



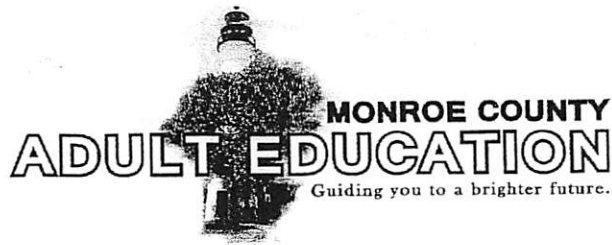
Monroe County Adult Education Registration Form

Student's Last Name	First	Middle	Suffix <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> III	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female																				
Student's Home Address	Apt/Unit/Lot	City, State	Zip	Student's Phone Number																				
Mailing Address <i>(if different from above)</i>	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 <i>(City, State, Country)</i>	Student Email																					
Is the Student Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	Student's Ethnicity <i>(Check all that apply - AT LEAST ONE BOX MUST BE CHECKED)</i> <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"/> Divorce	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 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 Where was this level achieved? <input type="checkbox"/> U.S. Based School <input type="checkbox"/> Not U.S. Based School																							
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																								
Background <i>(Select all that apply - To be completed upon entry for each term/semester)</i> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Student perceives they possess barriers to employment</td> <td><input type="checkbox"/> Student is previously or currently subject to any stage of the criminal justice process</td> </tr> <tr> <td><input type="checkbox"/> Student is not disabled</td> <td><input type="checkbox"/> Student is a Veteran <input type="checkbox"/> Active Duty <input type="checkbox"/> National Guard <input type="checkbox"/> Reserves <input type="checkbox"/> Mil. Dependent</td> </tr> <tr> <td><input type="checkbox"/> Student is self-identified as disabled/receiving services</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Student is self-identified as disabled/NOT receiving services</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Student has diminished skills from caring for home and family and is unemployed or underemployed</td> <td><input type="checkbox"/> Student lacks a fixed regular and adequate nighttime residence</td> </tr> <tr> <td><input type="checkbox"/> Student is dependent upon public assistance or relative but is no longer supported and is unemployed</td> <td><input type="checkbox"/> Student has a primary nighttime residence not designed for use as sleeping accommodation</td> </tr> <tr> <td><input type="checkbox"/> Student is parent of a child within two years of no longer receiving TANF</td> <td><input type="checkbox"/> 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</td> </tr> <tr> <td><input type="checkbox"/> Student providing unpaid services to family members and dependent spouse of Armed Forces member on active duty</td> <td><input type="checkbox"/> Student is under 18 and has left home without permission of the family (runaway youth)</td> </tr> <tr> <td></td> <td><input type="checkbox"/> 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</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Student is a Single Parent <input type="checkbox"/> Student is Single and Pregnant Woman</td> </tr> </table>					<input type="checkbox"/> Student perceives they possess barriers to employment	<input type="checkbox"/> Student is previously or currently subject to any stage of the criminal justice process	<input type="checkbox"/> Student is not disabled	<input type="checkbox"/> Student is a Veteran <input type="checkbox"/> Active Duty <input type="checkbox"/> National Guard <input type="checkbox"/> Reserves <input type="checkbox"/> Mil. Dependent	<input type="checkbox"/> Student is self-identified as disabled/receiving services		<input type="checkbox"/> Student is self-identified as disabled/NOT receiving services		<input type="checkbox"/> Student has diminished skills from caring for home and family and is unemployed or underemployed	<input type="checkbox"/> Student lacks a fixed regular and adequate nighttime residence	<input type="checkbox"/> Student is dependent upon public assistance or relative but is no longer supported and is unemployed	<input type="checkbox"/> Student has a primary nighttime residence not designed for use as sleeping accommodation	<input type="checkbox"/> Student is parent of a child within two years of no longer receiving TANF	<input type="checkbox"/> 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	<input type="checkbox"/> Student providing unpaid services to family members and dependent spouse of Armed Forces member on active duty	<input type="checkbox"/> Student is under 18 and has left home without permission of the family (runaway youth)		<input type="checkbox"/> 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		<input type="checkbox"/> Student is a Single Parent <input type="checkbox"/> Student is Single and Pregnant Woman
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Employment Status <i>(Select one - To be completed upon entry for each term/semester)</i> <input type="checkbox"/> Employed <input type="checkbox"/> Not in Labor Force (incarcerated, not eligible for employment, or not seeking employment) <input type="checkbox"/> Not Employed (looking and eligible for employment) <input type="checkbox"/> Employed but with Notice of Termination or in transition out of military service																								

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 or records. Declining to share will not impact eligibility for services.

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

Signature _____ Student Guardian Date _____



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 and Campus Regulations

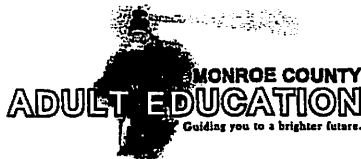
Adult Education Center, 927 Eaton Street, Key West, FL 33040
Adult Education Center, Marathon High School Room 7109, Marathon, FL 33050
Administrative Annex Suite B 89990 Overseas Highway, Tavernier, FL 33070

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- Photo identification is required for all registration.
 - Students must dress appropriately in The Adult Education classrooms.
 - A student who misses six consecutive Adult Education class periods will be withdrawn and must re-register within 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 result in dismissal from Adult Education.
 - 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.

Student Name (Print)

Student Signature

Date



Monroe County School District Acceptable Use Policy for Student Access to Networked Communications

It is a general policy that Monroe County School District network facilities (i.e. computers, electronic mail, conferences, bulletin boards, data bases, and access to the Internet), referred to as "the network telecommunications," are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District School Board of Monroe County and Board Policy. The following guidelines have been established for all users of the network. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.

The primary purpose of the MCSD Network is to support students and teachers in the process of teaching and learning and to support the business operations and communications of the School District. Any violation of the principles and policies in this document may result in disciplinary actions (including suspension or expulsion) and possible legal action.

Public Information

Electronic communications and documents should never be considered completely private. The District School Board of Monroe County is subject to Florida Statutes regarding public information access. As such, all electronic messages and documents are a matter of public record. Examples: all email, files, and documents saved on district computers or networks.

Acceptable Uses of the Network/Internet/Email

- Participating in activities which support learning and teaching in Monroe County Schools.
- Participating in electronic conferences, bulletin boards, email, databases, and access to the Internet to support curriculum.
- Students should use the Internet/network for appropriate educational purposes and research.
- Students should use the Internet/network only with the permission of designated school staff.
- Students should be considerate of other users on the network. Cyber bullying is unlawful behavior.
- Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.
- Students should immediately report any security problems or breaches of these responsibilities to the supervising teacher.
- Students must adhere to copyright laws and plagiarism rules when using the Internet.

Examples of Unacceptable Uses of the Network/Internet/Email

- Using impolite, abusive, or objectionable language or sending and displaying offensive or obscene messages or pictures. Sexual harassment, discrimination of any sort referencing age, sex, gender, religion, race, or inference to drugs, guns, or violence will not be tolerated.
- Using the network in ways that violate federal, state, or local laws, including use of network resources to commit forgery, or to create a forged instrument.
- Access by minors to inappropriate matter on the Internet and World Wide Web including disclosure of personal information when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Activities which cause congestion of the network or otherwise interfere with the work of others (i.e. chain letters, jokes, multimedia greeting cards, and e-mail backgrounds, enhancements, and stationery).
- Using the networked communications for commercial purposes or financial gain.
- Sending, receiving, or copying copyrighted materials without permission of the author.
- Avoiding security and/or proper log in procedures.
- Unauthorized access to another's resources, programs, or data.
- Unauthorized disclosure, use and dissemination of personal information regarding minors.
- Students must not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages or violating copyright laws. Vandalizing networked resources, including the uploading or creation of computer viruses.
- Outside email services such as GMAIL, Yahoo, mail, etc. within our network.
- Instant messaging or VOIP services.
- Installation of unauthorized software on networked computers.
- Students must not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter) or other sites indicated as blocked. Use of these sites violates this contract and could result in loss of Internet access and/or other disciplinary actions.
- Falsifying one's identity to others while using the network.
- Students must not share user IDs and passwords.
- Students must not give out personal information about themselves or where they live.
- Students may not have access publicly provided Internet Service Providers or email services.
- Students may not access the district's network through their personal device including wireless access (Wi-Fi).
- Students must not attach or transfer media from a personal storage device to district hardware without permission from an appropriate staff member.
- Students must not work directly on teacher, school, or district department websites without express written permission from the district Web Administrator and Director for Instructional Technology.
- Students must not use the network in a fashion inconsistent with directions from teachers and other staff.

Use of District-Created E-Mail Distribution Lists

The purpose of all mailing lists maintained on Monroe County School District's network is to provide a fast, convenient medium for written communications. Distribution lists are to be used only for school district business or in support of teaching and learning activities.

Official Correspondence

It is the responsibility of the originator to properly maintain copies of all electronic documents, files, and messages that may be construed as "official correspondence". This specifically includes responsibility for appropriate records retention, confidentiality, disposal, duplication, distribution, and security. Users are expected to manage their allocated server and e-mail space in an efficient and timely manner. The school district, and specifically the Information Services Department, is not responsible for maintaining archived email or electronic documents sent over email as part of the school's network or over the Internet.

Web Content Filtering

The school district maintains a web-content filtering system that either permits or denies certain websites and protocols based on a category system, if a particular legitimate website is unduly blocked, a request can be made to unblock such site. This is done by requesting it via the district's help request system.

There should be no expectancy of privacy by MCSD staff, all web access by staff and students is tracked, and is subject to the public records law.



MCS D - Administration Building Adult Education Department, Room 101
241 Trumbo Road, Key West, FL 33040 (305)293-1400 Ext. 54327

MCS D Adult Education Classroom Locations

Adult Education Center, 927 Eaton Street, Key West, FL 33040
Adult Ed. Center, Marathon High School, 350 Sombrero Beach Road Room 7109, Marathon, FL 33050
Administrative Annex Suite B, 89990 Overseas Highway, Tavernier, FL 33070

**Monroe County School District Student Agreements
Network Communications System/Video Consent**

This form should be completed once per school campus and kept on file at the school for the duration of the student's enrollment at campus.

_____ PLEASE PRINT _____

Name: _____

Home Address: _____

Phone Number: _____

Adult Education Classes: Please check the box that applies.

- HIGH SCHOOL EQUIVALENCY EXAM CLASS: HSEE (GED)
- ADULT BASIC EDUCATION CLASS (ABE), PRE-GED)
- ENGLISH LANGUAGE LEARNERS (ELL) CLASS
- U.S. CITIZENSHIP CLASS

By signing below, I am stating that I have read the District's electronic communications system acceptable use policy and administrative regulations and agree to abide by the provisions. I understand that violation of these provisions may result in suspension or revocation of system access. Further, I certify that the information contained on this form is correct.

I understand that my computer use is not private and that the District will monitor my activity on the networked communication system.

Student Signature

Date

12/05/2017