



Registration Form – Adult Education at DC 1707

Directions: (Please read carefully.)

Step 1 – Check the workshop and/or class(es) you want. This form is for one workshop/class only. Use additional forms for additional workshops/classes. Pre-registration is required. Admission is based on a first-come, first-served basis.

Step 2 – Submit a money order (no checks or cash accepted) for the workshop and/or class deposit(s).
(Money orders are available at your bank or credit union, US Post Office or at a local check cashing company.)

Step 3 – Make the Money Order payable to: DC 1707 Educational Corporation

Step 4 – Mail this form, the Money Order, a copy of your membership card (if member) and the Individual Student Record Form to: DC 1707 Educational Corp., 420 West 45th Street, NY, NY 10036.

Step 5 – If accepted, you will receive a confirmation letter with dates and the location of the workshops/classes.

Questions? Call the Education Department at 212-219-0022.

Workshops

Violence Prevention – Latecomers will not be admitted.

_____ Saturday, 9:30 – 12:00, February 4, 2012

_____ Saturday, 9:30 – 12:00, May 5, 2012

Free for DC 1707 members; \$40 for nonmembers.

Child Abuse – Latecomers will not be admitted.

_____ Saturday, 12:30 – 3:00, February 4, 2012

_____ Friday, 5:30 – 8:00, March 30, 2012

_____ Saturday, 12:30 -3:00, May 5, 2012

Free for DC 1707 members; \$40 for nonmembers.

CPR/First Aid – Latecomers will not be admitted.

_____ Saturday, 9:00 – 4:00, February 4, 2012

_____ Saturday, 9:00 – 4:00, May 5, 2012

\$45 for DC 1707 members; \$90 for nonmembers;

CPR only: \$35 for DC 1707 members; \$70 for nonmembers

Infectious Diseases – Latecomers will not be admitted.

_____ Thursday, 6:00 – 8:00, February 23, 2012

Free for DC 1707 members; \$25 for nonmembers.

Driving Defensively – Latecomers will not be admitted.

_____ Saturday, 8:30 – 3:00, February 4, 2012

_____ Saturday, 8:30 – 3:00, May 5, 2012

Must have a valid NY Driver's License

\$15 for DC 1707 members; \$25 for nonmembers

Interested in the CDA Program? CDA Program starts in January 2012! Call the Education Department for more information: 212-219-0022.

Classes

\$25 for DC 1707 members and \$50 for nonmembers; fee is refundable with perfect attendance. Upon pre-registration, class dates will be confirmed. Call 212-219-0022 for enrollment and date confirmation.

General Classes:	Days	Time	Dates
___ Conversational Spanish	M&W	5:45pm–8:45pm	2/27
___ American Sign Language	M&W	6:00pm–8:00pm	2/27
___ GED Prep	SAT	10:00am–2:00pm	TBA
___ English as a Second Language	SAT	10:00am–2:00pm	TBA

Computer Classes:

___ Introduction to Computers	SAT	10:00am–2:00pm	2/4
___ Basic Word	SAT	10:00am–2:00pm	3/3
___ Intermediate Word	SAT	10:00am– 2:00pm	3/31
___ Advanced Word	SAT	10:00am– 2:00pm	4/28
___ Basic Excel	SAT	10:00am–2:00pm	3/24
___ Intermediate Excel	SAT	10:00am–2:00pm	4/28
___ Advanced Excel	SAT	10:00am–2:00pm	2/25
___ Power Point (one day class)	SAT	10:00am–4:00pm	2/4
___ Publisher (one day class)	SAT	10:00am–4:00pm	2/11
___ Web Design	T&TH	5:45pm–8:45pm	TBA
___ Basic QuickBooks	T&Th	5:45pm–8:45pm	TBA
___ Advanced QuickBooks	T&Th	5:45pm–8:45pm	TBA

Education Preparatory Classes:

___ LAST Prep	T&Th	5:45pm–8:45pm	1/17
___ ATAS Prep	SAT	10:00am–2:00pm	1/21
___ ATS-W Prep	T&Th	5:45pm–8:45pm	1/24
___ CST Prep	SAT	10:00am–2:00pm	1/21

First name _____ Middle/Maiden _____ Last name _____

Address _____ Apt. _____

City _____ State _____ ZIP _____ Social Security Number _____

Email Address _____ Date of Birth _____

Telephone (W) _____ (H) _____ (C) _____

Please circle your local union: 95 107 205 215 253 389 or check here if a nonmember _____

Check only if returning student

INDIVIDUAL STUDENT RECORD FORM

AGENCY

First Name: _____ Last Name: _____ Union Affiliation: _____ Local: _____
 Date of Birth: _____ SS#: _____ Original Program Start Date: _____ Member _____ Family of member: _____
 Address: _____ Apt.#: _____ E-Mail: _____ Home Phone: _____
 City: _____ State: _____ Zip: _____ Cell Phone: _____ Work Phone: _____

<p>2. Sex <input type="radio"/> Male <input type="radio"/> Female</p> <p>3. Race/ Ethnic Identity</p> <p><input type="radio"/> A1 Native American</p> <p><input type="radio"/> A2 Alaskan American</p> <p><input type="radio"/> B1 Asian</p> <p><input type="radio"/> B2 Pacific Islander</p> <p><input type="radio"/> C1 African American</p> <p><input type="radio"/> C2 Afro-Caribbean</p> <p><input type="radio"/> C3 African</p> <p><input type="radio"/> D Latino/ a</p> <p><input type="radio"/> E1 White (not Latino/ a)</p> <p><input type="radio"/> E2 Other</p>	<p>4. Employment Status (check One)</p> <p><input type="radio"/> A Employed Full – Time</p> <p><input type="radio"/> B Employed Part – Time</p> <p><input type="radio"/> C Unemployed 1 year or more and available to work</p> <p><input type="radio"/> D Unemployed less than 1 year and available to work</p> <p><input type="radio"/> E Not available for employment</p> <hr/> <p>5. Funding Source: _____</p>	<p>6. Public Assistance</p> <p><input type="radio"/> Not receiving Public Assistance</p> <p><input type="radio"/> A TANF</p> <p><input type="radio"/> B Food Stamps</p> <p><input type="radio"/> C Refugee Cash Assistance</p> <p><input type="radio"/> D Old – aged Assistance</p> <p><input type="radio"/> Safety Net</p> <p><input type="radio"/> Aid to the Blind or Totally Disabled</p> <p><input type="radio"/> O Other, Specify _____</p> <p>Case Number _____</p>	<p>7. Nationality</p> <p>Country of Birth: _____</p> <p>Date of US Settlement: ____ / ____ / ____</p> <p>Native Language _____</p> <p>Immigrant? Yes ____ No ____</p> <p>Refugee? Yes ____ No ____</p>
<p>8. School Aged Children Is the student the parent or guardian of the children under the age of 21?</p> <p>Parent/ Guardian Yes ____ No ____</p> <p>Single Parent Yes ____ No ____</p> <p>If yes to above, enter number of children at each level PreS ____ Elem ____ JHS ____ HS ____</p>	<p>10. Population Categories</p> <p><input type="radio"/> A Homeless</p> <p><input type="radio"/> B In Correctional Facility</p> <p><input type="radio"/> C Other Institutionalized</p> <p><input type="radio"/> D High School Graduates or Equivalent</p> <p><input type="radio"/> E Displaced Homemakers</p> <p><input type="radio"/> F Head of Household</p> <p><input type="radio"/> G Disabled</p> <p><input type="radio"/> H Enrolled in Other Education/Training</p> <p><input type="radio"/> I Veterans</p> <p><input type="radio"/> J Dislocated Workers</p> <p><input type="radio"/> K Employed at 200% of Poverty Level</p> <p><input type="radio"/> M Low Income</p> <p><input type="radio"/> R Resident of Public Housing</p> <p><input type="radio"/> Q Learning Disabled</p> <p><input type="radio"/> V Other: _____</p> <p><input type="radio"/> W Non Native English Speaker</p>	<p>11. Referral Source</p> <p><input type="radio"/> A Another Student</p> <p><input type="radio"/> B TV</p> <p><input type="radio"/> C Newspaper</p> <p><input type="radio"/> D Friend or Relative</p> <p><input type="radio"/> E Social Service Agency</p> <p><input type="radio"/> F Education Program</p> <p><input type="radio"/> G Training Program</p> <p><input type="radio"/> H Recruitment Poster/Flyer</p> <p><input type="radio"/> I GED Program</p> <p><input type="radio"/> J One-Stop</p> <p><input type="radio"/> K Radio</p> <p><input type="radio"/> L Library</p> <p><input type="radio"/> M Phonebook</p> <p><input type="radio"/> N Web Site</p> <p><input type="radio"/> O Other Literacy Organization</p> <p><input type="radio"/> P Returning Student</p> <p><input type="radio"/> R Workers Union</p> <p><input type="radio"/> S Employer</p> <p><input type="radio"/> X Other, specify _____.</p> <p><input type="radio"/> Y Church</p>	<p>12. Short-term Student Goals</p> <p><input type="radio"/> 1 Improve Basic Literacy Skills</p> <p><input type="radio"/> 2 Improve English Literacy Skills</p> <p><input type="radio"/> 3 Obtain a Job</p> <p><input type="radio"/> 4 Retain Current Job</p> <p><input type="radio"/> 5 Improve Current Job</p> <p><input type="radio"/> 6 Earn GED Certificate</p> <p><input type="radio"/> 7 Earn a Secondary School Diploma</p> <p><input type="radio"/> 8 Enter Post-Secondary Education</p> <p><input type="radio"/> 9 Enter Training</p> <p>Other Student Goals</p> <p><input type="radio"/> 10 Obtain Citizenship Skills</p> <p><input type="radio"/> 11 Reduce Public Assistance</p> <p><input type="radio"/> 12 Get Involved in Community Activities</p> <p><input type="radio"/> 13 Get Involved in Children’s Education</p> <p><input type="radio"/> 14 Get Involved in Children’s Literacy Activities</p> <p>Other: _____</p>
<p>9. Educational Background</p> <p>Highest Grade completed in U.S. _____</p> <p>Highest Credential from Other Countries:</p> <p><input type="radio"/> Non High School</p> <p><input type="radio"/> High School or Sec School Diploma/GED</p> <p><input type="radio"/> Undergrad/Bachelor’s /Baccalaureate</p> <p><input type="radio"/> Master’s/Graduate Degree</p> <p><input type="radio"/> PhD/Doctorate</p> <p>Years of Schooling in Other Countries _____</p>			

13. Pretest Information

Test Name	Test Type		Test Date	Subscores				GE	Total
	Level	Form							

14. Initial Classes

Class Code

Date of Enrollment

____ / ____ / ____
 ____ / ____ / ____
 ____ / ____ / ____

Form Completed By _____ Date: _____ Teacher Name _____
 Employer _____ Shift _____ Job Title _____ Work Location _____ Days of Class: _____ Time: _____