

HS / DTC Transmittal Request Form

Disclosure for High School student participation in the DTC program.

We are excited that you have chosen to enroll in a DTC Program. This is your first step in receiving skill development, career preparation, starting an exciting career and an educational pathway that can lead to either a technical certification or possible credit transfer to one of our partner institutions. Standards have been established to maximize a student's possibilities for success and all students attending the DTC agree to these standards as a condition for DTC enrollment. Both the guardian and the student are to sign on questions #1 and #2 saying that they read the disclosure.

- 1) If you **receive Special Ed services**, contact the DTC site rep, **Julia Heaton 801-593-2370**, BEFORE PROCEEDING with any DTC enrollment paperwork.
- 2) DTC credits count as CTE or Elective credits towards High School graduation. Attending the DTC could prevent you from graduating. Speak with your counselor to see if attending the DTC will affect your graduation credits BEFORE enrolling in the DTC.
- 3) The cost of DTC enrollment, fees, books, and materials are the student's responsibilities, and a **district fee waiver may not be** applied. The DTC does offer its own financial aid which can be discussed with student services.
- 4) The cost of tuition for a high school student to attend the DTC is free. This is a privilege and an amazing opportunity which is to be respected. This privilege is only in place while the student is in high school. After high school, adult costs are in place.
- 5) The DTC is an **adult environment**. FERPA does not allow the DTC to provide parents with information concerning the student's education. The student is expected to be their best advocate and communicate with their teacher about any issues, concerns, or questions.
- 6) The DTC **attendance record** goes on LHS attendance for each period that the student is at the DTC. Check in and check out on time.
- 7) Excessive absences and tardies at the DTC will result in an LHS **citizenship grade of a "U" for each LHS period** that the student is at the DTC. **LHS school excused absences** need to be reported to CTE secretary and she will pass it on to the DTC.
- 8) Consecutive absences occurring over the course of ten DTC business days will result in a **withdrawal from the DTC program**. The student will need to speak with the CTE Coordinator, the program instructor, and student services to re-enroll.
- 9) When a student **finishes a course module**, they must go to student services to have the next module set up or they are seen as a student without a schedule and not given credit for attending.
- 10) The **DTC grade** goes on the LHS grade for each period that the student is at the DTC.
- 11) The DTC is a **work at your own pace** environment. To succeed, students are expected to display time management, self-direction, and self-starting skills.
- 12) If the student **changes their mind** about attending the DTC or their enrolled program of choice, they must speak with the CTE secretary in the Counseling Center. Do not just stop going to the DTC or begin another program of interest.
- 13) Neither the district, high school, nor the DTC are responsible for a **student's transportation** to and from the education site. As a student at the DTC they can be provided with a bus pass. See student services for more information on the bus pass.
- 14) The **DTC is a Released Time** and neither the district, high school, nor the DTC are to be held liable for what happens to the student during their DTC release time. A student with DTC on their schedule is not to be at the high school during this time.
- 15) Layton High does not receive updates on current status, grades, or attendance records for students enrolled in the DTC night program attending after high school hours. Issues concerning these students are handled between the DTC and the student and there is limited communication with Layton High School. The responsibility is heavily placed on the student to become their own advocate in having a successful experience.
- 16) If the student will be attending the DTC from 8:00-11:00, they will need a 3rd/7th period Home Release/TA/class they can be late to placed in their LHS schedule to allow for travel time from the DTC to the High School.

Entering your names in questions 1 and 2 below reflects your willingness to adhere to this disclosure's standards.

1. I am the GUARDIAN of the student. I have read and I understand this disclosure as it relates to the high school student.

Guardian Signature _____

2. I am the STUDENT who will be attending the DTC. I have read and I understand this disclosure as it relates to a high school student.

Student Signature _____

3. First and Last Name _____
4. Preferred Name _____ LHS Student Number _____
5. Email address to send an official copy of this form to: _____
6. Date of Birth _____ / _____ / _____
7. DTC enrollment year _____
8. Grade at Layton High School while attending the DTC _____
9. Are you in Special Ed or receiving Special Ed services? _____ Yes (see note below) _____ No

If you receive Special Ed services, contact **Julia Heaton 801-593-2370** BEFORE furthering this DTC enrollment process. She will get you all set up, walk you through the registration process, and then send you back to us to create your transmittal. www.davistech.edu/disability-services.

10. DTC Program you will be enrolling in _____

11. When will you be attending the DTC?

- During the Summer - *check all that apply*
 Monday Tuesday Wednesday Thursday Friday
 8:00 -11:00 12:00 – 3:00 Night 6:00 – 9:00

- During the School year - *check all that apply*
 Term 1 Term 2 Term 3 Term 4
 A-Day B-Day
 8:00 -11:00

** When choosing the 8-11 time slot, build in travel time from the DTC to LHS. Choose a 3rd/7th period mentor (STAND) class, Home Release, or a class that will allow you to be late.

 12:00 – 3:00 Night 6:00 – 9:00

12. What classes will you be dropping to fit the DTC into your schedule? View your current or next semester schedule on MYDSD.

***Layton High School policy states that, when a student takes an off-campus class, they will maintain at least two in person classes at Layton High School. Exceptions apply when discussed with the counselor or CTE coordinator.**

13. More information we might need to know pertaining to your DTC schedule and / or LHS schedule.