**Nashua Center for Lifelong Learning**
**South: 36 Riverside St., Rm A2003 Nashua, NH 03062**
**North: 8 Titan Way, Room A106, Nashua, NH 03063**
**Tel: 603-966-2420 Fax: 603-966-2441**

**FALL____ SPRING____ 20_____**
**Day Diploma____ Adult Ed Diploma____**
**TODAY'S DATE: _____**

# REGISTRATION FORM AND APPLICATION FOR ADULT EDUCATION COURSES

**Classes are held at NHS South on Monday/Tuesday and held at NHS North Wednesday/Thursday**

***Please answer all questions and print clearly:***

Last Name _____ First Name_____ DOB_____

Address _____ City/State/Zip_____ Age _____

Phone _____ Email _____ Expected YOG _____

Social Security # (optional)_____ Please circle one: Male Female Non-binary No answer

Last School attended: North South NCLL Other _____ Location:_____

Guidance Counselor _____ Are you also enrolled in PLATO? Yes ___ No ___

**Contact Information** (Please list an emergency contact)

| | | | |
|---|---|---|---|
| First Name: | | Last Name | |
| Relationship: | | Email Address: | |
| Home Address: | | | |
| Primary Phone: | Secondary Phone: | Other Phone: | |
| Lives with student: ☐ | Legal Guardian: ☐ | Can Pick Up Student: ☐ | Receives Automated Calls: ☐ |
| Receives Grades: ☐ | Receives Conduct: ☐ | Receives Attendance: ☐ | Receives Others: ☐ |

## COURSES

**Monday _____ Start date _____ Teacher _____**

**Tuesday _____ Start date _____ Teacher _____**

**Wednesday _____ Start date _____ Teacher _____**

**Thursday _____ Start date _____ Teacher _____**

*For Office Use Only:*
*Tuition _____ Payment: Cash____ Check #_____ Accepted by_____ Date_____*
*Date Received in Adult Ed_____ Received By_____*
*(Free and reduced Lunch: $35.00 per course)*

## POLICIES AND PROCEDURES

**ATTENDANCE IS MANDATORY – Automatic failure after two (2) absences whether excused or not. THREE (3) BRIEF TARDIES EQUALS ONE (1) ABSENCE. (For Civics and Economics only one (1) absence is allowed.)**

***Transportation is the responsibility of the student.*** **Student initials _____**

**Policies**

All policies are in accordance with Nashua High School discipline code and the Nashua School District. No smoking will be allowed at Nashua High School (within the building or on the grounds) in accordance with state law. Violations will result in suspension from class and a charged absence. Any behavior that impedes the operation of the Nashua Adult & Community School or negatively impacts a class will result in a student's removal from the course and/or the school.

***Nashua High School North & South students*:**

All courses with the intent to have the credit transferred back to your high school must have permission from the guidance department prior to enrolling. Your guidance counselor must complete the form with course recommendation and year of graduation. Students are responsible for obtaining permission, or credit will not be awarded through the adult education program.

**Payment and Refunds**

Students can submit a check or money order made payable to the Nashua School District. Payment is required on the first day of class. There will be a $25 processing fee charged for any returned checks. Refunds are granted in full if the course is canceled or requested before the second-class meeting.

**Course Materials and School Property**

All books, unless paid for by individual students, are the property of Nashua High School. Failure to return any Chromebooks or text books at the end of the course will result in a charge for the replacement costs of the text. Grades will be withheld until all materials are returned or until all charges are paid. Also, if any piece of equipment is broken and/or if the facility itself is damaged, the student will pay any repair/replacement costs. Again, grades will be withheld until all charges are paid.

**School Calendar**

The Nashua Adult & Community School follows the Nashua School District calendar during vacations and most holidays. In case of cancellations due to inclement weather, our voicemail can be contacted at (603) 966-2420 and will have the most up-to date information. All diploma and enrichment classes will still meet on early release days.

**Right to Cancel**

The Nashua School District retains the right to cancel or reschedule classes and/or courses. Participants will be notified and fees (prorated) will be refunded.

*Our Adult Education core values are character, courage, respect, responsibility & integrity. Please demonstrate respect for our teachers and this program. Disrespect or disruption of our school will result in removal from the program.*

**"I have read the above policies. I understand them completely and agree to comply with all aspects of them."**

**Student Signature** _____ **Parent Signature**_____

**Counselor Approval of Credit Transfer Signature** _____

## DATA COLLECTION – All students must complete this section

The State of New Hampshire requires that we collect data on our adult education program. This information will be kept confidential and used to help improve our programs.

1. Do you speak a language other than English? Yes ___ Please list: _____ No ___
2. Interpreter required? Yes _____ No _____ Translation Requested? Yes_____ No ____
3. Race (check all that apply): American Indian or Alaska Native ___ Asian ___ Black or African American ___
   Native Hawaiian or Other Pacific Islander ___ White ___
4. Ethnicity: Hispanic or Latino ___ Not Hispanic or Latino ___
5. Do you have access to the internet at home? Yes ___ No ___
   *If No,* check the reason: Internet is not available at home ___ I am unable to pay for internet access ___
   *If Yes,* check all devices you have at home: cell phone ___ computer desktop ___ computer laptop ___
6. Employment: Employed ___ Employer Name _____ Hourly Rate _____ Unemployed ___ Not in Labor Force ___
7. Are you enrolled in any workforce training programs? No Yes please name: _____
8. Do you have a nationally recognized training certification: No Yes please name: _____
9. Primary Goal: Enter Employment ___ Retain Employment ___ Obtain Diploma ___ Prepare for college ___ Other _____
10. Birth Country: United States ___ Other (Please specify) _____
11. If you register at another adult education center may we share data with them? Yes ___ No ___

The Nashua Board of Education reaffirms its position of compliance with applicable State and Federal laws of nondiscrimination on the basis of race, color, national origin, religion, sex, sexual orientation, disability, and/or age in admission to, access to, treatment in, or employment in the services, programs, and activities of the Nashua School District.

*(Form revised 10.28.25 JL)*