

# Northern Nevada Literacy Council Prospective Student Application



OFFICE USE ONLY

LACES ID:

\_\_\_\_\_

Date of Application: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

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

Email: \_\_\_\_\_ Native Language: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

## PROGRAM OF ENROLLMENT

### Primary Programs:

- High School Equivalency (HSE):** Prepare to earn a diploma by passing the GED or HiSET.
- HSE Distance:** Prepare to earn a diploma by passing the GED or HiSET using a self-paced online platform with instructor support.
- English as a Second Language (ESL):** Learn and improve English for daily life and work.
- ESL Distance:** Learn and improve English for daily life and work using a self-paced online platform with instructor support.
- YouthBuild:** HSE preparation, job training, and leadership for 16-24 year olds interested in the construction trades.

### Primary Program Schedule Preference:

- Morning Session:** Monday through Thursday, 9AM – 11:30AM (10 hours per week)
- Evening Session:** Monday through Thursday, 5:30PM – 8PM (10 hours per week)
- Distance Program** students do not have a set schedule, but are required to complete 10 hours per week online
- YouthBuild** has a set schedule of Monday through Friday, 8AM – 12PM (20 hours per week)

### Secondary Programs: Must be co-enrolled in a Primary Program to qualify.

- Certified Administrative Assistant (IET):** Prepare for entry level jobs as administrative support in office settings.
- NCCER Core Construction (IET):** A hands-on training program that teaches basic construction skills and safety.
- Family Reading Program:** Parents learn strategies to support their children's reading and learning at home.
- ESL for US Civics (Citizenship Preparation):** Support English language acquisition through U.S. history, government, and civics classes to help prepare for the naturalization interview and test.

## DEMOGRAPHIC INFORMATION

We collect demographic information to meet federal and state reporting requirements and to help us improve services for all learners. Your responses are confidential and will only be used for program planning, funding, and compliance purposes. Providing this information will not affect your eligibility in our programs.

We value your privacy and are committed to creating a respectful and inclusive learning environment.

### Sex

- Male
- Female

### Are you Hispanic or Latino/a/x?

- Yes
- No

### What is your race? Check all that apply.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

## EDUCATIONAL HISTORY

### What is the highest level of education you completed?

- No Schooling
- Kindergarten
- 1<sup>st</sup> Grade
- 2<sup>nd</sup> Grade
- 3<sup>rd</sup> Grade
- 4<sup>th</sup> Grade
- 5<sup>th</sup> Grade
- Secondary School Diploma or Alternate Credential (Special Education Diploma or Certificate of Completion)
- Secondary School Equivalent (HiSET/GED/TASC)
- 6<sup>th</sup> Grade
- 7<sup>th</sup> Grade
- 8<sup>th</sup> Grade
- 9<sup>th</sup> Grade – No Diploma
- 10<sup>th</sup> Grade – No Diploma
- 11<sup>th</sup> Grade – No Diploma
- 12<sup>th</sup> Grade – No Diploma
- Some Postsecondary Education, No Degree
- Postsecondary or Professional Degree

### Where did you complete the highest level of education?

- U.S. Based Schooling
- Non-U.S. Based Schooling

### What was the last high school you attended?

- AACT
- Damonte HS
- Debbie Smith CTE Academy
- Galena HS
- Gerlach HS
- Hug HS
- Incline HS
- Innovations HS
- McQueen HS
- North Valleys HS
- Reed HS
- Reno HS
- Rise Academy
- Spanish Springs HS
- Sparks HS
- TMCC HS
- Washoe Inspire
- Wooster HS
- Other \_\_\_\_\_

What year did you last attend high school? \_\_\_\_\_

## EMPLOYMENT HISTORY

### What is your employment status?

- Employed
- Unemployed but looking for work
- Unemployed but NOT looking for work
- Employed with Separation Notice

### Barriers to Employment

We collect barrier to employment information to meet federal and state reporting requirements and to help us improve services for all learners. Your responses are confidential and will only be used for program planning, funding, and compliance purposes. Providing this information will not affect your eligibility in our programs.

Please check all that apply:

- Cultural Barriers** – Challenges due to cultural differences that affect communication or access to services.
- Disability** – A physical, mental, or emotional condition that limits major life activities.
- Displaced Homemaker** – Someone who previously relied on family income but now needs to support themselves due to separation, divorce, or loss of support.
- Low Income** – Meets federal poverty guidelines or receives public assistance.
- English Language Learner** – Struggles with reading, writing, or speaking English.
- Ex-Offender** – Has a criminal record or has been involved with the justice system.
- Exhausting TANF Within Two Years** – Will lose Temporary Assistance for Needy Families (TANF) benefits within two years.
- Foster Care Youth** – Currently or formerly in the foster care system.
- Homeless** – Lacks stable housing or lives in temporary shelters.
- Long-Term Unemployed** – Has been out of work for 27 weeks or more.
- Low Literacy Levels** – Has difficulty reading, writing, or understanding written information.
- Migrant Farmworker** – Moves from place to place for seasonal agricultural work.
- Seasonal Farmworker** – Works in agriculture during specific seasons but does not migrate.
- Single Parent or Guardian** – Responsible for raising children without a partner.
- Public Assistance** – Receives government aid such as SNAP, TANF, or SSI.
- Dislocated Worker** – Lost a job due to layoff, business closure, or no longer supported by previous employment.

## ACCESS TO TECHNOLOGY

### Which of the following do you have at home so we can contact you and/or connect you to services?

Please check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Computer with camera    | <input type="checkbox"/> Home phone        |
| <input type="checkbox"/> Computer without camera | <input type="checkbox"/> Internet access   |
| <input type="checkbox"/> Webcam                  | <input type="checkbox"/> Printer           |
| <input type="checkbox"/> Headset with microphone | <input type="checkbox"/> Scanner           |
| <input type="checkbox"/> Mobile phone            | <input type="checkbox"/> None of the above |

## COMMUNITY REFERRAL

Who referred you to NNLC for services? \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

In case of an emergency involving the student, we may need to quickly reach someone who can provide support or make decisions. Please provide the name and contact details of a trusted individual (such as a parent, guardian, or close relative) whom we can contact if needed.

Name and Relationship	Phone Number

## RELEASE OF INFORMATION

Under the Family Educational Rights and Privacy Act (FERPA), your educational records are protected, and we cannot share personally identifiable information without your written consent. This law ensures your privacy and gives you control over who can access your information. You may choose to give permission to release your records for reasons that support your personal, academic, or professional goals. For example, you might authorize us to share your information with:

- Workforce or social service agencies to maintain eligibility for support programs.
- Employers to verify your skills, certifications, or progress in training.
- Family members or guardians you trust with your educational records.
- Legal representatives or probation officers if required by a court.

Please provide the name and contact details of any individuals or agencies you wish NNLC to release information to.

Name and/or Agency	Phone Number

## MEDIA RELEASE

I give my permission to Northern Nevada Literacy Council to take photos and/or videos of me during class and at special events as needed, and to use these photos/videos in publications and/or promotional purposes to support the success of NNLC's program of instruction or Adult Basic Education in Nevada.

- I authorize NNLC to take photos/videos of me
- I DO NOT authorize NNLC to take photos/videos of me

## COMMUNICATION CONSENT

I give my permission to NNLC to contact and send me program-related updates via email, phone, text, or third-party platforms such as Remind School Communication.

- I authorize NNLC to communicate with me using the mentioned methods.
- I DO NOT authorize NNLC to communicate with me using the mentioned methods.

## ACKNOWLEDGEMENT AND CONSENT

By signing below, you agree to the information provided above and understand that you may add or remove any permissions at any time by contacting program staff.

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

Date: \_\_\_\_\_

## CONSENT AND AGREEMENT – DATA SHARING

Our programs are provided at no cost to students through federal and state grants. To maintain funding and improve services, we report student demographics, progress, and outcomes in the following ways:

1. **Nevada Department of Education** – Receives anonymous reports showing overall student performance (e.g., pre/post-test results). No personally identifiable information is included.
2. **Nevada Department of Employment Training and Rehabilitation & SWIS** – We share Social Security numbers to verify employment outcomes and wage data. This helps confirm that students are gaining skills for the workforce.
3. **Nevada System of Higher Education (NSHE)** – We share names, birth dates, and Social Security numbers to track students who transition to college or university.

By signing below, you understand and agree to the following:

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 Adult Basic Education Program and 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
- State Wage Interchange System

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 Signature

\_\_\_\_\_  
Date

*Parent/Guardian signature is required for students under the age of eighteen.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date