



Acalanes Adult Education
1963 Tice Valley Boulevard, Walnut Creek, CA 94595
High School Concurrent Enrollment Form

School Year: _____ Quarter (check): Fall Winter Spring

Home School (check): AHS ACIS CHS LLHS MHS Out of District: _____

Student's Name: _____ Grade: _____ Birthdate: _____

Home Address: _____ City: _____ Zip: _____

Parent/Guardian: _____ Home Phone: _____ Cell Phone: _____

Parent Email Address: _____ Student Email Address: _____

Requested Class: _____ Units: _____ Day: _____ Time: _____

Reason for Enrollment: _____ Failed? Yes No

Acalanes Adult Education Attendance/Behavior/Credit Agreement

1. Concurrent enrollment of high students in Adult Secondary Education Classes is voluntary. **Priority enrollment for concurrent students is given to seniors who need core or elective credit for graduation.** Comprehensive high school guidance counselors are responsible for checking student grades/progress in Adult Education classes to ascertain graduation status.
2. **Concurrent students are required to complete 20 hours in the Acalanes Adult Education Learning Lab for each class enrolled in addition to regular class attendance and the completion of homework.**
3. An Acalanes Adult Education quarter is the equivalent of a comprehensive high school semester.
4. Discipline problems are not tolerated. The Acalanes Union High School District Behavior Policy applies to high school students. Any violation of Administrative Regulation 5144.1, or Education Code Sections 48900, 48915, or the attendance policy will result in the student being withdrawn from the class, and further disciplinary action at their home school.
5. **Students may not have more than two (2) absences during the quarter or they will be dropped from the class. Three (3) tardies = 1 absence. Tardies are less than ten (10) minutes. Students will be dropped for six (6) tardies, or 1 absence and 3 tardies.**
6. Parents/guardians are responsible for arranging transportation to and from Acalanes Adult Education at the Del Valle Education Center.
7. There are no fees for classes taken by concurrent students.
8. Adult students have priority enrolling in classes, and the class may be cancelled if no adult students are enrolled for that particular quarter.
9. Concurrent students must complete an Acalanes Adult Education Registration Form.
10. **The completed and signed concurrent enrollment form by the student, parent, guidance counselor and principal must be received by the Adult Education Office before the student begins class.**
11. No confirmation notice will be sent from the Acalanes Adult Education Office.

 Date Student's Signature Parent/Guardian's Signature

High School Site Approval

We verify that this student has a full schedule of classes, and counseled the student, and parent about adult education. (Ed Code §5200.1)

 Date Guidance Counselor's Signature Principal's Signature

Counselor Phone/Extension: _____ Email Address: _____

Note: If the student is enrolled in Special Education, please provide the name of the Learning Skills Teacher. Attach a copy of the IEP.

Learning Skills Teacher: _____ Phone/ Extension: _____

Acalanes Adult Education Approval

I accept this student into the program named above and will transmit grade information to the school on the completion of the course.

 Date Director's/Administrative Designee's Signature