



# Congratulations on Your Acceptance into the 2026-2027 EFA Media Arts!

## Welcome to EFA Media Arts Dual Enrollment!

**NOTE:** You are receiving this packet because your school counselor has identified you as enrolled in this course. If you are unsure of your enrollment status, please contact your school counselor for clarification.

**To be eligible for the EFA Media Arts program, students must complete all paperwork by the deadline(s) outlined in the attached checklist.**

To ensure you are fully prepared for the dual-enrolled **EFA Media Arts** classes which take place at the KVCC Center for New Media, on KVCC's Arcadia Commons Campus, 100 E Michigan Ave, Kalamazoo, please carefully review the enclosed *Student Guidelines Packet* and complete each required step by the deadlines outlined in the timeline.

## EFA MEDIA ARTS Dual Enrollment Guidelines for High School Students

The Media Arts classes take place at the KVCC Center for New Media. KRESA Education for the Arts (EFA) is fortunate to partner with KVCC in the offering of this program. Taking dual-enrolled classes as a high school student is a wonderful way to begin your college career. Not only do you get to take college-level courses, but you also earn college credit while still in high school.

Students who choose to dual enroll need to be fully aware of the extra duties and responsibilities that high school students face as new college students. These guidelines are meant to introduce students to some of these responsibilities. This document is not meant to be inclusive of all the guidelines and policies imposed by your high school, EFA, and/or KVCC.

Consequently, EFA strongly suggests that students also read the KVCC Student Handbook prior to the beginning of the fall term. A copy of the handbook can be found on the KVCC website ([www.kvcc.edu](http://www.kvcc.edu)) and search for the student handbook. **Detailed course descriptions can be found on the KVCC website.**

# KVCC Media Arts Student Checklist

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>Submit by June 1</u></b></p> <p><b>Step 1 →</b></p> | <p><b>ADMITTANCE TO KVCC</b></p> <p>You MUST apply and be accepted to KVCC as a high school student entering a dual enrollment program. The application can be found on <a href="http://www.kvcc.edu/apply">www.kvcc.edu/apply</a>.</p> <ul style="list-style-type: none"> <li>Follow the online instructions to create an account and submit your application. There is no application fee.</li> <li>You should receive your acceptance letter by mail within <b>1 week</b>. This will include your Valley number and your KVCC email address. You must establish your KVCC account and email. See instructions attached.</li> <li><b>Please KEEP your acceptance letter and bring it with you on your first day of class.</b></li> </ul> <p><b>IMPORTANT:</b> Be sure to check your KVCC email regularly for important updates and information throughout the summer and the duration of your program.</p> |
| <p><b>Step 2 →</b></p>                                       | <p><b>SUBMIT THE FOLLOWING FORMS <u>IN PDF FORM</u> TO THE CTE REGISTRAR</b></p> <p><a href="mailto:sose.klein@kresa.org">sose.klein@kresa.org</a></p> <ol style="list-style-type: none"> <li>Dual Enrollment Guidelines Acceptance Form</li> <li>KVCC's Authorization for Release of Information High School Dual Enrollment Form – FERPA</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Step 3 →</b></p>                                       | <p><b>REGISTER FOR FALL KVCC COURSE(S)</b></p> <p><b>MyValley Registration Instructions are attached</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Late August</b></p>                                    | <p><b>KVCC STUDENT ID</b></p> <p>KVCC requires all students to have a valid KVCC ID. A KVCC ID is required to gain access to the Center for New Media downtown. Students will not be able to obtain their ID until the above steps are completed and approved by KVCC. Visit their website at: <a href="https://www.kvcc.edu/admissions/student-service.php">https://www.kvcc.edu/admissions/student-service.php</a> for more details.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>September 9</b></p>                                    | <p><b>CLASSES BEGIN at KVCC – Welcome, Kalamazoo Valley Cougars!</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

# ACADEMIC CALENDAR AND PROGRAM SCHEDULE

Student schedules require being open to extended class time and the college calendar. Students are expected to attend every scheduled KVCC session, even when their high school is closed. This includes high school breaks that are different from KVCC's recesses listed below. The academic calendar can be found on KVCC's website. Your instructors will go over program expectations, in detail, during the first week of class.

## Fall 2026 Semester

Semester Begins: **Wednesday, September 9**

Thanksgiving Recess: **Wednesday, November 25 – Sunday, November 29**

Semester Ends: **Saturday, December 19**

## Winter 2027 Semester

Semester Begins: **Monday, January 11**

MLK, Jr. Recess: **Monday, January 18**

Spring Recess: **Monday, March 8 – Sunday, March 14**

Semester Ends: **Monday, April 26**

| FALL SEMESTER (September – December)                    |                                                              |                                              |                                                |                                              |           |
|---------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------|------------------------------------------------|----------------------------------------------|-----------|
| MONDAY                                                  | TUESDAY                                                      | WEDNESDAY                                    | THURSDAY                                       | FRIDAY                                       | CREDITS   |
| AAMT 100<br>Design &<br>Production Studio<br>CRN #11365 | AAMT 120<br>Bus Practices/<br>Creative Careers<br>CRN #11437 | AAMT 100<br>Design & Production<br>Studio    | AAMT 120<br>Bus Practices/<br>Creative Careers | AAMT 100<br>Design & Production<br>Studio    | 6 Credits |
| 3 Credits                                               | 3 Credits                                                    | 8:15 am – 9:30 am                            | 8:15 am-9:25 am                                | 8:15 am – 9:30 am                            |           |
| 8:15 am – 9:30 am                                       | 8:15 am-9:25 am                                              |                                              |                                                |                                              |           |
| WINTER SEMESTER (January – April)                       |                                                              |                                              |                                                |                                              |           |
| MONDAY                                                  | TUESDAY                                                      | WEDNESDAY                                    | THURSDAY                                       | FRIDAY                                       | CREDITS   |
| AAMT 142<br>Image Design and<br>Illustration            | AAMT 143<br>Vector Design and<br>Illustration                | AAMT 142<br>Image Design and<br>Illustration | AAMT 143<br>Vector Design and<br>Illustration  | AAMT 142<br>Image Design and<br>Illustration | 6 Credits |
| 3 Credits                                               | 3 Credits                                                    | 8:15 am-9:30 am                              | 8:15 am-9:30 am                                | 8:15 am-9:30 am                              |           |
| 8:15 am-9:30 am                                         | 8:15 am-9:30 am                                              |                                              |                                                |                                              |           |

## CANVAS

Canvas is the course management system where faculty can place course materials and record grades. Each student will have a Kalamazoo Valley login, which will give access to all courses through Canvas. Here, KVCC students should be able to monitor grades, find instructional materials, take assigned quizzes, and upload required work. The faculty's use of Canvas may vary from course to course.

## FERPA

Family Educational Rights to Privacy Act (FERPA) grants an eligible student the right to privacy for all education records. An eligible student is someone who has reached 18 years of age or who is attending an institution of post-secondary education. At Kalamazoo Valley Community College, FERPA rights for a dual-enrolled student begin the day the student is first admitted and enrolled in a class at Kalamazoo Valley (regardless of age). FERPA rights do not apply to prospects or students who have been admitted but have not enrolled at Kalamazoo Valley. Under these rules, parent/guardians may attend a student's orientation and initial academic counseling session. Kalamazoo Valley instructors will only communicate with the students. Students should check their Kalamazoo Valley email account daily for important messages from instructors. Consequently, it is the student's responsibility, not the parent/guardian, to consult with the instructor regarding assignments, tests, and grades.

## **INCLEMENT WEATHER**

**Students follow KVCC, NOT local high school, weather-related closures.** Listen to local news outlets for information about campus closures. The KVCC website provides information on how to receive campus closure notifications.

## **KVCC COMMUNICATION**

Due to FERPA, KVCC instructors will communicate student progress only to the student. Postsecondary instructors do not initiate communication with parents or other third parties, such as school counselors, principals, etc. Parents, counselors, and principals should email Sose Klein at [sose.klein@kresa.org](mailto:sose.klein@kresa.org) with any questions. Students are asked to complete an authorization for release form to release limited information to an organization or individual (i.e. parent). The form can be found in this packet.

## **OFFICE FOR STUDENT ACCESS**

As a new college student, you will be responsible for advocating for yourself to access special services and college resources that may be needed to be successful at KVCC. Neither your high school, nor your parents, can initiate this communication for you. **The Office for Student Access**, located in room 2220 (Texas Township Campus), brings together campus services to help students navigate through the college experience. Individualized Education Plan (IEP) and 504 plans are not applicable at the college level; however other services may still be available. Students currently eligible for accommodation and services in high school must register with Kalamazoo Valley's Office for Student Access in Room 2220 on the Texas Township Campus to receive academic support in college-level courses. For more information, call 269-488-4397.

## **TEXTBOOKS**

CTE will purchase the required textbook(s) and loan them out for student use. All textbooks, not purchased by students, are to be returned to the instructor on the last day of each semester in useable condition. Students are liable for lost or unusable textbooks. High schools will be notified to place a HOLD on diplomas until any liability is cleared. If you need to replace a textbook, used textbooks, deemed as in reasonable condition, by CTE, are acceptable, provided the textbook is the same publisher's edition issued to you.

## **TRANSCRIPTS, GRADES, and CREDITS**

Students have the option of earning both high school and college credit for successfully passing dual-enrolled courses. Local high schools set the number of high school credits awarded for each class. For each course, the KVCC transcript grade will be reported to the high school at the end of the corresponding KVCC semester. **It is extremely important to take your dual enrolled course seriously. CTE dual-enrolled course grade(s) will go on your official college transcript.**

**Students need to earn a grade of 2.0 GPA, or higher, to continue with dual enrollment through the EFA Media Arts program.**

### **Grading Scale**

|               |              |              |              |              |              |              |
|---------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 100-94% = 4.0 | 93-88% = 3.5 | 87-82% = 3.0 | 81-76% = 2.5 | 75-70% = 2.0 | 69-65% = 1.5 | 64-60% = 1.0 |
|---------------|--------------|--------------|--------------|--------------|--------------|--------------|

## **CHANGING OR DROPPING AN EFA DUAL ENROLLED COURSE**

Dual-enrolled EFA students are enrolled in their program through high school and through KVCC. To register, withdraw, or DROP a course, a student needs to communicate enrollment change with the high school AND KVCC Admissions, Registration, and Records Office. ***A student who does not properly drop or withdraw from KVCC will have a failing grade of 0.00 entered on his/her permanent college record.***

## **TUITION and CLASS FEES**

EFA covers tuition and class fees associated with enrollment in this program. If you receive communication from KVCC that your tuition and/or fees are due, please contact Sose Klein, Registrar, in the CTE office at [sose.klein@kresa.org](mailto:sose.klein@kresa.org). **If you decide not to enroll in this program at any time, immediately notify your high school and EFA. You will need to drop the college course correctly through KVCC.**

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendent of Human Resources. Contact information: 269-250-9200 1819 E. Milham Ave. Portage, MI 49002

# **MYVALLEY Account Setup Instructions**

## **Step 1:** Create your MyValley self-service portal account

1. Access [www.kvcc.edu/new](http://www.kvcc.edu/new)
2. Enter your Kalamazoo Valley e-mail address: username@mail.kvcc.edu
3. Enter your New Account Code (NAC) to verify your identity
4. Create your password following the listed criteria



Microsoft  
Authenticator

## **Step 2:** Set up Multi-factor Authentication (MFA)

MFA is an additional level of security requiring you to enter a code sent to you when logging in.

1. Click on the MyValley logo at [www.kvcc.edu](http://www.kvcc.edu) to log in.
2. Enter your Kalamazoo Valley e-mail address and the password you created in step 1.
3. Choose the type of MFA you wish to use on your mobile phone.
  - a. Recommended: Download an MFA app from your mobile phone app store
    - i. Kalamazoo Valley uses **Microsoft Authenticator** for MFA
    - ii. You may use another MFA app if you prefer
  - b. Option: Receive a code via text message or call to your mobile phone  
Note: Due to bad reception in some areas on campus, you may not receive texts or calls.
4. Follow the Microsoft prompts to set up MFA.
  - a. If you will not be using the Microsoft Authenticator app, choose "Use a different verification option" when prompted.
  - b. You will need to scan a QR code for the app or enter your mobile phone number.

Contact the IT technical staff at [it@kvcc.edu](mailto:it@kvcc.edu) or go to the Student Computer Lab for help with any questions, if you forget your phone or get a new phone. Please include your Valley ID Number in your e-mail or bring photo ID with you when you visit the Student Computer Lab.

# **LEAVE BLANK**

**DUAL ENROLLMENT  
EFA MEDIA ARTS GUIDELINES  
ACCEPTANCE FORM**

**Turn in this page at Virtual orientation or by June 1, 2026, to Sose Klein at [sose.klein@kresa.org](mailto:sose.klein@kresa.org).**

I received a copy of the EFA Dual Enrollment Guidelines and reviewed them. By signing below, I acknowledge that I understand the requirements for successful completion of this program. **I understand if I do not pass fall semester course with a 2.0 GPA, I will not be eligible to continue in the EFA program.**

Student name (printed): \_\_\_\_\_

Student signature: \_\_\_\_\_

**By signing below, I acknowledge understanding the requirements for successful completion of this program.**

Parental/Legal Guardian name (printed): \_\_\_\_\_

Parental/Legal Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Summer Contact Information (please print legibly)**

**KVCC email:** \_\_\_\_\_ **@mail.kvcc.edu** Valley #: **V00** \_\_\_\_\_

(Plan to check this on a regular basis, beginning with your acceptance. KVCC & CTE will communicate with you through this email.)

Student Cell Number: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendent of Human Resources. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

# LEAVE BLANK

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## High School Authorization for Release of Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of eligible students' education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Directory Information, including a student's name, address, telephone numbers, date of birth, enrollment status, enrollment dates, major and degrees earned, may be shared without consent unless the student has placed a confidential hold on their records.

Kalamazoo Valley Community College will not release information, other than directory information, without an Authorization for Release of Information signed by the student, unless it is expressly allowed within the act. Even with this authorization, Kalamazoo Valley is not required to release any information. Upon request of the designated individual or organization, Kalamazoo Valley will use discretion when determining what information may be released.

Information will only be released to authorized parents or individuals in person with photo ID or by written request. Based on established relationships and allowances within FERPA, communication with high school personnel and college coordinators will occur via their identified contact methods or address. Only the most recently signed authorization will be honored. Your authorization will remain effective for the duration of your participation in the Early/Middle College or Dual Enrollment program or the defined period.

| Student's Identification                                                                                                                                                                                                                                                                                                                        |                                                                                   |                                                                                 |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|
| Name:                                                                                                                                                                                                                                                                                                                                           | First _____                                                                       | Middle Initial _____                                                            | Last _____ |
| Valley Number:                                                                                                                                                                                                                                                                                                                                  | V _____ If Valley Number is unknown, provide your birth date: _____               |                                                                                 |            |
| Reason for Disclosure                                                                                                                                                                                                                                                                                                                           |                                                                                   |                                                                                 |            |
| Participation in the                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> Early/Middle College program                             | <input checked="" type="checkbox"/> Postsecondary Enrollment Options Act (PSEO) |            |
|                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> Career Launch Kalamazoo (CLK) Pre-Apprenticeship Program |                                                                                 |            |
| Information to be Released                                                                                                                                                                                                                                                                                                                      |                                                                                   |                                                                                 |            |
| <input checked="" type="checkbox"/> All Educational Records (including, but not limited to, the items listed below)                                                                                                                                                                                                                             |                                                                                   |                                                                                 |            |
| Or, specify individual records: (check all that apply)                                                                                                                                                                                                                                                                                          |                                                                                   |                                                                                 |            |
| <u>Enrollment</u>                                                                                                                                                                                                                                                                                                                               | <u>Grades</u>                                                                     | <u>Financial</u>                                                                |            |
| <input type="checkbox"/> Class Schedule                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Grade Point Average (GPA)                                | <input type="checkbox"/> Tuition, fees, payment and refunds                     |            |
| <input type="checkbox"/> Number of credit hours enrolled in                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Grades                                                   | <input type="checkbox"/> Tuition Bill (includes class schedule)                 |            |
| <input type="checkbox"/> Program of Study Plan                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Transcript                                               |                                                                                 |            |
|                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> Placement Test Scores                                    |                                                                                 |            |
| <input type="checkbox"/> Other: _____                                                                                                                                                                                                                                                                                                           |                                                                                   |                                                                                 |            |
| Effective Dates of Authorization                                                                                                                                                                                                                                                                                                                |                                                                                   |                                                                                 |            |
| <input type="checkbox"/> Valid for the duration of participation in the Early/Middle College Program.                                                                                                                                                                                                                                           |                                                                                   |                                                                                 |            |
| <input checked="" type="checkbox"/> Valid for one academic year beginning April 1, 2026 and ending with reporting PSEO participation to the State June 30 the following year.                                                                                                                                                                   |                                                                                   |                                                                                 |            |
| <input type="checkbox"/> Valid from this date: _____ to this date: _____                                                                                                                                                                                                                                                                        |                                                                                   |                                                                                 |            |
| Note: The period cannot exceed one year.                                                                                                                                                                                                                                                                                                        |                                                                                   |                                                                                 |            |
| Student's Authorization                                                                                                                                                                                                                                                                                                                         |                                                                                   |                                                                                 |            |
| I authorize Kalamazoo Valley Community College to release the specified information to the individual or organization identified. This release remains in effect for the period defined above or until I provide a signed termination letter to the Kalamazoo Valley Admissions, Registration and Records office prior to that expiration date. |                                                                                   |                                                                                 |            |
| Signature: _____                                                                                                                                                                                                                                                                                                                                |                                                                                   | Date: _____                                                                     |            |

Please indicate on the back of this form to whom the information can be released.

## High School Authorization

Authorization allows KVCC faculty and staff to communicate with your high school principal, counselor or business/finance office representatives to provide appropriate support services, program evaluation, and grade reporting requirements. E-mail addresses are provided solely for the exchange of information that does not contain personally identifiable information from your education record, unless the message is encrypted or the confidential information is in a secured attachment.

### Kalamazoo County Schools:

- |                                                                                             |                                                                                                                     |                                                                                             |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Climax-Scotts High School<br>Ph: 269-746-2300<br>@csschools.net    | <input type="checkbox"/> Kalamazoo Central High School<br>Ph: 269-337-0300<br>@kalamazoopublicschools.net           | <input type="checkbox"/> Portage Central High School<br>269-323-5200<br>@portageps.org      |
| <input type="checkbox"/> Comstock High School<br>Ph: 269-250-8700<br>@comstockps.org        | <input type="checkbox"/> Kalamazoo Public Schools Administration<br>Ph: 269-337-0055<br>@kalamazoopublicschools.net | <input type="checkbox"/> Portage Northern High School<br>269-323-5400<br>@portageps.org     |
| <input type="checkbox"/> Galesburg-Augusta High School<br>Ph: 269-484-2010<br>@gacsnet.org  | <input type="checkbox"/> Loy Norrix High School<br>Ph: 269-337-0200<br>@kalamazoopublicschools.net                  | <input type="checkbox"/> Schoolcraft High School<br>269-488-7350<br>@schoolcraftschools.org |
| <input type="checkbox"/> Gull Lake Community Schools<br>Ph: 269-548-3500<br>@gulllakecs.org | <input type="checkbox"/> Parchment High School<br>269-488-1100<br>@parchment.k12.mi.us                              | <input type="checkbox"/> Vicksburg High School<br>269-321-1100<br>@vicksburgschools.org     |

### Van Buren County Schools:

- |                                                                                      |                                                                                      |                                                                                       |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Bangor High School<br>269-427-8844<br>@bangorvikings.org    | <input type="checkbox"/> Gobles High School<br>269-628-9347<br>@gobles.org           | <input type="checkbox"/> Mattawan High School<br>269-668-3361<br>@mattawanschools.org |
| <input type="checkbox"/> Bloomingdale High School<br>269-521-3917<br>@bdalecards.org | <input type="checkbox"/> Hartford High School<br>269-621-7000<br>@hpsmi.org          | <input type="checkbox"/> Paw Paw High School<br>269-415-5611<br>@ppps.org             |
| <input type="checkbox"/> Covert High School<br>269-764-3700<br>@covertps.org         | <input type="checkbox"/> Lawrence High School<br>269-674-8232<br>@lawrencetigers.com | <input type="checkbox"/> South Haven High School<br>269-637-0507<br>@shps.org         |
| <input type="checkbox"/> Decatur High School<br>269-423-8853<br>@raiderpride.org     | <input type="checkbox"/> Lawton High School<br>269-624-7806<br>@lawtoncs.org         |                                                                                       |

☐ Other: \_\_\_\_\_ Ph: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Early/Middle College and PSEO Representatives

Authorization allows Kalamazoo Valley faculty and staff, Early/Middle College representatives who coordinate with the high schools, and the high schools to exchange information and communicate with each other to provide appropriate support services, grade reporting and program evaluation.

- |                                                                                           |                  |                         |
|-------------------------------------------------------------------------------------------|------------------|-------------------------|
| <input checked="" type="checkbox"/> Kalamazoo Regional Educational Service Agency (KRESA) | Ph: 269-250-9200 | E-mail: @kresa.org      |
| <input type="checkbox"/> Gull Lake Early College                                          | Ph: 269-548-3400 | E-mail: @gulllakecs.org |
| <input type="checkbox"/> Van Buren Intermediate School District (VBISD)                   | Ph: 269-674-8001 | E-mail: @vbisd.org      |
| <input type="checkbox"/> Other: _____                                                     | Ph: _____        | E-mail: _____           |

## Parent or Individual Being Authorized

- ☐ Parent's name(s) \_\_\_\_\_
- ☐ Individual's name \_\_\_\_\_
- Relationship: \_\_\_\_\_

Admissions, Registration and Records Office, Room 9140  
6767 West O Ave, PO Box 4070, Kalamazoo, MI 49003-4070  
Phone: 269-488-4281, Fax: 269-488-4161, [arr@kvcc.edu](mailto:arr@kvcc.edu)

