

Office Use Only:

Livingston Area Career Center
Student Enrollment Application
2018-2019

Application due to LACC by 2/23/2018

Date Received at LACC: _____

Please print clearly when filling out this entire application; we MUST be able to read your information. A completed application must be signed by the parent or guardian and the guidance counselor. PLEASE COMPLETE AND SIGN ALL PAGES ATTACHED.

Student Full Name _____ School ID# _____

****Social Security Number _____ (For Dual Credit Purposes – See below)****
(Enrollment in C.N.A. **requires** Social Security Number)

Home High School _____ Date of Birth _____

Gender M _____ F _____ Current Grade Level _____ Graduation Year _____ Ethnicity _____

Home Address _____

City _____ State _____ Zip _____ Home Phone _____

Cell Phone _____ E-mail Address _____

Contact Information:

Father's Name or Guardian _____
If guardian, please indicate relationship to the student: _____

Address _____

City _____ State _____ Zip _____ Home Phone _____

Cell Phone _____ Work Phone _____

Place of Employment _____

Home E-mail Address _____

Mother's Name or Guardian _____
If guardian, please indicate relationship to the student: _____

Address _____

City _____ State _____ Zip _____ Home Phone _____

Cell Phone _____ Work Phone _____

Place of Employment _____

Home E-mail Address _____

Emergency Contact: Name _____ Phone Number: _____
Relationship to Student _____

****College Dual Credit Authorization:**

Students enrolled at Livingston Area Career Center may be enrolled in Dual Credit classes offered by a community college. By enrolling in one of these classes at LACC, a student may earn high school credit as well as college credit for the class. Student information may be released to the community college for enrollment purposes only. The student's social security number is **required** for this process, but will be used for this purpose ONLY.

Parent or Guardian Signature: _____ **Date:** _____

PROGRAM SELECTION:

Please circle "1" for your first choice, and "2" for your second choice. If you wish to enroll in two classes, please circle the "1" for both choices. For 2nd year programs, you must successfully complete the 1st year program. (Section times and course offerings may change due to enrollment numbers.)

First Time Block Option A: 7:55 a.m. to 9:30 a.m.
Second Time Block Option B: 9:35 a.m. to 11:10 a.m.
Third Time Block Option C: 11:45 a.m. to 1:30 p.m.

Check which class time option is preferred

Course Name		Option A	Option B	Option C	Office Use	
1	2	Automotive Technology I			828	829
1	2	Automotive Technology II			830	831
1	2	Certified Nursing Assistant (CNA)*		Not Available	870	871
1	2	Computer Maintenance I	Not Available		806	807
1	2	Computer Maintenance II	Not Available		808	809
1	2	Computer Networking I			810	811
1	2	Computer Networking II			812	813
1	2	Construction Trades I			800	801
1	2	Cosmetology I			914	915
1	2	Cosmetology II			916	917
1	2	Culinary Arts I			890	891
1	2	Culinary Arts II			892	893
1	2	Early Childhood Education I			880	881
1	2	Early Childhood Education II			882	883
1	2	EMT/Emergency Medical Technician**			864	865
1	2	Engineering/Architectural Design I			814	815
1	2	Engineering/Architectural Design II			816	817
1	2	Fire-Fighting I			860	861
1	2	Inter-related Cooperative Ed. (12th grade only)			920	921
1	2	Law Enforcement I		Not Available	872	873
1	2	Law Enforcement II	Not Available		874	875
1	2	Medical Terminology	Not Available		866	867
1	2	Welding I			850	851
1	2	Welding II			852	853

Must Include Social Security Number on Page 1

Student must be 18 years of age within 90 days of the completion date of the course in order to take the state certification test.

Counselor Section: Your guidance counselor must fill out this section:

Counselor Check List - Please include the following with application:

_____ Transcript (include current grades & attendance) _____ 504 Plan (If checked, must send 504 with app.)
 _____ IEP (if checked, must send IEP with application)

***Has the student lost any computer privileges in their home school? (Please circle) YES NO*

The participating district has approved the enrollment of this student at the Livingston Area Career Center.

Counselor Signature _____ Date _____

**Livingston Area Career Center (LACC)
1100 Indiana Avenue
Pontiac, IL 61764**

**PROGRAM PARTICIPATION AND RELEASE FORM
2018-2019**

Dear Parents: The following are statements that require your reading and signature. Your signature at the bottom gives permission for all of the statements.

1. **Release of Basic Student Registration-Medical Information:** If your child is a regular bus rider, or if your child rides a bus for field trips, it is sometimes necessary to have basic information such as addresses, parent/guardian information, phone numbers, and emergency numbers so parents/guardians can be contacted if medical attention is needed. It may also be necessary to share confidential health information with the school staff who have responsibility for the student when in school or participating in school activities. The information shared with the staff will be what is minimally necessary to ensure the health and well being of the student.
2. **Emergency Medical Treatment:** The director or designated representative of LACC is authorized to secure medical care and automobile or ambulance transport to the nearest hospital that provides emergency medical services when you cannot be immediately reached.
3. **Photo Release:** LACC from time to time allows coverage of activities and events. I/We give permission for our child's picture/video and/or names to be used in positive informational news coverage and educational purposes. However, I do understand that the LACC website, Facebook, and/or Twitter will NOT display a student picture along with a name to identify the picture.
4. **Field Trips:** Classes take field trips, community-based walks and in-district trips as part of the curriculum. I/We give permission for our child to leave school grounds for these activities.
5. **Student Award/Honor Information:** LACC from time to time announces listings of students receiving awards and honors. I/We give permission for our child's name to be released for the purpose of identifying students who excel.
6. **Internet Use:** I have read the AUTHORIZATION FOR INTERNET ACCESS attached. I understand that internet access is designed for educational purposes and Livingston Area Career Center and Pontiac Twp. High School District 90 have taken precautions to eliminate controversial material. However, I also recognize it is impossible for LACC/PTHS to restrict access to all controversial and inappropriate materials. I will hold harmless LACC/PTHS, its employees, agents, and board members, for any harm caused by materials or software obtained via the network. I have discussed the terms of the AUTHORIZATION with my son/daughter. I hereby request that my child be allowed access to the internet labs at LACC/PTHS.
7. **Dual Credit:** Students enrolled at LACC may be enrolled in dual credit classes offered by a community college and may earn high school credit as well as college credit for the class. I/We give permission for student information to be released to the community college.

STUDENT NAME (Please Print): _____ Graduating Year _____

STUDENT SIGNATURE: _____ Date _____

PARENT/GUARDIAN NAME (Please Print): _____

PARENT/GUARDIAN SIGNATURE: _____ Date _____

Please note any exceptions: _____

LIVINGSTON AREA CAREER CENTER

1100 E. Indiana Avenue

Pontiac, IL 61764

(815) 842-2557

2018-2019 INSURANCE AND WAIVER FORM

ALL INFORMATION MUST BE COMPLETE OR FORM WILL NOT BE ACCEPTED.

TO: Parents and/or Guardians of Students Enrolled at LACC

As a parent/guardian of a child attending Livingston Area Career Center, we would appreciate your cooperation with our policy concerning accidents and injuries while in attendance at LACC. All of our laboratories and shops are maintained with the safest equipment available, and recognized safe work procedures are followed at all times. We do not anticipate that accidents and injury will occur, but if they should, we would like to see that proper treatment is given as soon as possible. All LACC students are invited to use the PTHS Student Health Center services, provided they have completed the *PTHS Student Health Center* form. To assist us, and if necessary, personnel at St. James Hospital, we ask that you review the following and sign accordingly.

Name of Student (Please Print)

In case of accident or injury, personnel at LACC will immediately contact your home school principal, and he/she will be asked to contact the parent/guardian immediately.

I will allow the LACC staff to arrange suitable transportation to St. James Hospital and treatment by their staff for any necessary treatment of injury.

You must select one of the following three statements that best describes how you will cover any medical expenses and please sign below.

1. _____ The above student is covered by accident insurance purchased through our local school.
2. _____ The above student is covered by medical insurance purchased privately which will pay expenses for treatment of injuries resulting from accidents.
3. _____ The above student is not covered by insurance, and I will assume responsibility for payment in full of medical bills resulting from any injury while at LACC.

Parent/Guardian Signature

Date

AUTHORIZATION FOR INTERNET ACCESS

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

TERMS AND CONDITIONS

1. *Acceptable Use* - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. *Privileges* - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system coordinator or administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. *Unacceptable Use* - You are responsible for your actions and activities involving the Internet network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devised;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account and password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, gang related or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. *Network Etiquette* - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. *No Warranties* - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, nondeliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. *Indemnification* - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. *Security* - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify a teacher or the Principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. *Vandalism* - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or the District network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. *Telephone Charges* - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and/or equipment or line charges.