

STUDENT CHECKLIST

Semester _____

Below is a list of *Student Records* that need to be completed and submitted to Adult Ed. If you, the instructor, want to keep copies of any of the students work on hand for your files, feel free to make copies and **submit the original**. ONCE A STUDENT IS NO LONGER ATTENDING CLASS, PLEASE COMPLETE AND SUBMIT TO ADULT ED.

<i>Student's Name:</i> _____	<i>SS #:</i> _____
------------------------------	--------------------

- _____ College and Career Plan (Includes the 10 Minute Interview)
- _____ Intent to Enroll (LLC application) *STUDENT SIGNED
- _____ Adult Education Intake Form * STUDENT AND TEACHER SIGN
- _____ Separation Form (High School Withdrawal Form - for student under age 18)
- _____ Primary Goal _____
- _____ Locator – TABE _____ Pre-TABE Level E M D A
- _____ Career Narrative (Writing Sample) _____ Math Sample
- _____ Constitution (please list passed or not passed)
- _____ Student Progress Report (to be completed and mailed in once student quits class)
- _____ Post-TABE Level E M D A _____ GED Practice Test
- _____ F.A.F.S.A. Worksheet (Free Application for Federal Student Aid completed online)
- _____ I.R.I.S (Internet Registration & Information System)
- _____ P.O.S. (Program of Study)
- _____ Placement Testing/Advisement
- _____ L.E.A.P/T.R.I.O
- _____ Student I.D.
- _____ Adult Education Student Orientation
- _____ Compass Placement Testing