

Nashua Adult & Community School
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

Last Name _____ First Name _____ DOB _____
Address _____ City/State/Zip _____ Age _____ Sex: M F
Home Phone _____ Cell Phone _____ Email _____
Current High School _____ Guidance Counselor _____

NO REFUND AFTER FIRST CLASS. \$25.00 Administrative fee will be charged if cancelling prior to first class.

Course #1 _____ Start date _____ Day___ Teacher _____
Course #2 _____ Start date _____ Day___ Teacher _____
Course #3 _____ Start date _____ Day___ Teacher _____
Course #4 _____ Start date _____ Day___ Teacher _____

CLASSES ARE: 4pm – 7 pm, 5pm – 8 pm, 6 pm – 9 pm

FOR OFFICE USE ONLY

TUITION _____ PAID IN FULL _____ Cash or Check# _____

NOTES _____

Nashua 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 enrollment in a course. Your guidance counselor must complete the day student form with the course recommendation and year of graduation. It is the student's responsibility to obtain permission or credit will not be awarded through adult education program.

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

"I have read all of these school policies. I understand them completely and agree to comply with all aspects of them."

STUDENT SIGNATURE _____ PARENT SIGNATURE _____

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.

Ethnicity: White Asian Hispanic/Latino Black Native American Pacific Islander Two or more races

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

(Please circle) United States - other country

CREDITS TO DATE: _____

POLICIES AND PROCEDURES

Attendance

ATTENDANCE IS MANDATORY – Automatic failure after 2 absences. THREE (3) TARDIES EQUALS 1 ABSENCE.

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. No hats or other head covering is permitted. Violations will result in suspension from class and a charged an 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.

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.

Food and Beverages

Bottled water is permitted in classrooms. **NO OTHER** food or beverage is allowed in the classrooms or in the hallways. All snacks/drinks must be consumed in the cafeteria.

Building Usage Restrictions

Use front doors **only** for entrance/exit. Use front parking lot (closest area)

Course Materials and School Property

All books, unless paid for by individual students, are the property of Nashua High School. Failure to return any book 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. See this year's calendar at <http://www.nashua.edu/Nashua/Media/PDF-files/Calendar/2017-2018-Calendar-Revised-5-9-2017.pdf>. In case of cancellations due to inclement weather, our voicemail can be contacted at 966-2420 and will have the most up-to-date information. All 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.

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.