



Monroe County School District-Adult Education Registration Form

Student's Last Name:					First	Middle	Suffix	Gender
Student's Home Address:		Apt./Unit/Lot	City, State	Zip	Phone Number			
Mailing Address (If different from above)		Apt./Unit/Lot	City, State	Zip	Alternate Phone Number			
Emergency Contact Name:		Relation To Student	Phone Number	Alternate Phone Number				
Student's Social Security Number		Birthdate	Location of Birth (City, State, Country)		Student Email			
Is the Student Hispanic or Latino? <input type="checkbox"/> YES <input type="checkbox"/> NO		Student's Ethnicity (<i>Check all that apply</i>)-AT LEAST ONE BOX MUST BE CHECKED <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska/Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander						
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced Have you lived in Florida more than a year? <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Language Spoken: _____ Citizenship <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Non- Resident Alien <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/> Unknown		Highest School Grade Completed (<i>Select one</i>): <input type="checkbox"/> No School grades completed <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th <input type="checkbox"/> 6 th <input type="checkbox"/> 7 th <input type="checkbox"/> 8 th <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> Completed 12 th Grade but did not attain diploma or equivalent <input type="checkbox"/> Attained a special diploma or high school certificate of attendance <input type="checkbox"/> Attained a high school diploma <input type="checkbox"/> Attained a high school equivalency <input type="checkbox"/> Completed some college, but did not earn a certificate or degree <input type="checkbox"/> Earned a Career Certificate <input type="checkbox"/> Earned an Associate of Applied Sciences degree <input type="checkbox"/> Earned an Associate of Science degree <input type="checkbox"/> Earned an Associate of Arts degree <input type="checkbox"/> Earned a Bachelor's degree <input type="checkbox"/> Earned beyond Bachelor's degree <i>Where was this level of education achieved?</i> <input type="checkbox"/> U.S. Based School <input type="checkbox"/> Non U.S. Based School						
Employment Status (<i>Select one-To be completed upon entry for each term/semester</i>) <input type="checkbox"/> Employed <input type="checkbox"/> Employed but with Notice of Termination or in transition out of military service <input type="checkbox"/> Not Employed (looking and eligible for employment) <input type="checkbox"/> Not in Labor Force (incarcerated, not eligible for employment, or not seeking employment)								



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

- ☐ Student perceives they possess barrier to employment
- ☐ Student is not disabled
- ☐ Student is self-identified as disabled/receiving services
- ☐ Student is self-identified as disabled/NOT receiving services
- ☐ Student has diminished skills from caring for home and family and is unemployed or underemployed
- ☐ Student is dependent upon public assistance or relative, but is no longer supported and is unemployed
- ☐ Student is a parent of a child within two years of no longer receiving TANF
- ☐ Student is providing unpaid services to family members and dependent spouse of Armed Forces member on active duty
- ☐ Student is currently eligible to receive Temporary Assistance for Needy Families (TANF)
- ☐ Student has been unemployed for 27 weeks or more
- ☐ Student is previously or currently subject to any stage of the criminal justice process
- ☐ Student is a Veteran ☐ Active Duty ☐ National Guard ☐ Reserves ☐ Military Dependent
- ☐ Student lacks a fixed regular and adequate nighttime residence
- ☐ Student has a primary nighttime residence not designed for use as sleeping accommodation
- ☐ Student is a migratory child who in the preceding 36 months was required to change school districts due to changes in parent seasonal employment in agriculture, dairy or fishing work
- ☐ Student is under 18 and has left home without permission of the family (runaway youth)
- ☐ Student has worked for 12 consecutive months of the last 24 prior to application in agriculture or fish farming and faces barriers to self-sufficiency or is a dependent of such a person
- ☐ Student is a Single Parent
- ☐ Student is Single and a Pregnant Woman
- ☐ Student self-identifies as having low income

I authorize the release of my educational records including TABE, CASAS, and/or GED scores to Monroe County Adult Education and their affiliated programs. This data will be used for educational and school improvement purposes including State and Federal reports. Confidential information will be shared only among the WIOA core program partner staff and subcontractors and will only be used for the purpose of conducting an employment data match. Further disclosure of personal confidential information is prohibited and will not be shared among WIOA core partners if the individual declines to share personal confidential information of records. Declining to share will not impact eligibility for services.

I hereby certify that the information on this application is accurate to the best of my knowledge.

☐ Student

☐ Guardian

Signature: _____ Date: _____

In accordance with Title VI, Civil Rights Act of 1964, and Title IX, Education Amendments of 1972, Monroe County Adult Education does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, selection of termination of students.



Monroe County School District- Adult Education

Monroe County School District- Administration Building

Adult Education Department, Room 101
241 Trumbo Road, Key West, Florida 33040
(305)293-1400 Ext. 54327

Adult Education Classroom Locations

Lower Keys: 927 Eaton Street, Key West, Florida 33040

Middle Keys: Monroe County Public Library, 3490 Overseas Highway, Marathon, Florida 33050

Upper Keys: Coral Shores High School, 89901 Old Highway, Tavernier, Florida 33070

Adult Education Campus Policies and Regulations

- Photo Identification is required for all registration.
- Students must dress appropriately in The Adult Education classrooms.
- All students must arrive on time and stay for the entire class period that you are scheduled for.
- Food and drinks are not permitted in any of the Adult Education classrooms, unless the teacher approves.
- Follow directions given by faculty and staff.
- Stay on task and do your assignments.
- Be respectful of other peoples learning environment.
- Turn in your cell phone to your teacher when you are asked to do so.
- Student will attend a weekly progress meeting with teacher, including Academic Improvement Plan (AIP) progress, if applicable. If needed, counselor and/or administrator will be present.
- A student who misses six consecutive Adult Education Class periods will be withdrawn and must re-register with the six month tuition period.
- Any minor student who is withdrawn may be reported to the Florida Department of Motor Vehicles.
- All students are expected to follow the Monroe County School District's Acceptable Use Policy for Networked Communication (computer access). Failure to do so could results in dismissal from Adult Education.
- All students are expected to adhere to the Monroe County School District Code of Conduct. The Code of Conduct can be found at www.keysschools.com. Any violation of this code could result in dismissal from Adult Education.
- Any crime committed at an Adult Education site will be reported to site security and local law enforcement, resulting in dismissal from Adult Education.



Monroe County School District- Adult Education School Dress Code Guidelines

- No bare midriff tops are permitted. **Shirts and tops must extend over the waist**; no skin may be exposed at the belly/waist line.
- Underwear, boxers, or bras without complete covering are prohibited. Sagging pants that expose underwear are not allowed. **All pants must be worn at the waist.**
- **All shorts, dresses, or skirts cannot be shorter than 6 inches above the knee.**
- No head coverings of any kind are allowed in the classroom.
- Sunglasses are not allowed in the classroom.
- Clothing cannot advertise or encourage use of violence, hate, weapons, sex, drugs, alcohol, or tobacco are prohibited.

I have read the above classroom regulations and dress code. I agree to follow all school rules.

Student signature and Date: _____

Parent/Guardian signature and Date: _____

I further understand that if I am in violation of any of the above I will be asked to leave the classroom and parent will be notified.

Student signature and Date: _____

Parent/Guardian signature and Date: _____

Continuous violation of any rules including the districts Code of Student of Code Conduct, www.keysschools.com ,may result in withdrawal from the Adult Education.

Student signature and Date: _____

Parent/Guardian signature and Date: _____



Monroe County School District- Adult Education
Mobile Device Agreement Acknowledgement Page

Student Name: _____ School: MCSD Adult Education Department

By signing this acknowledgement page, you are confirming that you have read the "MCSD Digital Technology Usage Policy" and agree to it's terms and conditions. The policies listed above can be found at <https://www.keysschools.com/Page/6571>

Acknowledgement: Student and parent/guardian acknowledge that they have read the "MCSD Digital Technology Usage Policy" policies, understand them, and agree to be bound by their terms and conditions. Student and parent further acknowledge that this agreement represents the complete understanding and agreement between the school board (MCSD) and the parent and student with respect to the subject matter hereof. No other representations, stipulations, agreement or understanding, whether oral or in writing shall be valid or enforceable or have binding effect unless contained in this agreement. This agreement may not be changed, amended, or modified without the express written approval of the school board (MCSD). Any change, modification, or amendment to this agreement approved by the school board must be in writing.

Signatures Acknowledging **MCSD Digital Technology Usage Policy and Communications Video Consent Policy**. If issued a School Issued Device, your signature acknowledges all rights and responsibilities of the device and return.

Networked Communications System (check ONLY one)

- ☐ I **CONSENT** to participate in the District's electronic communications system (including Internet access).
- ☐ I **do not** give permission for my child to participate in the District's electronic communications system.

Video and Still Photo Publication Consent (check ONLY one)

- ☐ During the school year Monroe County School District students are often involved in activities that involve taking pictures and developing videos for multimedia projects, Internet web design, video taping, yearbook photos and interviews. I hereby consent for me to be photographed; video taped or interviewed for possible use in newspapers, television, radio broadcasts, school web sites, and school board publications.
- ☐ I **do not** want my child to be identified in photographs, video tapes or interviews for possible use in newspapers, television, radio broadcasts, school web sites, and school board publications

Name: (Print) _____ Date: _____

Signature: _____

Email address: _____

Best Contact Number: _____ Alternate Contact Number: _____

Note: Devices checked out are property of MCSD and are expected to be returned upon request.

For Internal Use Only:

Student Name: _____ School #: _____

Device Serial: _____ Device Tracking #: _____

Charger Checked out: ☐ YES ☐ NO

Ancillary Devices Checked out: _____