

STAFF MEMBER ONLY

Utopia ID: _____ Enrollment Date: _____ Funding Code: _____
 Other ID: _____ Residency Document Type: _____
 State Offender Number: _____ County Offender Number: _____

DEMOGRAPHIC INFORMATION

| | | | | | |
|--|--|------------------|---------------------|-----------|--|
| LEGAL LAST NAME: * | | | LEGAL FIRST NAME: * | | |
| PREVIOUS LAST NAME: | | | MIDDLE NAME: | | |
| DATE OF BIRTH: * | | | SSN: | | |
| GENDER: * | | | PHONE: * | | |
| <input type="radio"/> Male <input type="radio"/> Female | | | DEPENDANTS: * | | |
| MARITAL STATUS: * | | | | | |
| <input type="radio"/> Single <input type="radio"/> Married | | | | | |
| <input type="radio"/> Divorced <input type="radio"/> Widowed | | | | | |
| <input type="radio"/> Separated | | | | | |
| ADDRESS: | | | | | |
| CITY: | | STATE: | | ZIP CODE: | |
| EMAIL: | | | | | |
| EMERGENCY CONTACT: | | EMERGENCY PHONE: | | | |

RACE: * Asian Black White Pacific Islander Alaska Native American Indian

ETHNICITY: * Hispanic/Latino Not Hispanic/Latino

TRIBAL AFFILIATION: Navajo Ute Piute Goshute NW Band of Shoshone Other

REFUGEE TYPE: Refugee Asylee Cuban/Haitian Amerasian Trafficking Special Visa

REFUGEE DATE: _____

ALIEN NUMBER: _____

MIGRANT STATUS: * None Migrant and Seasonal Farm Worker Seasonal Farm Worker Dependent of Migrant/Seasonal Worker

REFERRING AGENCY: Department of Workforce Services Vocational Rehabilitation Utah Department of Corrections

EDUCATION INFORMATION

HIGHEST GRADE COMPLETED: * No Schooling Grades 1-5 Grades 6-8 Grades 9-12 (no diploma) H.S. Diploma GED Some College (no degree) College Degree

EDUCATION WAS OUTSIDE U.S.? * Yes No

HAD IEP? Yes No

EDUCATION INFORMATION CONTINUED:

ATTENDED UTAH PUBLIC SCHOOL IN/AFTER 2005? * Yes No

IF YES, DISTRICT TYPE? Public Charter

SSID:

LAST UTAH DISTRICT:

LAST K-12 SCHOOL:

GOALS/STATUSES

LABOR FORCE STATUS: *

Employed

Unemployed, seeking employment

Not in Labor Force, not seeking employment

Employed, received termination notice/military separation

DISABILITY STATUS: *

None

Physically Impaired

Mentally Impaired

Specific Learning Disabled

BARRIERS TO EMPLOYMENT: *

None

Displaced Homemaker

On Public Assistance

On TANF Assistance

Previous Conviction

Homeless or Runaway Youth

Current or Former Foster Care

ACADEMIC GOALS: *

Enter Post-Secondary or Job Training

Obtain U.S. Citizenship

Improve Adult Basic Education (ABE) Skills

Improve English Language Learner (ELL) Skills

Obtain Diploma

Obtain GED

Obtain English Language Learner (ELL) Completion

LABOR GOALS: Gain Employment Retain/Improve Employment

OCCUPATIONAL GOAL: *

RELEASE WAIVER

I release all personal data (including social security number), CCRP information and GED scores, if applicable, to the Utah State Board of Education and other state agencies for client counseling and data matching purposes, in addition to any additional Adult Education program that I may choose to attend.

Checking here is equivalent to a handwritten signature I refuse to release my data

SIGNATURE: DATE:

Grievance Policy

I understand and agree to the program grievance policy. This signed document must be renewed and signed annually.

STUDENT SIGNATURE: DATE:

PROGRAM STAFF REPRESENTATIVE SIGNATURE: DATE:

Adult Education Program Grievance Policy

Written 2.24.17 Effective 3.14.17

The Adult Education Program gives group or 1:1 education to qualified youths and adults. The program teaches English Language, basic reading, writing and math, and/or high school completion or GED® preparation. The program wants all students to succeed. Sometimes students and teachers have different opinions or ideas about what education should look like.

Any problems between students and teachers, or unhappiness with the education the student receives, is a grievance. Grievances are dealt with in different ways, depending on how serious the grievance is.

1. If a student does not like the teaching style, the student should tell the teacher, either in person or in writing. The student should then meet with the teacher to talk about the grievance so the teacher can make changes that will help the situation. Teachers will try to teach in the best way to meet the student's learning needs.
2. Some problems cannot be fixed with the teacher (such as discrimination). In these cases, the student should meet with the program director/coordinator and the teacher to talk about and fix the problems. If the director/coordinator is also the teacher, then the student should talk to someone at the district or agency. The student, teacher, and program director/coordinator will write a plan to fix the problem quickly and helpfully so the student can keep learning.
3. If problems continue, and if the problem doesn't get fixed, the student can change adult education programs, or contact the Utah State Board of Education (USBE) for help.

Students who do steps 1 and 2, and the problem is not fixed, can get a refund.

Student Fees Refund Policy

If a program charges fees, the student must pay all fees before classes start.

Refunds (Note: students must request a refund):

1. Refunds for Withdrawal First Day of Class
 - a. Students who quit before or on the first day of class will get a full refund.
 - b. The program will pay the student a refund within 30 days of the start of class.
2. Refunds for Classes Cancelled by the Program:
 - a. All fees paid before the first class will be refunded within 30 days of the planned first class.
3. Failure to attend:
 - a. Students who do not come to class after the first day of class will not get a refund.

Signatures

I understand and agree to the program grievance policy. This signed document lasts for the program year that it is signed in and must be renewed annually.

Student Signature

Date

Program Staff Representative Signature

Date