

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 _____

Phone _____ Email _____ Expected YOG _____

Social Security # (optional) _____ High School: North South NCLL Other _____

Guidance Counselor _____ Are you also enrolled in PLATO? Yes ____ No ____

COURSES

Monday _____ Start date _____ Teacher _____

Tuesday _____ Start date _____ Teacher _____

Wednesday _____ Start date _____ Teacher _____

Thursday _____ Start date _____ Teacher _____

For Office Use Only:

Tuition _____ Amount Paid _____ Check# or Cash _____ Date _____

Free and reduced Lunch: \$35.00 per course

POLICIES AND PROCEDURES

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

Transportation is the responsibility of the student. Student initials _____

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 _____

Counselor Approval of Credit Transfer Signature _____

DATA COLLECTION – All students must complete this section

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.

1. Do you speak a language other than English? Yes ____ Please list: _____ No ____
2. Race (check all that apply): American Indian or Alaska Native ____ Asian ____ Black or African American ____
Native Hawaiian or Other Pacific Islander ____ White ____
3. Ethnicity: Hispanic or Latino ____ Not Hispanic or Latino ____
4. 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 ____
If Yes, check all devices you have at home: cell phone ____ computer desktop ____ computer laptop ____
5. Employment: Employed ____ Employer Name _____ Hourly Rate _____ Unemployed ____ Not in Labor Force ____
6. Primary Goal: Enter Employment ____ Retain Employment ____ Obtain Diploma ____ Prepare for college ____ Other _____
7. Birth Country: United States ____ Other (Please specify) _____
8. If you register at another adult education center may we share data with them? Yes ____ No ____

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.
