

REGISTRATION GUIDE

BEFORE YOU BEGIN

01

- YOU WILL NEED ACCESS TO A PROFESSIONAL EMAIL (EX. JOHNDOE231@GMAIL.COM)
- DATE OF BIRTH
- CURRENT ADDRESS
- VALID PHONE NUMBER
- SOCIAL SECURITY NUMBER- MUST RECEIVE BEFORE OFFICIAL RECORDS CAN BE RELEASED.
- *IF AGES 16-17, PLEASE SEE#3 BEFORE PROCEEDING*

INSTRUCTIONS AS YOU COMPLETE

02

- FOLLOW THE LINK BELOW TO ACCESS FORM
- CLICK GET STARTED
- SELECT ALL PROGRAMS THAT INTEREST YOU. ****PLEASE NOTE: NO PROGRAMS ARE 100% VIRTUAL, SOME ATTENDANCE REQUIRED.****
- CLICK FLORENCE ONE ADULT EDUCATION (F1AE)
- SELECT LOCATION (FLORENCE)
- SCROLL DOWN TO START APPLICATION
- SELECT LANGUAGE
- ENTER CURRENT AGE (SEE #3 IF 16-17)

*** PLEASE ENSURE THAT YOU USE YOUR FULL LEGAL NAME ON ALL FORMS TO AVOID MISTAKES AND DELAYS*

UNDERAGE STUDENTS START HERE

03

IF YOU ARE 16 OR 17 YEARS OLD, YOU MUST BE APPROVED INTO THE ADULT EDUCATION PROGRAM PER THE SC DEPARTMENT OF EDUCATION. PLEASE COME BY OUR OFFICE TO COMPLETE THE FORMS. YOU MAY THEN SCHEDULE THE REQUIRED MEETING WITH DIRECTOR, DR. LISA JUSTICE BY EMAILING LJJUSTICE@FSD1.ORG. THE STUDENT AND A PARENT/GUARDIAN MUST BE PRESENT AT THE MEETING. BE AWARE THAT FINAL APPROVAL FOR ADMISSION OF ALL UNDERAGE STUDENTS IS UP TO THE SUPERINTENDENT. ONCE YOU ARE APPROVED, YOU MAY ENROLL AND FOLLOW THE STEPS IN #2 ABOVE.

PAYMENT

04

A REGISTRATION FEE OF \$40.00 IS DUE PRIOR TO START OF CLASSES. FORMS OF PAYMENT ACCEPTED INCLUDE, CASH, CHECK (MADE PAYABLE TO F1AE), OR CARD (A \$2.00 FEE APPLIES FOR ALL CARD PAYMENTS).

****IF YOU RECEIVE SERVICES FROM ONE OF OUR PARTNER AGENCIES, PARTICIPATION WILL BE VERIFIED, SNAP NO LONGER ACCEPTED. ANY OTHER QUESTIONS OR CONCERNS, PLEASE CONTACT ANNA MILLER AT ANNA.MILLER@FSD1.ORG**

NEXT STEPS

05

ONCE YOUR INFORMATION IS SUBMITTED, SOMEONE FROM OUR OFFICE WILL CONTACT YOU TO SCHEDULE AN APPOINTMENT FOR TABE TESTING, ORIENTATION, OR ANY FINAL PAPERWORK. IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, PLEASE REACH OUT TO OUR INTAKE COORDINATOR, KAITLYN MOSS AT KMOSS@FSD1.ORG