_\_ Please list: \_\_\_\_ No \_\_\_\_

Race (check all that apply): American Indian or Alaska Native \_\_\_\_ Asian \_\_\_\_ Black or African American \_\_\_\_  
Native Hawaiian or Other Pacific Islander \_\_\_\_ White \_\_\_\_

Ethnicity: Hispanic or Latino \_\_\_\_ Not Hispanic or Latino \_\_\_\_

Do you have access to the internet at home? Yes \_\_\_\_ No \_\_\_\_

If no check the reason: Internet is not available at home \_\_\_\_ I am unable to pay for internet access \_\_\_\_

Check all devices you have at home: cell phone \_\_\_\_ computer desktop \_\_\_\_ computer laptop \_\_\_\_

Employment: Employed \_\_\_\_ Employer Name \_\_\_\_ Hourly Rate \_\_\_\_  
Unemployed \_\_\_\_ Not in Labor Force \_\_\_\_

Primary Goal: Enter Employment \_\_\_\_ Retain Employment \_\_\_\_ Obtain Diploma \_\_\_\_ Prepare for college \_\_\_\_  
Personal Enrichment \_\_\_\_ Other \_\_\_\_

Educational Level: \_\_\_\_ Currently enrolled in grade (Circle One) 9 10 11 12  
\_\_\_\_ Some high school: (Circle Grade Completed): 9 10 11 12

If you register at another adult education center may we share data with them? Yes \_\_\_\_ No \_\_\_\_

## **POLICIES AND PROCEDURES**

**ATTENDANCE IS MANDATORY – Automatic failure after two (2) absences whether excused or not. THREE (3) TARDIES EQUALS ONE (1) ABSENCE. (For Civics and Economics only one (1) absence is allowed.)**

### **Policies**

All policies are in accordance with Nashua High School discipline code and the Nashua School District. No smoking will be allowed at Nashua High School (within the building or on the grounds) in accordance with state law. Violations will result in suspension from class and a charged absence. Any behavior that impedes the operation of the Nashua Adult & Community School or negatively impacts a class will result in a student's removal from the course and/or the school.

### **Nashua High School North & South students:**

All courses with the intent to have the credit transferred back to your high school must have permission from the guidance department prior to enrolling. Your guidance counselor must complete the form with course recommendation and year of graduation. Student is responsible for obtaining permission, or credit will not be awarded through the adult education program.

### **Payment and Refunds**

Students can submit a check or money order made payable to the Nashua School District. Payment is required on the first day of class. There will be a \$25 processing fee charged for any returned checks. Refunds are granted in full if course is cancelled or requested before the second-class meeting.

### **Course Materials and School Property**

All books, unless paid for by individual students, are the property of Nashua High School. Failure to return any Chromebooks or text books at the end of the course will result in a charge for the replacement costs of the text. Grades will be withheld until all materials are returned or until all charges are paid. Also, if any piece of equipment is broken and/or if the facility itself is damaged, the student will pay any repair/replacement costs. Again, grades will be withheld until all charges are paid.

### **School Calendar**

The Nashua Adult & Community School follows the Nashua School District calendar during vacations and most holidays. In case of cancellations due to inclement weather, our voicemail can be contacted at (603) 966-2420 and will have the most up-to date information. All diploma and enrichment classes will still meet on early release days.

### **Right to Cancel**

The Nashua School District retains the right to cancel or reschedule classes and/or courses. Participants will be notified and fees (prorated) will be refunded.

*Our Adult Education core values are character, courage, respect, responsibility & integrity. Please demonstrate respect for our teachers and this program. Disrespect or disruption of our school will result in removal from the program.*

**"I have read the above policies. I understand them completely and agree to comply with all aspects of them."**

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

**Parent Signature** \_\_\_\_\_

The Nashua Board of Education reaffirms its position of compliance with applicable State and Federal laws of nondiscrimination on the basis of race, color, national origin, religion, sex, sexual orientation, disability, and/or age in admission to, access to, treatment in, or employment in the services, programs, and activities of the Nashua School District.
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