**Adult Learning Center of Greater Haverhill**

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**STUDENT HANDBOOK**

**2024-2025**



Community Action, Inc.

3 Washington Square, 3rd Floor

Haverhill, MA 01830

(978) 373-1971

[www.communityactioninc.org](http://www.communityactioninc.org/)

Funded in part by the Massachusetts Department of Elementary and Secondary Education

***Adult Learning Center Staff***

***Monday to Friday from 8am to 4pm***

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Phone/Email** |
| Program Director | Dr. Erin Paszko | 978-519-4040  [epaszko@communityactioninc.org](http://outlook) |
| Program Advisor | Zhihui (Joy) Li | 978-519-4035  [zli@communityactioninc.org](http://outlook) |
| Program Advisor | Dalante Castle | (978) 519-4028  [dcastle@communityactioninc.org](mailto:dcastle@communityactioninc.org) |
| Bilingual Staff Assistant | Tia Colon | 978-519-4042  [tcolon@communityactioninc.org](http://outlook) |
| ESOL 1 Instructor | Ann Burek | [annburek1950@gmail.com](mailto:annburek1950@gmail.com) |
| ESOL BASIC Instructor | Vacant |  |
| ESOL 2 Instructor | Dr. Erin Paszko/  Diane King | [epaszko@communityactioninc.org](mailto:epaszko@communityactioninc.org)  [dchin3@comcast.net](mailto:dchin3@comcast.net) |
| ESOL 3 Instructor | Peter Ash | [peterash19@gmail.com](mailto:peterash19@gmail.com) |
| ESOL Basic/ Level 1  PM Instructor | Nicholas Pulliam | [nickpulliamcai@gmail.com](mailto:nickpulliamcai@gmail.com) |
| ESOL PM Advanced Instructor | Vacant |  |
| ABE and ABE Math Instructor | Russell Bent | [russellbentabe@gmail.com](mailto:russellbentabe@gmail.com) |
| Pre-ASE and pre-ASE 2 Math Instructor | Michelle Logan | [mlogancai@gmail.com](mailto:mlogancai@gmail.com) |
| ASE Instructor | Deborah Henegan | [deborah.henegancai@gmail.com](mailto:deborah.henegancai@gmail.com) |
| ASE Math Instructor | Deborah Henegan | [deborah.henegancai@gmail.com](mailto:deborah.henegancai@gmail.com) |
| ASE PM Instructor | Edgar Torres | [edgar.instructorca@gmail.com](mailto:edgar.instructorca@gmail.com) |
| ASE PM Math Instructor | Michelle Logan | [mlogancai@gmail.com](http://outlook) |

***Staff Roles:***

The Program Director oversees the education and training programs at Community Action, Inc. Instructors provide appropriate instruction to students helping them progress towards their academic and career goals. Program Advisors assess students, maintain records on student attendance and progress, help students overcome barriers and obstacles to progress, and assist students in achieving learning goals. Program Advisors also help students set, explore, and achieve the “next step” in college and career opportunities. These steps can include college application and acceptance, career exploration, resume writing, interview skills, career changes/promotions and workforce preparation. The Bilingual Staff Assistant assists students with referrals, translation support, and classroom needs. He/she also assists advisors, instructors, and the director with classroom setup, copies, supplies, etc., and maintains overall office operation.

***About This Handbook***

This handbook provides important information necessary for your success in the program. The handbook will be posted in the Community Resources Google classroom for you to refer to whenever you are uncertain about program policies and procedures.

***About Community Action, Inc.***

Community Action, Inc. (CAI) provides resources and opportunities for individuals, families and communities to overcome poverty. CAI envisions thriving communities free of inequality and poverty. We build hope and help with respect and understanding. Community Action, Inc. offers many additional services for the community. These services include Childcare, Early Childhood Education, WIC, Community Services, Food Pantry, Fuel Assistance, and Housing Assistance. If you need assistance regarding food and nutrition needs, health insurance, housing support, fuel assistance, childcare, etc., please let us know, and we will refer you to services in the area, both within and outside CAI.

***About the Adult Learning Center***

The Community Action, Inc. (CAI) Adult Learning Center is committed to helping you to learn English, obtain your High School Equivalency (GED/HiSet), identify a career pathway, and find your way to a brighter future.

We offer ESOL classes, HSE Preparation classes, and Education and Career Advising and Support

***CAI’s Adult Learning Center Program Vision: “Together We Learn, Together We Thrive”***

The Adult Education Program at Community Action, Inc is a supportive, affirming, responsive, and empowering program aimed at helping individuals uplift and transform their lives. We also believe that everyone in our program (instructors, staff, the Director, students, volunteers) are in the same struggle together. We come from diverse backgrounds and experiences and we occupy diverse identities and viewpoints. At our program, everyone comes together from a place of empathy and understanding, and we strive to help, uplift, and support one another. The power of community, collaboration, and belonging is transformative and we work to put this power into practice each and every day.

***Class Sessions and Locations:***

English as a Secondary Language (ESOL) and GED/HiSET Classes at

**Community Action, Inc. 3 Washington Sq., 3rd Floor, Haverhill, Ma 01832**

Parking is **FREE** anywhere on Bailey Boulevard or

You can also use this link to explore parking options:

<https://www.cityofhaverhill.com/visitors/parking_services/index.php>

<https://cms3.revize.com/revize/haverhillma/Downtown%20Merrimack%20Street%20RFP/Interim%20Parking_During%20Demolition%2007-16-2024.pdf>

ESOL Basic and ESOL 1 Monday, Tuesday, Friday (9am – 12pm)

ESOL 2 and 3 Monday and Wednesday (9am – 12pm)

ABE 1 Tuesday, Thursday (Math), Friday (9am – 12pm)

PRE-ASE 2 Tuesday, Thursday (Math), Friday (9am – 12pm)

ASE 3 Tuesday (9am-12:30), Thursday (Math, 9am- 12:30pm) Friday (9am – 12pm)

English as a Secondary Language (ESOL) and GED/HiSet Classes at

**Presidential Gardens 140 Evergreen Dr. Haverhill, Ma 01835**

(Bus is **FREE** to the location only. Students will have to find alternative transportation when class ends)

ESOL Basic – PM: Tuesday /Thursday (5pm – 8pm)

ESOL Advanced – PM: Monday/Wednesday (5pm – 8pm)

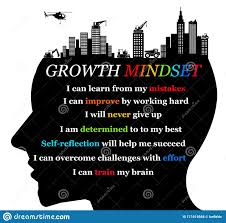
ASE 3 PM: Tuesday (5:15pm – 8:45pm)/ Wednesday (5:15pm – 8:15pm) Thursday (Math 5:15pm – 8:45pm)



***I. The Adult Learning Center's Approach to Learning:***

***A. A Fresh Start***

Welcome to a fresh start! If you feel like you have failed before, wipe those memories from your mind. This is your chance to hit the "reset button" and try again. We will do everything that we can to help and support you along the way. We are here to empower you to take charge of your learning and personal growth. What that means is that while your teachers, Educational Director, Program Advisor, Bilingual Staff Assistant will help you in any way they can, you are responsible for your learning. You are the only one who can attend your classes, complete your work, and stay committed to the program. Always remember... you ***CAN*** do this!



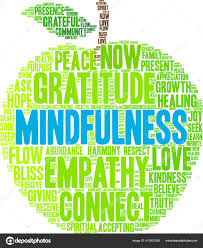
***B. Growth Mindset***

Education researcher, Carol Dweck, coined the term, “growth mindset.” When you have a growth mindset, you understand that abilities and intelligence can change and develop; they are not fixed and permanently set in place. This means you can grow with each new thing that you learn. Not everyone has a growth mindset. In fact, many of us inhabit a fixed mindset. A fixed mindset means we cannot grow or learn more than we already have. But that is not true at all! At the Adult Learning Center, we will foster your growth mindset so that you can see how much you can change and improve. Your only job is to be open to the idea that you can, and will, learn new things. If you would like to learn more about a growth versus a fixed mindset, explore this website: [https://www.minsetworks.com/science/](http://www.mindsetworks.com/science/).



***C. Habits of Mind***

Learning is far more than what you know about reading and math. Learning requires a complex set of behaviors that begin with your desire to know more, be more, do more and experience more. Intelligence is ***not*** just about how much you know; it is about what steps you take when you discover something that you do not know or understand. At the Adult Learning Center, you will learn strategies and “habits of mind” that you can use to overcome challenges and gain positive outcomes.



***D. Mindfulness***

“Mindfulness means paying attention in a particular way: on purpose, in the present moment, and nonjudgmentally.” – Jon Kabat-Zinn

Due to many factors, including the fast pace of our lives, trauma, anxiety, and depression, many of us struggle to pay attention. We have difficulty being present in the moment and we tend to think about the past or the future. Our brains find distractions such as “When will this class be over? Can’t we have a break? I can’t believe what my girlfriend said last night!” Every time these thoughts pop into our brains we become distracted and lose focus on the task at hand. By practicing mindfulness, you can become more in control of your thoughts and your manner of thinking. Most of us use the phrase “I can’t help it,” but that isn’t true. We can teach our brains to focus better and pay attention more. Learning mindfulness tactics will help us attend school more regularly, pay attention in class more carefully, and be less judgmental of your experience overall.



***E. Personal Best***

We encourage students to take a “Personal Best” approach to education. This means setting learning goals aimed at doing better than you did before. Of course, your best will be different from someone else’s best. Each student has a different background, different educational experience, and a different set of behaviors. So, it only makes sense that each person should work to do better according ***to their own personal best*.** As we get to know you in the classroom and in advising sessions, we will get a good idea of what your best is. Once we know what your best is, we will help you to achieve a new personal best in attendance, homework completion, communication, study habits, test scores, and other areas. “Personal best” learning is very specific to you as an individual. So, while you will engage with the same academic material as your classmates, your experience of the material will be different according to your personal goals.

If you would like to learn more about the concept of “personal best” you can go to this website:

[***https://www.teachermagazine.com.au/articles/using-personal-best-goal-setting-and-values-driven-action***](https://www.teachermagazine.com.au/articles/using-personal-best-goal-setting-and-values-driven-action)

***F. College and Career Planning***

Our program provides college and career readiness planning, training, and assistance. You will learn how to identify jobs and careers suited to your interests and skills. In class, and in conversations with your Program Advisor, you will establish goals and outline a plan to pursue future career and college pathways. You will learn how to explore career possibilities, develop a resume, and practice interview skills. At the Adult Learning Center, you will also have the chance to participate in job and resource fairs and meet with local professionals from the employment areas you are interested in.



***II. The Adult Learning Center’s Approach to Success***

***A. Attendance***

The Adult Learning Center at CAI l is committed to providing all students with quality instruction. In return, students are expected to make the same commitment to their own education. Good attendance (both in-person AND online), assignment completion, and timeliness are necessary for students to learn and to improve.

**Absences**

⦁ Students should aim to attend every class every month. If attendance falls below 50% a month, the Program Advisor will reach out to the student to arrange a meeting to address any potential challenges to student attendance and success. If the student does not meet with the Program Advisor, that student risks losing their seat in the class and may be subject to withdrawal.

⦁ **All students are required to notify the instructor if they need to miss a class.** Like a job, you need to “call out” if you are not going to be able to attend class. Avoid scheduling appointments/commitments during your class time.

⦁ If you know you need to miss two classes in a row, inform your Program Advisor. **Any student who does not notify the Program Advisor and is absent for three consecutive class sessions, risks losing their seat in class, and the program may withdraw the student.**

* If a student fails to communicate with staff, fails to schedule a required meeting, or fails to attend a required meeting with their Program Advisor, the student will be given one last warning phone call and email. If a student has been absent for a week or more without notifying the instructor and advisor, the student will be given a final date requiring program attendance before the student loses their seat in class. Students who are still interested in attending will be placed back on the waitlist until they can commit to attending classes.

***The best way to avoid losing your seat is to attend your classes on a regular basis each month. Keeping your Program Advisor aware of situations, personal issues, and/or scheduling challenges that might be getting in the way of your attendance is very important! Your Program Advisor will help you troubleshoot the issue that you are having and get you back on the path to success.***

**IN-PERSON ATTENDANCE POLICY**

Classes at the Adult Learning Center meet in-person. Students are expected to attend in-person and abide by the in-person attendance policy that every student will sign during orientation.

* If the student has a barrier to in-person attendance that they would like to discuss with the Program Advisor, they must schedule a meeting with their advisor, and sign an “Exception to the In-Person Attendance” policy form, after approval for an exception is granted.
* Barriers to in-person attendance include needed accommodation for a disability, lack of childcare or homecare for a relative, transportation difficulties (if warranted), etc. **The student will be referred to services and resources to help them overcome the obstacle and barrier, and the student agrees to utilize the resources provided**. For example, if the student lives in Haverhill, and has access to a bus route, not wanting to take the bus does not warrant a legitimate barrier to attendance.
* In case of emergency, the student may “sign-on” to Zoom to attend class, only after alerting their instructor that an emergency requires their remote attendance for that class session. Zoom access will not be provided if the student repeatedly signs on to Zoom without discussing that option with the Program Advisor. Repeated remote attendance will warrant a meeting with the Program Advisor and could be the grounds for possible withdrawal from the program.
* If the student is allowed to attend classes remotely, the student is expected to demonstrate active participation in the classroom. Active participation includes: completing all learning activities and assignments, verbal responses when called upon, activity in the chat when requested by the instructor, and participation in group work and breakout rooms. Students are also expected to keep cameras on throughout the class session. If a student needs to request an exception, they must discuss that with their instructor, and perhaps the Program Advisor, if warranted.
* **Students who do not demonstrate active participation during class will be marked as absent for that class session.** Instructors will document evidence of participation.
* **Even if a student is granted an exception to the policy, and may attend classes remotely, the student is expected in-person for orientation sessions and progress testing.**

**Late arrival (Tardiness)/ EARLY Departure**

* Students must be on time for class and plan to stay for the entire class. Important announcements and classroom plans are given at the start of class. If you attend remotely, you must be ready to log in at the start of class. ***Classes begin promptly at 9:00 am.***
* Excessive tardiness (or a pattern of leaving early) will warrant a meeting with the Program Advisor. Students who show a problem staying for the entire class risk losing their seat and may be put back on the waitlist until they can commit to full attendance of the class.

**\*Students may return to class at the**

**discretion of the advisor and teacher\***

***B. SCHOOL CLOSINGS/DELAYED OPENINGS***

If Community Action, Inc. is closed for weather-related or other reasons, your class will be offered online via Zoom. The Program Advisor and/or your instructor will inform you if classes will be held on Zoom. You may receive a text message alerting you of a school closure and we will post the announcement on your Google Classroom.

You can confirm whether your class is either canceled or occurring only online by any of the following methods:

* + Check your Google classroom for a posted announcement.
  + Check the CAI website at [www.communityactioninc.org.](http://www.communityactioninc.org)
  + Call our main number at 978-373-1971



***C. Assessment***

Our state-funding mandates that all students take at least two assessments during the school year, a pre-test and a progress test. These assessments measure student progress. HSE (GED) students take an assessment called the MAPT- Massachusetts Adult Proficiency Tests in Math and Reading. ESOL students take an assessment called the BEST PLUS and the TABE Clas-E Reading test. These assessments will be scheduled by your Program Advisor, and you will be notified of your appointment. If you must leave the program before the end of the year, the advisor will ask you to test before you leave, or to make an appointment with you to come back after you have left to complete it. These assessments are required by the state of MA and they determine whether our program will receive funding to be able to offer classes. As a requirement of our program, students must complete both assessments each year. **If a student does not complete a post-test or progress test, they may lose their seat in their class. Students must complete assessments in-person at the Adult Learning Center.**

***III. Health, Safety and Respect for All***

***A. Attire***

Students and staff will dress conducive to working and studying. A shirt and shoes must always be worn. The Adult Learning Center and/or Community Action, Inc. staff may ask you to go home and change if your clothes are not appropriate for school. Clothing with inappropriate language, hate messages, or offensive logos will not be tolerated. Students are required to follow health and safety protocols if necessary, including wearing a mask if required.

***B. Your Safety and Health***

**NO SMOKING/VAPING**

Smoking /vaping is not permitted anywhere within the building. If you need to, please smoke outside the building, at least 20 feet away from the entrance. If you attend classes online via Zoom, please wait until your scheduled break to smoke. Students found smoking inside the building may be subject to withdrawal.

**NO DRUGS**

Any location at which Community Action, Inc. business is conducted is a drug-free workplace and classroom. There is **ZERO TOLERANCE** for all drug and alcohol use during the program. All participants are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substan­ces in and/or around the workplace/classroom.­ Any program participant violating the above policy **will be withdrawn from the program for the first offense.** Reentry into the program will be based on evidence of active participation in a treatment program.

***\*\*Special note on marijuana:*** Although marijuana is legal, students may not participate in class under its influence, just as they may not come to class under the influence of alcohol or anything else that can impair their judgement. **If a student smells like marijuana, they will be asked to leave class for the day.** If a student has a health issue that makes this rule inconvenient, they should speak with the advisor before signing the student contract. Upon confirmation of a medical prescription, the student contract may be amended.

**NO HARASSMENT/HATE SPEECH**

Harassment directed at students or teachers will not be tolerated. This includes racial/religious/ethnic/orientation/gender identification slurs, comments, suggestions, or discussions about one’s own or others’ sexual behavior, body parts, bodily functions, or physical and/or mental health problems. We are a family! We treat each other with kindness, dignity and respect always. ***You do not have to agree with someone else’s viewpoints, opinions or life choices, but you do need to respect them.***

**NO WEAPONS**

**Weapons of any kind**, including, but not limited to knives, guns, brass knuckles, chains, bats, pipes, etc. **are not permitted** in the classroom or any CAI building. Possession of a weapon at CAI will **result in immediate termination.**

**COMPUTER AND INTERNET POLICY**

The computer lab is meant to support your educational progress. The computers may only be used with the permission of the teachers or advisor. Use of the internet is limited to work or classroom related activities. You may not change anything on the computers, including icons or internet home page. You may not use the internet for personal activities such as email, Facebook, or other social media, unless approved by CAI staff. Transmission or use of electronic resources at Community Action, Inc. is not considered confidential and may be monitored to ensure acceptable use.

**Use of computer resources for any of the following purposes is prohibited:**

* Stealing, damaging or altering software or hardware.
* Commercial or illegal activities such as email advertising and violation of copyrights.
* Interfering with or disruption of other computer and network users, services or equipment.
* Public display of obscene materials on computer screens or hardware.
* Use for any purposes violating applicable federal, state or local laws.
* Attempting to, or gaining unauthorized access to files, passwords, data, etc.

**STUDENT WITHDRAWAL POLICY**

There will be times when it is no longer appropriate for a student to attend our program. **The following will result in immediate and permanent withdrawal from the program:**

* Possession of a weapon (any article that is primarily used in a harmful manner such as: knives, guns, brass knuckles, zap, etc.)
* Harassment, hate speech, assault, or threat, either physical or verbal, which threatens any person’s safety or well-being.
* Theft or intentional destruction of CAI property.
* Violation of agency/program drug policy.

***C. Your Right to Privacy***

CAI staff will not and cannot, by law, ask if you have a physical, mental health, or learning disability issue. However, *you* *can* tell us if you want us to know about any of these issues. If any student has a physical or mental health emergency in class, 911 will be called for assistance. Here are some examples of when it would be a good idea to disclose a personal challenge with your teachers and/or advisor:

**MENTAL HEALTH**

For example: If you have anxiety attacks, depression, or other issues that make it difficult to concentrate or do work, you can explain what happens and what helps you the most.

**LEARNING DISABILITIES**

If you have a learning disability and you tell the teacher and/or advisor, they will be able to figure out the accommodation that works best for you. Your advisor can help you seek accommodation for a learning challenge if you are taking the GED/HISET exam.

A blue padlock with a keyhole

Description automatically generated

***D. Family Educational Rights and Privacy Act (FERPA)***

Under FERPA, students have rights regarding their education records. See the following statement from the US Department of Education regarding FERPA rights: US Department of Education FERPA Statement.

If a student would like us to share information from their student files, or regarding their enrollment at the Adult Learning Center, with another organization, agency, or institution, with which the student is involved, the student must grant ALC staff written permission.

The US Department of Education FERPA Statement.

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

* Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Parents or eligible students have the right to request that a school correct their record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
* School officials with legitimate educational interest.
* Other schools to which a student is transferring.
* Specified officials for audit or evaluation purposes.
* Appropriate parties in connection with financial aid to a student.
* Organizations who are conducting certain studies for or on behalf of the school.
* Accrediting organizations.
* To comply with a judicial order or lawfully issued subpoena.
* Appropriate officials in cases of health and safety emergencies; and
* State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.”

***E. Enrollment Letters***

There are many instances when a student needs an enrollment letter from us documenting the student's enrollment in our program. Students must give at least one week’s notice if requesting an enrollment letter. Do not expect your advisor to immediately write an enrollment letter for you. You must also be enrolled in our program for at least 12 hours to receive an enrollment letter. If you do not attend class after an enrollment letter is provided, your advisor will contact the name of the organization requesting the letter to let them know you are no longer enrolled at the Adult Learning Center. For an enrollment letter, you must provide a contact name, organization name, address, contact phone number, and email so we can address the letter accordingly.

***F. Your Right to Grievance Procedures***

We want everyone to have a positive learning experience at the Adult Learning Center of Greater Haverhill. If you feel you have been mistreated or discriminated against, you have the right to communicate your grievance. If the issue is a relatively minor one, you might opt to speak with the person who has upset you. However, if the issue is a major one, and/or you do not feel comfortable speaking with the person or people involved, a more formal procedure is as follows:

* Talk to the Program Advisor and address the grievance.
* The Program Advisor will set up a meeting with the Program Director where they will both listen to your complaint and will work with you to find the most appropriate solution.
* If you have a grievance against the Program Advisor or another staff member, contact the Program Director and meet with them directly.



***G. Community Etiquette***

**For the health, safety, and well-being of all, we ask that everyone adhere to the following:**

* Please be on time for your classes and scheduled appointments.
* Please refrain from wearing perfume/after shave/cologne. Many people have allergies!
* Please refrain from swearing in the halls, corridors, class spaces, etc. Try to speak quietly while in the halls and computer rooms. People are at work and classes are in session.
* Please recycle your trash***.***
* Please silence cell phones when you are in the building. Please limit cell phone use in class. Take phone calls outside of the classroom.
* Please clean up after yourself. If you are using the kitchen, please wash your dishes, the counters, table, and the refrigerator as needed.
* Please do not leave food in the refrigerator past the safety/expiration date.
* Please help avoid illness by washing your hands after using the bathroom. Do not come to the building if you are sick.
* Treat fellow students, instructors, staff with respect and understanding. Verbal assaults and threats against staff will not be tolerated.
* No pets are allowed in the classes unless they are ***legally documented*** medical support animals.

***Thank you for taking the time to read and review this handbook and***

***Welcome to the Adult Learning Center family!***



I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read or someone has read to me the student handbook of the Adult Learning Center of Greater Haverhill. I understand my responsibilities in the program and agree to abide by the program rules.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(If under 18 years of age)

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_