

Central Alabama Community College Adult Education Program Policy

Enrollment Form Instructions/Definitions

The enrollment form must be filled out accurately and completely. Please use the following directions/definitions to guide you as you complete/check this important document. It is the teacher's responsibility to ensure that all information is correct and complete.

Category	Definition	Directions
1. Citizenship	Lawfully Admitted Alien U.S. Citizen No Response	Appropriate box should be marked; however, learner does not have to answer this question. If no answer is given, check "No Response."
2. Gender	Male Female	Check appropriate box.
3. Ethnicity	<p><u>American Indian/Alaskan Native:</u> person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p> <p><u>Asian:</u> person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, i.e., China, India, Japan, Korea.</p> <p><u>Native Hawaiian/Other Pacific Islander:</u> person having origins as a native of the Hawaiian Islands or the other islands of the Pacific, such as the Philippine Islands and Samoa.</p> <p><u>Black /African American:</u> person having origins in any of the Black racial groups of Africa, but not of Hispanic culture or origin.</p> <p><u>Hispanic/Latino:</u> person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p><u>White:</u> person having origins in any of the original peoples of Europe, North Africa, or the middle East, but not of Hispanic culture or origin.</p>	Check appropriate box.
4. Native Language	<p><u>English:</u> speaks native English</p> <p><u>Non-English:</u> does not speak native English</p>	Check appropriate box.
5. Last Grade Completed and Last Year Attended	Highest level of education learner has <i>completed</i> .	Write in the last grade that was completed by the learner. If possible, put last year of attendance.
6. Contact Type	<p><u>ABE:</u> (Adult Basic Education Program)-program designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job or in the family.</p> <p><u>ESL:</u> (English as a second Language Program)-program designed to help adults who are limited in English proficiency to achieve competence in the English language.</p>	Check ABE if learner is in a regular Adult Education class (assessment is with TABE), or ESL if the learner is in an ESL class (assessment is with BEST or CASAS)

7. Primary/Secondary Core Indicator	<p>Earn GED Certificate Earn High School Diploma Placement in Postsecondary Education or Training Placement in Unsubsidized Employment Retention in Employment</p>	<p>The learner should choose at least one goal (Core Indicator). Check one appropriate box under Primary and one under Secondary (Secondary if applicable).</p>
8. Secondary Reasons	<p><u>Vote or registered to vote...</u>-learner registers to vote or votes for the first time during instruction anytime during the program year. <u>Achieve citizenship skills</u>-learner attains the skills needed to pass the U.S. citizenship test. <u>Increased involvement in community affairs...</u>-learner increases involvement in attending/organizing meetings of neighborhood, community or political organizations; volunteers to work for such organizations; contributes to the support of such organizations; and volunteers to work on community improvement activities. <u>Increased involvement in children's ed...</u>-learner increases involvement in the education of dependent children under his/her care, including helping more frequently with schoolwork, increased contact hours with children's teacher to discuss children's education, and more involved with children's school, such as by attending school activities and volunteering to work on school projects. <u>Increased involvement in children's literacy...</u>-learner increases involvement in the literacy-related activities of dependent children under his/her care, including reading to children, visiting the library, and purchasing books or magazines for children.</p>	<p>Mark any that are appropriate.</p>
9. Referral Source	<p>Vocational Education Welfare-work/TANF Vocational Rehab Newspaper/Magazine Literacy Hotline Pamphlet/Brochure Radio/TV Employer Friend/Family Web Site Internet News Group HS/College Other</p>	<p>Check appropriate box.</p>
10. Selective Service		<p>All 18-25 year old males must be advised of their obligation to register with the Selective Service.</p>

11. Living Area	Rural Residency Status: learner who resides in a place with a population less than 2,500 and outside an urbanized area. An urbanized area includes a population of 50,000 or more in a city and adjacent areas of high density.	Check Urban if learner lives in Shelby county or St. Clair county. All others are Rural.
12. Employment Status	Yes, full time Yes, part time No, currently unemployed Not in the labor market	Check appropriate box.
13. Public Assistance	Yes No	Check whether or not the learner is receiving public assistance.
14. Status:	Low Income: learner receives or is a member of a family that received a total family income in the six months prior to enrollment of 70 percent of the income level standard for a family of that size; or if the learner is receiving or is a member of a family that is receiving cash assistance payments from Federal or state agencies or Food Stamps. Displaced Homemaker: learner has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Single Parent: learner has sole custodial support of one or more dependent children. Dislocated Worker: learner who received an individual notice of pending or actual layoff from a job, or an individual who received a publicly announced notice of pending or actual layoff.	Check appropriate box if applicable.
16. Diagnosed learning disability	Learner has a record of, or is regarded as having, any type of physical or mental impairment, including a learning disability, that substantially limits or restricts one or more major life activities, including seeing, hearing, speaking, learning, and working.	Check if applicable. You cannot ask the student this question; this information must be voluntarily given.
17. Diagnosed physical disability	Learner has a record of, or is regarded as having, any type of physical or mental impairment, including a learning disability, that substantially limits or restricts one or more major life activities, including seeing, hearing, speaking, learning, and working.	Check if applicable. You cannot ask the student this question; visual confirmation is allowed.
20. Support Needed	Child Care Job Placement Transportation Health Services	Check appropriate box(es), if applicable.