



Choose online or traditional classes:  ONLINE  TRADITIONAL

## **PERSONAL INFORMATION**

NAME: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Maiden \_\_\_\_\_

SSN \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_  Male  Female

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_ County \_\_\_\_\_ District # \_\_\_\_\_

Main Phone # \_\_\_\_\_ Email \_\_\_\_\_

Best Time to Call \_\_\_\_\_

Last Grade Completed in Public/Home School \_\_\_\_\_ Name of School/Program \_\_\_\_\_

## **EMERGENCY CONTACT INFORMATION**

NAME: First \_\_\_\_\_ Last \_\_\_\_\_ Relationship \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## **DOCUMENTATION**

Documents required by the Adult Education Program (provide copy with this application):

- CDIB holder (which Tribe \_\_\_\_\_)
- Current Driver's License or State Issued ID

## **STUDENT ACCOUNT RELEASE**

I, \_\_\_\_\_, give permission for Choctaw Nation to access my testing account. I understand Choctaw Nation may access my account to schedule testing, analyze scores, and/or retrieve other information pertaining to my testing account.

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



## **FUTURE PLANS**

**We would like to help you open the door to your future.**

What are your educational plans after you obtain your high school equivalency diploma?

Would you like to attend Vo-Tech?  Yes  No

If so, what would you like to study?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Automotive Service Technology | <input type="checkbox"/> Biomedical Technology        | <input type="checkbox"/> Computer & Networking Technology |
| <input type="checkbox"/> Criminal Justice              | <input type="checkbox"/> Health Careers Certification | <input type="checkbox"/> Early Care and Education         |
| <input type="checkbox"/> Culinary Arts                 | <input type="checkbox"/> Graphic Design               | <input type="checkbox"/> Welding Technology               |
| <input type="checkbox"/> Other _____                   |   |   |

Would you like to apply for Choctaw Nation's Job for the Day program?  Yes  No

(To apply, you must be 18 years of age and live in the Choctaw Nation area.)

Would you like to go to college?  Yes  No

A Choctaw Nation Career Development counselor is available to discuss your future career goals. Would you like to have one contact you at this time?  Yes  No

Name \_\_\_\_\_ Date \_\_\_\_\_

## **IMAIYACHI AWARD**

### **IMAIYACHI (Eh-may'-yah-chi)**

Choctaw Language definition: Perseverance, ability, determination to overcome life's obstacles, to complete the journey

Once you have passed all of your testing requirements to obtain your high school equivalency diploma, a \$250 one-time IMAIYACHI Award payment will be given to you.

You must be enrolled in the Choctaw Nation Adult Education Program (either in Traditional or Online Academy classes) to be eligible for the \$250. IMAIYACHI Award.



## EQUIPMENT ACCESS

Do you have access to wifi?  Yes  No

What equipment will you be using to complete at least four hours of study time each week?

Smartphone  Laptop  iPad  Tablet  Computer

**As a Choctaw Nation Online Academy student, I agree to do the following tasks to keep my academy class seat active:**

1. Locate a place with internet access and a device to complete my Online Academy lessons. (Devices may include a computer, laptop, iPad, tablet, smartphone, etc.)
2. Spend a minimum of four hours each week working on lessons in the Online Academy. I understand my progress and time will be monitored weekly by my assigned Adult Education Instructor.
3. Start my classwork no later than one week from when I am activated by my Adult Education instructor.
4. Complete a pretest in each subject before I move to working on lessons. (There are six pretests.)
5. **Set a goal. My own time goal to earn my high school equivalency diploma is \_\_\_\_ months.**
6. Meet with my assigned Adult Education instructor as requested by phone, email, text or in person.
7. Notify the Adult Education Office at 1-800-522-6170, if my address, email or phone number changes.
8. Progress in each subject.
9. Schedule to test with the Adult Education Office when I'm notified that I show test readiness in a subject.
10. Show up to my test appointments.

I understand that my Online Academy seat will be monitored weekly, and that I can lose my Online Academy seat and be deactivated for any of the following reasons stated above or below:

**TIME:** Less than 4 hours spent on my academy lessons each week.

**PROGRESS/MOTIVATION:** Not showing adequate progress; not following directions from Adult Education instructor; not completing all pretests when starting; not completing reviews or assignments when assigned and not starting in the first week of activation.

**TESTING:** Failure to schedule testing when account shows readiness; failing to attend scheduled test date; failing to reschedule test date and rescheduling multiple times.

**ATTITUDE/BEHAVIOR:** I must be respectful to Adult Education Staff. I must not use inappropriate written or verbal language of any kind.

### PERFORMANCE:

- 1st deactivation, wait 30 days
- 2nd deactivation, wait 30 days
- 3rd deactivation, wait six months



# Choctaw Nation

Adult Education

- Upon my fourth reactivation, I understand that I must have permission from the Adult Education office to apply. At that time, my student file will be reviewed for past progress, motivation and testing history. It may be determined at the time of my review, that the Online Academy is not a successful way for me to obtain my high school equivalency diploma. I will then have the options of:
  - Attending traditional classes offered by Choctaw Nation in my area.
  - Attending free state classes in my area.
  - Studying on my own from HiSET or GED workbooks.
  - Scheduling to test on my own and submitting receipts for test reimbursement when all tests are passed for my high school equivalency diploma.

I am willing to take advantage of the opportunity provided by the Choctaw Nation to prepare for my high school equivalency diploma. By signing, I am stating that I have read and understand the above Online Academy requirements and expectations in the Online Academy program.

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



**Choctaw Nation**

Adult Education

# IMAIYACHI AWARD

## IMAIYACHI (Eh-may'-yah-chi)

*Choctaw Language definition: Perseverance, ability, determination to overcome life's obstacles, to complete the journey*

Once you have passed all of your high school equivalency diploma testing requirements, a \$250 one-time payment will be awarded to you. You must be enrolled in the Choctaw Nation Adult Education Program (either in Traditional or Online Academy classes) to be eligible.

I, \_\_\_\_\_, have read and understand the requirements to receive the Imaiychi Award.

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

*You must also complete the enclosed W-9 form in order to receive the above \$250 award.*



**Choctaw Nation**

Adult Education

# TRADITIONAL CLASS BEHAVIORS EXPECTATIONS

## TRADITIONAL CLASS BEHAVIOR EXPECTATIONS

This class is an Adult Education class. Therefore, all behavior should be consistent with proper and considerate adult behavior. If/when your behavior causes others in the class to become distracted or interferes with the instruction or learning in the classroom, you will be asked to leave for the remainder of the session. (you may attend a future session after contacting the Adult Education office and the classroom instructor)

The following classroom expectations are required by all students attending the Adult Education HiSET classes:

- **Be respectful at all times to other students, instructors and facility staff**
- **Be on time for class, return from break on time, and plan to stay for the entire class**
- **No cell phone usage during class. All phones must be on silent or turned off and put away in a pocket or bag. If you are expecting an important call, please inform the instructor before class begins**
- **No eating or drinking in the new Choctaw Nation classroom at the headquarters. Drinks are only allowed by discretion of the instructor at other facilities. If allowed, all drinks must be in a cup or bottle with a lid**
- **A restroom break is provided during class for the student's convenience**
- **No smoking or vaping will be allowed on Choctaw Nation property in accordance to the Policy and Procedures of the Choctaw Nation. This includes no smoking in your car or other places on Choctaw Nation property. Most state college and vo-tech campuses do not allow smoking or vaping**
- **Be prepared to learn. Your participation in class is vital to the learning experience. Complete assigned homework, ask questions, answer questions and enter into the discussions during class**

I, \_\_\_\_\_, have read and understand the requirements expected from me while attending the Choctaw Nation Adult Education Program. I understand that I may be asked to leave the classroom if my behavior becomes distracting to the instructor and/or other students.

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

\*Classroom calculators will be provided for students to use during each class session, but must be returned at the end of each class period. Calculators will be provided for testing.