



Adult Basic Education Entry Record

OFFICE USE ONLY	
Laces ID:	_____
Date of Entry to Class:	_____
Class Number:	_____

Date: _____

Social Security Number: _____ Birthdate: _____

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Phone: _____

E-mail: _____

Have you taken ABE/ESL classes at NNLC?

- Yes
- No

Class Schedule Preference

- Morning 9:00AM – 11:30AM
- Evening 5:30PM – 8:00PM

Gender

- Female
- Male

Are you Hispanic or Latino?

- Yes
- No

What is your ethnicity?

- American Indian or Alaska Native
- Asian
- African American
- Native Hawaiian or other Pacific Islander
- White
- Filipino
- African
- Other _____

What is your native language? _____

Employment Status

- Employed
- Not Employed but Actively Seeking Employment
- Not Employed and NOT Seeking Employment

Employer: _____

Phone Number: _____

Highest Education Level Completed in ANY Country

- None
- GED/HSE
- Grade or Years in School** _____
- High School Graduate
- Technical Certificate
- Foreign Secondary Diploma
- Some College No Degree
- College or Professional Degree

Location of Highest Level of Education

- United States
- Non-United States Schooling

Emergency Contact Name: _____

Emergency Contact Relation: _____

Phone Number: _____

Who referred you to NNLC?

- JOIN
- TANF
- SNAP
- Washoe County Social Services
- Children's Cabinet
- Job Connect
 - Reno
 - Sparks
- Vocational Rehabilitation
- Community Services Agency
- Reno-Sparks Gospel Mission
- Catholic Charities of Northern Nevada
- Career College of Northern Nevada
- Court System
- Other _____



Employment Barriers

- | | |
|--|--|
| <input type="checkbox"/> Cultural Barriers | <input type="checkbox"/> Long Term Unemployed |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Low Literacy Levels |
| <input type="checkbox"/> Displaced Homemaker | <input type="checkbox"/> Migrant Farmworker |
| <input type="checkbox"/> Economic Disadvantage | <input type="checkbox"/> Seasonal Farmworker |
| <input type="checkbox"/> English Language Learner | <input type="checkbox"/> Single Parent or Guardian |
| <input type="checkbox"/> Ex Offender | <input type="checkbox"/> Public Assistance |
| <input type="checkbox"/> Exiting TANF Within Two Years | <input type="checkbox"/> Dislocated Worker |
| <input type="checkbox"/> Foster Care Youth | <input type="checkbox"/> Migrant Worker |
| <input type="checkbox"/> Homeless | |

NNLC Commitment Agreement

I commit to complete a minimum of _____ hours. **Initial** _____

NNLC Privacy Policy

I give my permission to Northern Nevada Literacy Council to speak to anyone who answers the phone numbers given regarding my attendance at Northern Nevada Literacy Council.

Initial _____

I give my permission to Northern Nevada Literacy Council to contact my emergency contact in case of emergency. Northern Nevada Literacy Council has my permission to talk to anyone who answers the phone in case of emergency.

Initial _____

I give my permission to Northern Nevada Literacy Council to take photos of me during special events and other times as needed to use in publications or for promotional and educational purposes to promote NNLC's program of instruction or Adult Basic Education in Nevada.

Initial _____

I give my permission to Northern Nevada Literacy Council to contact me via text or email on an automated system.

Initial _____

I do NOT want NNLC to give any information to the following people or agencies:

Signature _____ Date _____



STATE OF NEVADA
Adult Basic Education
Informed Consent Form

I, _____, consent to the release of information from my student record for the purposes of statistical reports.

I understand that this information is to assist the Nevada Department of Education in obtaining and reporting information concerning employment and education gains as required by federal legislation and regulations.

I understand that the student record includes my social security number, which may be shared by the Nevada Department of Education with any of the following entities:

- Nevada Department of Employment Training and Rehabilitation
- Nevada System of Higher Education

I understand that reports based on this information will contain statistics about follow-up measures for adult education students in Nevada, and that no specific or personal information about me will appear in these reports.

Student Social Security Number

Signature of Student

Date

Note: Parent/Guardian signature also required for students under the age of eighteen.

Parent/Guardian Name

Signature of Parent/Guardian

Date



NNLC Policies

Dress Code

The teachers and NNLC staff have the right to ask a student to leave the school if their clothing is distracting to other students. No 'gang-related' clothing, sometimes described as over-sized clothing and other clothing meant to show affiliation with a certain gang or group, such as certain colors, logos, brand names, or arrangement.

No suggestively-themed T-shirts or any clothing with slogans that depicts lewd or sexually explicit behavior, indecent drug use, or questionable content will be permitted.

No low-cut blouses/shirts and exposed cleavage or clothing that exposes skin on midribs, navels and lower backs. Tops must cover the upper and middle torso at all times. Skirts, pants or shorts must cover the lower torso with no skin showing between the top and bottom clothing.

No pajamas, lounge wear or bath robes. No "Baggy pants" that exposes underwear or body parts in a way that is indecent or vulgar.

Harassment

Any student who is heard making racist, sexist, profane or derogatory comments, including swearing may be asked to stop making these comments and could be asked to leave the school.

Gifts for staff and teachers

Students are asked not to give staff or teachers any gifts.

Food

Students are asked not to bring food unless on graduation days when they may bring food to share with the other classes.

Smoking

Please note that there are no smoking breaks, you may smoke before or after your scheduled classes. Smoking is allowed only outside and you must do so 25 feet away from the building.

Children

Children are not allowed to attend classes with their parents, family members, or guardians.

Drugs and Alcohol

Drugs and alcohol are not allowed on the NNLC campus. Please do not attend school while under any type of drug or alcohol influence.

Cell phones

No cell phone usage during class. Please make sure your phones are on silent and/or vibrate.

Parking

Please park on designated areas only. Ask front desk staff if you have any questions.