

This form verifies that the below named student has contacted the Success Center staff officials about his/her intent to pursue enrollment in the Credit Recovery/Accrual Program and that the school agrees to allow said student to pursue these services.

Success Center Counselor Verification _____
Signature
 Tulsa Tech ID # _____ Amount Paid _____
 Success Center Campus _____ Date ____/____/____

This form must have the Success Center counselor's signature before payment can be made.

Please complete this form electronically or PRINT legibly

STUDENT

Student's Legal First Name Last Name MI ____/____/____
Date of Birth

Address City State Zip

Student's Home Phone Student's Cell Phone Student's Personal Email

Gender: Male Female
Optional

Ethnicity: (HIS) Hispanic/Latino (NHS) Non-Hispanic/Latino
Optional

Race: (AN) American/Alaska Native (AS) Asian
 (BL) Black or African American (HP) Hawaiian Pacific Islander
 (WH) White
Optional

Current Grade Level:
 9 10 11 12 HS Grad Adult

High School: _____

HS COUNSELOR

To be filled out by High School Counselor *CR – Credit Recovery **FTC – First Time Credit

Course Title (No more than one Semester Course per line)	Credit Type		Semester		For Tulsa Tech Use Only		
	CR*	FTC**	1(A)	2(B)	Start Date	Course #	Paid Date
Class 1 _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____
Class 2 _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____
Class 3 _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____
Class 4 _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____

Is the student a current or prospective NCAA athlete? Yes No

Counselor Name Printed _____
Counselor Signature _____
Date

Counselor Phone _____
Counselor Email

PARENT/GUARDIAN

Parent/Guardian Information – Please Print
 (If a student is enrolled in school, a legal guardian must be named)

Parent/Guardian 1 First Name Last Name Work Phone Cell Phone

Address City State Zip

Parent/Guardian 2 First Name Last Name Work Phone Cell Phone

Address City State Zip

Parent/Guardian Signature ____/____/____
Date _____
Parent/Guardian Email

Emergency Contact – Different from those listed above

Contact's First Name Last Name Relationship Work Phone Cell Phone

Address City State Zip

Note: Students may be dropped from the Success Center Program for non-attendance, non-completion of coursework, and chronic behavioral problems, and/or failure to follow Tulsa Tech policies.

Credit Recovery Policy

The below named student and/or parent understands the Success Center program is an alternative education opportunity for the student. The student's continued enrollment in the program is conditional upon regular and punctual attendance, satisfactory progress in the course attempted, good attitude, and continual compliance with acceptable student behavior and Tulsa Tech policies.

Student Conduct

Students are expected to be courteous and respectful toward fellow students, school personnel, and visitors to our school. Students are also expected to follow the Tulsa Tech policies for student behavior, dress code, and smoking.

Plagiarism/Cheating

Initials

Students shall not plagiarize works found on the Internet or any other electronic resource. Plagiarizing is presenting the ideas or writings of others as one's own. Any act of cheating will be considered a serious violation. A warning will be given to the student and a behavioral contract will be mandatory. Any repeat of plagiarism/cheating will result in the student being dropped.

Phones/Electronic Devices

Initials

Use of a wireless telecommunication device or any other electronic resource device (MP3 player, iPod, Cell Phone, etc.) is strictly prohibited during class time. Students should refrain from bringing such devices to the Success Center. If observed using such a device while in the classroom, the student will receive one (1) warning to put the device away. The second incident will result in the device being taken up by the staff member and returned upon their leaving the premises. Any continued violations may result in the student being dropped.

Food & Drink are not allowed in any Success Center lab

Attendance

Initials

Regular attendance at the Success Center is imperative. Excessive absences will result in being dropped from the course. Each student must attend a minimum of 4 hours each week. Excessive absence may result in being placed on probation and will require a parent/student conference before resuming the program. After two weeks of absences the counselor will reach out to the parent/guardian about the student's attendance. If after four weeks the student has still not met the weekly attendance requirement the student will be dropped from the Success Center. If the student wishes to return at a later date and complete the class they will need to enroll and pay tuition again, and follow the established attendance policy.

Transportation

Student/parent is responsible for providing transportation. Each Success Center closes promptly at 8pm (Sept - May), 4pm (June & July). All students must be picked up by their ride in a timely manner. Failure by parents to pick their student up in a timely fashion may result in their child being dropped.

Coursework/Grading

Instruction is primarily internet-based with some off-line activities and projects. Questions regarding grades and grading policies can be addressed with the instructor.

Student Progress

Failure to complete assigned credit(s) in the designated time period will result in the student's loss of credit.

Special Services

It is the responsibility of the parent/guardian or student to notify the Success Center counselor if accommodations are received at the sending high school.

Smoking

State law prohibits both smoking or possession of any tobacco products on the school grounds of any Tulsa Tech campus.

Tuition/Fees

All credit recovery/accrual semester course fees are: \$45.00.

Refunds/Withdrawal/Loss of Credit

Students cannot receive a refund once they have enrolled in the Success Center.

Attention High School Athletes—NCAA Requirements

Please be aware that the NCAA will not accept on-line courses from high school transcripts taken at the Success Centers.

I have read the above policies and agree that my participation in this program is based upon my willingness to follow these guidelines.

Initials

Student Signature

Parent/Guardian Signature