



## NNMC Adult Education Commitment Contract

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In taking the Adult Education (AE) High School Equivalency classes, I recognize and understand the level of seriousness and commitment needed on my part.

Please check each box to show that you have read and understand each statement.

- I understand that I am responsible for my own success and that I have to work hard in and out of the classroom.
- I understand that homework may be assigned and that I will be expected to complete and return assignments by the due date.
- I understand it is my responsibility to attend all classes as scheduled and for the full duration of the session.
- I understand that I must notify each of my instructors by email if I am not going to attend class.
- I understand that I must come to class ON TIME and return from break ON TIME. If I am going to be late or if I need to leave early, I must notify my instructors.
- I understand that if I am 10 minutes late or more, I will not be allowed into the classroom and counted absent from class. The classroom door will be locked 10 minutes after the class start time.
- I understand that I cannot have more than three absences in a 8-week period.
- I understand that if I have more than three absences, I will be disenrolled from the program.
- I understand that if I am disenrolled from the program for having more than two absences, I must wait out a regular 8-week session before I can return to the program.
- I understand that missing even one class will be a disadvantage to my learning and it will impact the progress I make towards obtaining my High School Equivalency credentials.
- I must notify the Program Director via withdrawal form if I am no longer able to attend classes.
- I understand that I am not allowed to use my cell phone in the classroom.
- I understand that I must be respectful to all staff and faculty, as well as other students.
- I understand that I must not use profanity in the classroom or make any threats.
- I understand that I must pre/post-test when required. AE staff or instructor will notify me when ready to complete tests.
- The AE program provides a service based on the students ability to demonstrate learning advancement. If a student does not show and maintain progress after two post-tests, the director will determine whether or not the student will remain enrolled in the program.

**By signing this contract I am committing to all of the above.**

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

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

Print Name: \_\_\_\_\_

# NNMC Adult Education Informed Consent and Information Release Form

## **Social Security Number**

I agree to the use of my social security number or my taxpayer identification number by Northern New Mexico College and the Adult Education Program for reporting, research and record keeping. I understand that my number will be used to gather information about students and programs to meet state and federal funding requirements. It may be used to match with records from other agencies to gather information to help state and local agencies plan education and training services. Funding for the college programs is based on this information. I understand that Northern New Mexico College and the Adult Education Program will protect my confidentiality under their guidelines and that at no time is my social security number given to any other party without my express consent.

## **Photographs**

I hereby give Northern New Mexico College and the Adult Education Program permission to use photographs of me in any reports and publications, including informational brochures and the Northern New Mexico College website. I understand that Northern New Mexico College and the Adult Education Program will not publish the identity of any minor(s) pictured in photographs provided.

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

## **Information Release**

I, \_\_\_\_\_ (print name) hereby give consent to Northern New Mexico College Adult Education Program to release records and other information covered by the Family Rights and Privacy Act of 1974 (FERPA) I understand that by signing this form my records can be released to the individuals listed below and will remain in effect until I submit a written request to cancel authorization.

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

**The below records and information maintained by NNMC AE can be released:**

- All documentation contained in my file

**The information maintained by NNMC AE may be released to the following individual:**

Name (Print) \_\_\_\_\_ Relation to student \_\_\_\_\_

Name (Print) \_\_\_\_\_ Relation to student \_\_\_\_\_

I, \_\_\_\_\_ (Print Name), **Do Not** give consent to NNMC AE Program to release records and other information covered by the Family Rights and Privacy Act 1974 (FERPA).

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

## Technical Requirements for Learning Remotely

Basic computer equipment is required for remote learning. You will need a computer, laptop, or Chromebook with a webcam, microphone and speakers or headset.

- Many computers, laptops, or Chromebooks have a built-in webcam, microphone and speakers.
- Most webcams also have a microphone.
- Some headsets have a microphone.
- Using a smartphone for Adult Education classes is not recommended. You need to be able to access, download, and submit class assignments from your device and be able to actively participate during your scheduled class time.
- A stable internet connection is required.

### Computer Requirements for Taking a Proctored Pre/Posttest

- To pretest or posttest remotely you need a computer, laptop, or Chromebook with a functioning camera, microphone, and speakers.
- Windows 7 is not supported.
- Google Chrome or Firefox is the preferred web browser.
- You cannot pretest or posttest from an iPad, tablet, or smartphone.
- A stable internet connection is required.

### Remote Learning Student Guidelines

- Be on time.
- Report your absence to your instructor or Adult Education staff in advance.
- Mute your microphone when you're not talking.
- Stay seated and stay present.
- Be aware of your surroundings.
  - Pick a quiet location free of distractions.
  - It's best to let your family members or friends know your schedule, so that they understand when to reach out and when you need to focus.
- Be prepared
  - Come to class prepared and ready to participate. Come with completed class assignments and have your books, notebook, and pen or pencil next to you.
- Test Equipment
  - Test internet connection.
  - Make sure camera, speakers, and microphone works.

Your signature below indicates that you have read, understand, and agree with the remote learning requirements.

\_\_\_\_\_ Date \_\_\_\_\_



STATE OF NEW MEXICO
Underage Permission Form

On (date) \_\_\_\_\_ (student's printed name) \_\_\_\_\_ seeks permission to (mark one option below):

- Participate in an Adult Education (AE) or Adult Literacy (AL) Program
Take a High School Equivalency (HSE) test (HiSET® or GED®)

Instructions for using this form to participate in an Adult Education or Adult Literacy Program: Complete this form and ensure it is signed by the student's parent/guardian and the director of the AE or AL program...

Instructions for using this form to take an HSE test: Complete this form and ensure it is signed by the student's parent/guardian. Then, email it to the State HSE Administrator, Dr. Katya Backhaus...

Individuals under the age of 16 may not receive any of the above-listed services.

Student's date of birth \_\_\_\_\_ Date of withdrawal from school, if applicable \_\_\_\_\_

Name, city, and state of school from which student withdrew. If not applicable, you may leave blank.:

School name: \_\_\_\_\_ School city and state or country: \_\_\_\_\_

Was the student homeschooled? (mark one) [ ] YES [ ] NO

Please provide a description of the situation that resulted in the student's withdrawal from school and/or decision to seek the services and opportunities mentioned above. (Continuc your explanation on the back, if necessary.)

Because of the above-stated situation, we agree that the underage individual shall be permitted to participate in an Adult Education or Adult Literacy program or take an HSE test.

Parent/Guardian (signature, printed name) \_\_\_\_\_

Test Site Manager OR AE/AL program director (signature, printed name) \_\_\_\_\_

AE/AL director signature needed only for participation in an AE/AL program.) \_\_\_\_\_

Approved by the HSE Administrator (signature) \_\_\_\_\_