



Ben Franklin Career Center Student Application for Adults

Interviewed _____
A =Accept; R=Reject; W=Wait List

One may complete the form with a computer or print the form and complete

WVEIS #: (Assigned by School): _____

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

County: _____ Birth Place: _____ Birth Date: _____

Home Phone Number: _____ Cell Phone Number: _____

Emergency Contact: _____ Phone: _____

Family Doctor: _____ Phone: _____

Program Requested: _____ Full Day: Half Day:

Selective Service #: _____ Email: _____

Gender: Male: Female: SS#: _____ Race: _____ Country of Citizenship: _____

Highest Grade Level Completed. (Check / Click One): 7: 8: 9: 10: 11: 12: College: 1: 2: 3: 4: 4+:

High School or GED Center or College Name: _____

City, State, Zip: _____

Enter below the name(s) / address(s) of ALL schools attended after high school. If needed, attach a continuation sheet:

Click / check TABE if taken. TABE: Date Taken: _____ Test Location: _____

Adult Student Guidelines and Requirements: Read Carefully

Class Time: Full Day and Half Day.
Full Day: Day: 8:00 a.m. to 2:30 p.m.; Evenings: 3:00 p.m. to 9:00 p.m. Both: Five days per week for a total of eleven months or as specified by each class.
Half Day: Two sessions: 8:00 a.m. to 11:00 a.m. and 12:00 p.m. to 3:00 p.m. Five days per week for nine months or as specified by Kanawha County Schools.
Tuition: Due and payable in advance. Due at the start of each semester. Failure to make tuition payment on time could result in termination from the program.
Absenteeism: Only excused absences (personal illness and other such absences as declared excusable by the administration) will be acceptable for the continuation in a program. Twelve or more unexcused absences could result in termination. If the student will be late or absent from class, call the school at (304)766.0369 before class begins.
Parking: Parking is permitted only in the main lot in the marked off area. The first four rows are reserved for faculty.
Breaks: There are two ten minute breaks: one in the morning and one in the afternoon. Food and drink in the classroom is determined by the instructor.
Tobacco: Possession of tobacco products ISN'T permitted on school property. Possession can lead to WV state fines or suspension / termination from a program.
Alcohol / Drugs: The possession, use or sale of alcohol or drugs on school property will be cause for suspension, termination and possible prosecution.
The Student will participate in:
Job Skills Portfolio Program: The program is designed to enhance a student's ability to gain employment upon successful program completion.
Basic Skills Program: Activities introducing basic PC and Internet usage. Activities preparing for standardized testing in Math and Reading.
 If the student experiences difficulty, the student is encouraged to schedule time with the Adult Education Instructor.
I HAVE READ, UNDERSTAND and WILL ABIDE TO THE ABOVE GUIDELINES AND REQUIREMENTS:

Signature: _____ **Date:** _____

Please indicate if the applicant wishes to take advantage of any program modification needed while attending public schools. Yes: No:

If yes, please explain below. If needed, attach a continuation sheet:

As required by federal law and regulations, the Kanawha County Board of Education does not discriminate on the basis of gender, race, color, religion, disability, age or national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to, Title IX Coordinator, (304) 348-1379, or to Section 504 Coordinator, (304) 348-1366, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, or the US Department of Education's Director of the Office of Civil Rights, (215) 595-6795

Ferrell 2017/05/03

The Mission of Ben Franklin Career Center:
To Prepare Students to be Career and College Ready