

Success Center Counselor Verification \_\_\_\_\_

Signature

Receipt # \_\_\_\_\_ Amount Paid \_\_\_\_\_

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



- Broken Arrow Campus
- Lemley Campus
- Peoria Campus
- Riverside Campus
- Sand Springs Campus

## SUCCESS CENTER Enrollment Form

Credit Recovery  First Time (Accrual) Credit

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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.

<b>Student</b>	Student's First Name _____		Last Name _____		MI _____	SS# _____	
	Address _____		City _____	State _____	Zip _____	Birth date _____/_____/_____	
	Home Phone _____			Student's Cell Phone _____			
	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			Current grade level: <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> HS Grad			
Ethnic: <input type="checkbox"/> Am Ind <input type="checkbox"/> African Am <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian			High School: _____				
<b>High School Counselor</b>	<i>To be filled out by High School Counselor</i>						
			Semester		<b>For TTC Use Only</b>		
	Course Title		1	2	Course # (ACDE)	Start Date	Exit Date
	Class 1					/ /	/ /
	Class 2					/ /	/ /
Is student any of the following: <input type="checkbox"/> Under suspension <input type="checkbox"/> Free/reduced lunch    Is student involved in Athletics <input type="checkbox"/> Yes <input type="checkbox"/> No							
Counselor Signature _____		Date _____/_____/_____		Principal Signature _____		Date _____/_____/_____	
Counselor's Phone _____			Counselor's Email _____				
<b>Parent / Guardian</b>	<b>Parent / Guardian Information</b> (If a student is enrolled in school, a legal guardian must be named)						
	Mother's First Name _____		Last Name _____		Work Phone _____	Cell Phone _____	
	Address _____		City _____		State _____	Zip _____	
	Father's First Name _____		Last Name _____		Work Phone _____	Cell Phone _____	
	Address _____		City _____		State _____	Zip _____	
	<b>Responsible Adult – In case parent cannot be reached</b>						
	Relationship's First Name _____		Last Name _____		Relationship _____	Work Phone _____	Cell Phone _____
	Address _____		City _____		State _____	Zip _____	
Parent Signature _____		Date _____/_____/_____		Parent Email _____			

## TTC Success Centers

**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.

# Success Center STUDENT CONTRACT

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### 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 TTC 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 TTC policies for student behavior and smoking.

### Plagiarism/Cheating

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. \_\_\_\_\_ Initials

### Phones/Electronic Devices

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. \_\_\_\_\_ Initials

### Food & Drink are not allowed in any Success Center lab.

### Attendance

Regular attendance at the Success Center is imperative. Excessive absences will result in being dropped from the course. Each student must attend at least twice weekly for a minimum of 2 hours each session. Absence for any two-week period will result in being placed on probation and will require a parent/student conference before resuming the program. Continued lack of attendance will result in being dropped.

### Transportation

Student/parent is responsible for providing transportation. Each Success Center closes promptly at 8:00 p.m. All students must be picked up by their ride in a timely manner. Students will not be allowed to wait for their ride inside the building. Failure by parents to pick their student up in a timely fashion will 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.

### Smoking

High school students and minors under the age of 18 are not permitted to be in possession of tobacco products or smoke on school grounds.

### Tuition/Fees

All credit recovery/accrual semester course fees are \$125.00. Current TTC students pay no Success Center tuition. Eligibility for the \$100 waiver requires free/reduced lunch documentation form presented upon enrollment. No exceptions.

### Refunds/Withdrawal/Loss of Credit

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

### Attention High School Athletes—NCCA 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.

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Student Signature

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Parent Signature