

**Note: Transcripts submitted in an open envelope or forwarded by the student via email are considered unofficial and will not satisfy enrollment requirements.**

## **2) International Educational Records**

Students seeking admission to programs requiring a high school diploma or its equivalent—who hold educational records from institutions outside of the United States—must adhere to the following:

- a. **Student Responsibility:** It is the sole responsibility of the student to obtain a formal evaluation of their foreign credentials. Formal evaluations may be emailed to [vasinfo@vusd.org](mailto:vasinfo@vusd.org). **Records submitted in an open envelope or forwarded by the student via email are considered unofficial and will not satisfy enrollment requirements.**
- b. **Eligibility Standards:** The evaluation must verify that the record meets the minimum educational eligibility requirements for the selected program.
- c. **Approved Resources:** For a list of authorized evaluation services and additional guidance, students should consult the school's official website: [Foreign Transcript Evaluation Information](#)

## **Students with Disabilities**

Visalia Adult School makes every effort to arrange services and accommodations for any student with a documented disability. Students should make an appointment in the Visalia Adult School Student Services Office (730-7646) to meet with a counselor in order to arrange accommodations in the classroom.

## **Refund Policy**

Registration fees will be refunded if student drops the course prior to the first day of class or if the class is canceled. **Fees are non-transferable.** Credit card reimbursements; allow for 4-6 business days.

## **Mobile Communication Devices (BP 5131(b))**

Students may possess or use mobile communication devices, including but not limited to, a cell phone, smart watch, pager, or other mobile communication device, while on campus or at school-sponsored activities provided that such devices do not disrupt the educational program or school activity. Mobile communication devices shall be turned off during class time and at any other time directed by a district employee. Such devices are considered personal property. Students possess these items at school entirely at their own risk. The school or district is not responsible for lost, stolen, or damaged devices.

No student shall be prohibited from possessing or using a mobile communication device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. Devices are subject to search of content if used in violation of Conduct Code, Education Code, or have information in them regarding Education Code/Conduct Code violations. (Education Code 48901.5)

## **STUDENT USE OF TECHNOLOGY (BP 6163.4)**

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every reasonable effort shall be made to provide safe access to technological resources throughout the District's schools and classes and