

Name: \_\_\_\_\_  
Last First MI

Home Address: \_\_\_\_\_  
(Mailing Address/PO Box) APT # City State Zip Code

Email Address: \_\_\_\_\_ DE K-12 Student ID# \_\_\_\_\_

SSN or TIN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender (Check one)  Female  Male

<small>Home Phone</small>	<small>Cell Phone</small>	<small>Emergency Phone</small>

Emergency Contact Name \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer Phone Number: \_\_\_\_\_

Are you an English as a Second Language Learner?  No  Yes Location of Last School Completed  US Based  Non-US Based

**Please answer all questions**

<b>LAST GRADE LEVEL OR DEGREE COMPLETED</b>	<b>Check one:</b> <input type="checkbox"/> No Schooling <input type="checkbox"/> Grades 1-5 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> No Diploma Grades 9-12 <input type="checkbox"/> H.S. Diploma <input type="checkbox"/> GED® <input type="checkbox"/> Some College, No Degree <input type="checkbox"/> College or Professional Degree
<b>ETHNICITY AND RACE</b>	<b>1) Check one:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino  <b>2) Check all that apply:</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White
<b>WORK STATUS</b>	<b>Check all that apply:</b> <input type="checkbox"/> Employed <i>Full or Part Time</i> <input type="checkbox"/> Employed, but received Notice of Termination or Military Separation is pending <input type="checkbox"/> Unemployed <i>Available and actively seeking a job</i> <input type="checkbox"/> Not in Labor Force <i>Not employed and not seeking a job</i>
<b>BARRIERS TO EMPLOYMENT</b>	<b>Check all that apply:</b> <input type="checkbox"/> Low Literacy Levels <input type="checkbox"/> English Language Learner <input type="checkbox"/> Cultural Barriers <input type="checkbox"/> Disabled <input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> Low-Income Individual <input type="checkbox"/> Ex Offender <input type="checkbox"/> Exhausting TANF Within Two Years <input type="checkbox"/> Foster Child <input type="checkbox"/> Homeless <input type="checkbox"/> Long Term Unemployed <input type="checkbox"/> Migrant and/or Seasonal Farmworker <input type="checkbox"/> Single Parent/Guardian
<b>FAMILY INCOME &amp; FEDERAL OR STATE ASSISTANCE</b>	<b>Check one:</b> <input type="checkbox"/> \$0-10,830 <input type="checkbox"/> \$10,831-14,570 <input type="checkbox"/> \$14,571-18,310 <input type="checkbox"/> \$18,311-22,050 <input type="checkbox"/> \$22,051-25,790 <input type="checkbox"/> \$25,791-29,530 <input type="checkbox"/> \$29,531-33,270 <input type="checkbox"/> \$33,271-37,010 <input type="checkbox"/> \$37,011-40,000 <input type="checkbox"/> >\$40,001 <b>Check all that apply:</b> <input type="checkbox"/> Assistance for food <input type="checkbox"/> Medicaid <input type="checkbox"/> SSI <input type="checkbox"/> Unemployment Insurance <input type="checkbox"/> WIC
<b>INTERNET ACCESS</b>	<b>Check all devices available for your use to access the Internet:</b> <input type="checkbox"/> Computer (desktop or laptop) <input type="checkbox"/> Android Phone <input type="checkbox"/> iPhone <input type="checkbox"/> Android Tablet <input type="checkbox"/> iPad <input type="checkbox"/> Chrome Book <input type="checkbox"/> Other device

Last Date Attended School \_\_\_\_\_ Name of Last School Attended \_\_\_\_\_

Have you taken any tests of the GED® Exam?  No  Yes Year High School Diploma or GED® issued \_\_\_\_\_

Previously enrolled in Adult Education or James H. Groves Classes?  No  Yes-- If yes, where? \_\_\_\_\_

Referred by: (check box)  Friend/Family  Social Media  Advertisement  Agency/Social Service  Other \_\_\_\_\_

*Delaware adult education programs comply with the Americans with Disabilities Act of 2010.  
 If you need a special accommodation, please notify your center.*

**Release of Information**

*I authorize the Delaware Department of Education and the local ABE program to release my Social Security Number; assessment results; scores of any secondary credential exams; and email addresses and cell phone numbers for purposes of education accountability reporting and employment research/reports. I also authorize the Delaware Department of Labor and United States Department of Labor to release my personal employment information and personal identifying information to the Delaware Department of Education and United States Department of Education to compile performance metrics data related to state or federal grants or to the Workforce Innovation and Opportunity Act.*

\_\_\_\_\_  
 Student Signature (Pen Only) \_\_\_\_\_ Date

# DELAWARE ADULT EDUCATION STUDENT INTAKE FORM FY21



Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please select goals that are attainable this school year.

STATE GOALS	Date Set	Date Met
Retain a Job		
Completion of Digital Literacy Activities		
Completion of a Civics COA		
Completion of Workforce Preparation Activities		
Completion of a Career Plan		
Completion of 2 or more GED® Subtests passed		
Completion of Financial Literacy Activities		
Completion of a Transition to Employment or Post-Secondary/Training COA		
Groves – Obtain a Job		

For Program Use Only

	<i>Re-test Date</i>	<i>Re-test SS*</i>	<i>Form/ Level</i>		<i>Re-test Date</i>	<i>Re-test SS*</i>	<i>Form/ Level</i>
TABE Reading Scaled Score							
TABE Total Math Scaled Score							
BEST Plus Scaled Score							

	Assessment Date	Placement Level
COA Transition to Employment Writing COA Writing Instructional Level Assessment (WILA)		

	<i>Pre-test Date</i>	<i>Pre-test SS*</i>	<i>Form/ Level</i>		<i>Re-test Date</i>	<i>Re-test SS*</i>	<i>Form/ Level</i>
TABE Reading Scaled Score							
TABE Total Math Scaled Score							
BEST Plus Scaled Score							

# CHRISTINA

## ADULT PROGRAMS

### Personal Information

**Full Name:** \_\_\_\_\_  
*Last* *First* *M.I.*

**Address:** \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *Zip Code*

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Marital Status:** \_\_\_\_\_

**Spouse's Name:** \_\_\_\_\_

**Spouses' Employer:** \_\_\_\_\_ **Spouse Work Phone:** \_\_\_\_\_

**What is your native language?** \_\_\_\_\_

### Emergency Contact Information

**Full Name:** \_\_\_\_\_  
*Last* *First* *M.I.*

**Address:** \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *Zip Code*

**Primary Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

The purpose of this form is for the Groves Administrator/ Transition Coordinator to have a record of employment for each student. The Department of Education and the Department of Labor collaborate and data match students and their employment status.  
Thank you for your assistance.



**Work Information**

**Company Name:** \_\_\_\_\_

**Direct Supervisor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

*Street Address*

*City*

*State*

*Zip Code*

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Hire Date:** \_\_\_\_\_

**Occupation Type:** Circle One

Administrative

Sales Associate

Construction

Agriculture

Food Service

Military

Child Care

House Keeper

Other-Please specify \_\_\_\_\_

**Type of Employer:** Circle One

Agriculture

Retail

Education

Construction

Transportation/Warehousing

Finance/Insurance/Real Estate

Manufacturing

Healthcare

Government

Other-Please specify \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Hourly Wage:** \_\_\_\_\_ **Average Hours/Week:** \_\_\_\_\_

**Description of Job Duties:** -

\_\_\_\_\_  
\_\_\_\_\_

The purpose of this form is for the Groves Administrator/ Transition Coordinator to have a record of employment for each student. The Department of Education and the Department of Labor collaborate and data match students and their employment status.  
Thank you for your assistance.



JAMES H. GROVES ADULT HIGH SCHOOL
Newark Center
STUDENT APPLICATION

School Year: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Form with fields for Last Name, First Name, Middle Name, Street, City/State, Zip Code, Home Phone, Cell Phone, and Work Phone.

Form with fields for Gender (circle one), Date of Birth, Last Grade Completed, Withdrawal Date, Last School Attended, and Reason for Withdrawal.

Form asking 'How did you hear find out about Christina Adult Education Programs?' with options: Counselor, Advertisement, Agency/Social Service, Newspaper, Friend/Family, Social Media, Website, Searched Internet, Other.

Write a paragraph explaining your reason for applying to Groves:

I certify that the information provided is true to the best of my knowledge and I am aware that the information I have provided is subject to review and verification.

Applicant Signature: \_\_\_\_\_



**JAMES H. GROVES ADULT HIGH SCHOOL**  
**STUDENT HANDBOOK ACKNOWLEDGEMENT and ACCEPTANCE of RULES & REGULATIONS**  
**(Newark Location)**

1. Students attending James H. Groves High School courses shall attend a minimum of 85% of the course hours in order to receive credit for the course. No provision is made for excused absences. Tardies, leaving class for extended time or leaving class early are counted as absentee time. Students who exceed the attendance policy may not be awarded credit for the course in which the attendance exceeds the attendance required to receive credit.
2. Students are not to arrive or leave the facility more than fifteen minutes before or after class time.
3. Student absences will be monitored by counselors and site coordinators.
4. Students are not to leave class without the permission of the teacher. Students who leave class, for other than an emergency, may not be permitted to return to that class that evening and will be marked absent.
5. There is a five (5) minute break period at the end of the class period. Classes will begin promptly at the designated time. There will be no breaks during instructional time.
6. Students are not permitted to wander throughout the building, or to be in any part of the building other than where their classes are being held.
7. When a student leaves the building, he/she is to leave the school premises and is not to return that evening.
8. Delaware State law prohibits the use of any and all tobacco products in all school buildings and on school property at any time.
9. The student is responsible for all materials borrowed from the school. If lost, payment is expected for the materials. School books are borrowed and are to be returned before any grades are released.
10. Unsatisfactory conduct such as drug abuse, consumption or possession of alcoholic beverages, insubordination, willful destruction or defacing of school property, and/or breach of the peace will result in automatic disenrollment and court action-regardless of age.
11. All students are expected to respond and behave as adults and will act accordingly, accepting responsibility for their educational efforts. This includes providing ideas and input to their instructors, in a constructive manner, in an effort to improve the program as needed to meet student needs.
12. Pagers, beepers, cellular phones, portable CD/Cassette players, headphones, or any other type of communication devices are to be turned off during class time. Violation of this policy may result in automatic disenrollment.
13. The student will follow all subsequent rules and policies of the Christina School District and/or district where the educational program is located.

**I, the undersigned, have received, read and understand the contents of the James H. Groves Adult High School, Newark Center, Student Handbook. I also understand and agree to abide by the rules, regulations, and policies of James H. Groves Adult High School and the Christina School District.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

James H. Groves Adult High School  
Newark Center  
925 Bear Corbitt Road  
Bear, Delaware 19701

Phone: (302) 454-2400

Fax: (302) 454-2272

## REQUEST FOR TRANSCRIPT and SCHOOL RECORDS

### DISCLOSURE OF PUPIL'S SCHOOL RECORDS

Permission for Release of School Information  
Under Provision of P.L. 93-380, Title V, Section 438 (Privacy Act),

James H. Groves Adult High School is a State of Delaware program for adults and out-of-school youth to complete a secondary school credential: Diploma or GED® The individual named below is enrolling at the James H. Groves Adult High School, Newark Center. Please forward records including transcript of high school courses, grades, credits and Active IEP (if applicable).

PLEASE PRINT

TO: Name of School \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I request and authorize the release of my records to the:

**JAMES H. GROVES ADULT HIGH SCHOOL, NEWARK CENTER**

Student Name \_\_\_\_\_ (*Maiden Name*)

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Approximate Date of Withdrawal \_\_\_\_/\_\_\_\_ (month/year)

Current Student Address \_\_\_\_\_  
\_\_\_\_\_

Current Telephone # \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if student is less than 18 years of age)

Date of first request \_\_\_\_\_ Date of second request \_\_\_\_\_

Date reply is received \_\_\_\_\_

Managed by Christina School District Adult Programs  
Under Agreement with the Delaware Department of Education  
Accredited by Middle States Association of Schools and Colleges



## Acceptable Use Policy Form

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Technology is used in the Christina School District to support teaching and learning. Users of the District's computers and networks and the Internet (Web, e-mail, chat, messaging, etc.) are responsible for their actions. The use of technology in the District must be consistent with the academic goals of the school and the District. Access to the technology is given to students who agree to act in a considerate manner and follow the Christina School District Code of Conduct, the State of Delaware Acceptable Use Policy and school rules when using the system. Computer files and network storage areas will be treated like student lockers. System administrator and school staff may monitor or review files and communications to maintain systems integrity and to ensure responsible system use. Violations may result in the loss of access as well as other disciplinary or legal action.

**NOTE:** The District employs blocking and filtering measures to restrict access to material harmful to minors.

### *Acceptable uses of technology for students*

- Using technology in the District in a manner consistent with the academic goals of the school and District
  - Accessing systems using only authorized usernames/passwords
- Unacceptable uses of technology for students (may result in disciplinary or legal action)*
- Harassing, insulting, or attacking others
  - Intentionally damaging computers, software, systems or networks
  - Revealing personal information or parents' personal information such as address, telephone number, and credit card numbers. etc.
  - Sending or displaying messages or pictures that are offensive
  - Using obscene or profane language
  - Violating copyright laws
  - Using the network for illegal or commercial purposes, including "hacking" and other unauthorized access
  - Using or bypassing another person's username and password
  - Trespassing in another's folder, work, or files

As a user of technology in the Christina School District I hereby agree to comply with the Acceptable Use Policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have a home email account, write your email address below:  
(sample: [Roy4@gmail.net](mailto:Roy4@gmail.net))





## Permission for Media Exposure

**On occasion, the local news reporters and our Christina staff do feature pieces on school events and activities. Please indicate if you do or do not want your picture or work in the newspaper or used in any other media release.**

\_\_\_\_\_ **Yes, my picture or work may be used in the media.**

\_\_\_\_\_ **No, I do not want my picture or work used in the media.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**On occasion, the program advertises or promotes the program using social media. In addition, events, parties, gatherings, and other classroom activities are photographed and showcased on these platforms. Please indicate if you do or do not want your picture or work posted.**

\_\_\_\_\_ **Yes, my picture or work may be used on social media.**

\_\_\_\_\_ **No, I do not want my picture or work used on social media.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**



## General Assistance Referral Form

Name \_\_\_\_\_

Date \_\_\_\_\_

**Directions:** Please enter a check mark next to the box or boxes in which you are in need of assistance and/or would like to receive more information about.

- Food Stamps
- Temporary Assistance to a needy family
- Expungement Services
- Job Training Opportunities
- Child Support
- Child Care
- Services for the Visually Impaired
- Services for Senior Citizens, including employment
- Services for Adult with Physical Disabilities
- Housing
- Assistance with Managing Finances
- Information on setting up a small business
- Job Corps
- Veterans Benefits
- Libraries Services
- Refugee Services
- Unemployment Insurance
- Health Information from Public Health
- Child's Education
- Job Search
- Transportation (DART Ride Share)
- Foreign Labor Certification and Work Permits
- Citizenship
- Other \_\_\_\_\_