



## ADULT EDUCATION CENTER UNDERAGE AGREEMENT FORM

The Adult Education Center admits students between 16 and 18 years of age if they are not enrolled in public or charter school. To withdraw from school, each district has its own process to determine if this is the best option. The Adult Education Center maintains relationships with local school districts and will respond to requests for attendance. Students who are considered truant according to state law will be reported to the truancy officer by the local school district.

All textbooks and instructional materials are provided free of charge; students should be prepared for class by bringing paper and a writing utensil. Textbooks and booklets may not be marked in unless otherwise directed by the instructor. Textbooks MUST be returned upon completion of the course or withdrawal from the program.

Regular attendance is a requirement for all students of the Adult Education Center. Students who cannot attend classes twice a week should make special arrangements with the instructor or a tutor. Students who need to miss a class or an appointment must call the instructor or the reception desk to inform the instructor or tutor. Students who fail to maintain contact will be dropped from the program.

All students are expected to demonstrate mature behavior, including respect for others. Upon enrolling in the Adult Education Center, students are making a commitment to work on achieving their goals. Being part of an adult program, students accept the responsibility for their learning, self-motivation and self-discipline. Failure to act responsibly and respectfully will result in disciplinary action. For more information, see the UNM-VC Student Code of Conduct.

***I understand and agree to comply with the statements above. I also understand that by signing this agreement information about my attendance and progress can be shared with the parent/guardian indicated below and with the school district where I live.***

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

\_\_\_\_\_  
Date

Please state your primary reason for leaving school (check only one):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Health issues   | <input type="checkbox"/> Suspended/expelled     | <input type="checkbox"/> Problems with teachers          |
| <input type="checkbox"/> Pregnancy       | <input type="checkbox"/> Lost Interest/Bored    | <input type="checkbox"/> Not learning                    |
| <input type="checkbox"/> Family Problems | <input type="checkbox"/> Problems with students | <input type="checkbox"/> Not enough credits to graduate  |
| <input type="checkbox"/> Home-schooled   | <input type="checkbox"/> Start college early    | <input type="checkbox"/> School lacked adequate services |

I grant permission for \_\_\_\_\_ to study in the UNM-Valencia Campus  
(Please print student's name.)

Adult Education Program, and I pledge support for his/her progress.

\_\_\_\_\_  
Parent / Guardian Signature and Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Relationship to Student

<b><i>Office Use Only</i></b> High school withdrawal form received <input type="checkbox"/>
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