

Opportunity Academy Distance Learning Enrollment Process

During California and Alameda County's Stay at Home order, we at ACOE Opportunity Academy would like to assure our community that education is our first priority using the guidelines issued by the Governor Newsom. In order to serve our community, ACOE's Opportunity Academy is still able to enroll and fully serve students. While the process of enrolling may be different, ACOE's Opportunity Academy will deliver the same quality of service that we are known for so that students are able to earn their high school diploma.

ACOE's Opportunity Academy's enrollment form is available online at www.acoe.org

- Go to ACOE Divisions
- Choose Student Programs and Services
- Click on Opportunity Academy
- Choose the enrollment form and download a copy to your phone, tablet, laptop, or desktop. Fill out the form, save, and email the completed enrollment forms, including the transcript request form to kdesai@acoecollege.org. Once the enrollment forms have been reviewed you may receive a phone call to verify any information.

Transcripts: Transcripts are not required for enrollment, however, an assigned teachers will be able to better design an academic plan with a copy of a student's high school/college transcript. ACOE's Opportunity Academy will request transcripts for any student if there is a signed transcript request on file. Students are encouraged to request their transcript as well.

Available Space: If there is space in the program, you will be assigned to a credentialed teacher. The credentialed teacher will contact the student for an initial intake. The initial intake should take at least 1 hour. Students will be able to choose one of the distant learning curricula options.

Full Program: If the program is full, interested students will be placed on a **waitlist**. Waitlist applicants are chosen through a lottery process.

Curriculum Options: Assigned teachers will discuss which curriculum option is best for the student during the initial intake:

- Online curriculum: student must have access to a tablet, laptop, or a desktop and access to the internet. The online curriculum cannot be accessed with a Smart Phone.
- Printed curriculum: Students agree that they will be able to pick up and drop off printed curriculum.
- PDF files of printed curriculum: student is able to receive PDF files of the curriculum in an active email. Student may be able to download the PDF files to a Smart Phone though a tablet, laptop, or desktop will be more ideal. Access to internet is required to download the PDF file.
- Combination of Online and printed curriculum: please see the requirements for this option

Students with IEP or 504 Plan: ACOE's Opportunity Academy will continue to provide FAPE, a free and appropriate public education for all students through distance instruction, virtually, online, and through other means of communication. Services may include, but are not limited to:

- Provide IEP/504 goal packets with goals, instructions and manipulatives. *(Also, provide alternatives for manipulatives as needed.)*
- Provide resources to support progress towards goals.
- Determine and develop communication plans and systems for in-home use
- Help parents develop a structured plan for lessons and routines.
- General and Special Education Teachers will set up times for direct and consult based on the IEP, work with the families to see what works for them, and make any material changes to the IEP as required.

Internet Information & Transcript Records Request

Do you have access to use one of the following?

(Please check all that apply)

- Desktop computer
- Laptop computer
- Tablet

What kind of access do you have to the internet?

- No, I only have access to a SMART phone
- No, I do not have access to any devices or a SMART phone
- Yes I have access to WiFi
- No, I do not have access to WiFi

Attention:	Student Records Release Department
Date:	
Student name:	
Date of birth	
CELDT/ELPAC records:	YES NO
504 PLAN REQUEST <i>(If applicable)</i>	YES NO

High School Name	City, State
1.	
2.	
3.	
4.	
5.	

(Student signature)

Please fax my last, updated transcript to:

Daisy T. Guzman
Student Programs & Services
Records Database Specialist
510.670.7738-Ph.
510.670.3738-Fax

Revised: 6/9/20 KD

ENROLLMENT/SURVEY FORM

Date: _____

STUDENT INFORMATION:

Full Legal Name: _____

First

Last

M.I.

Street Address

Apartment/Unit #

City

State

Zip Code

Student Phone: _____

Date of Birth: _____

Age: _____

Country/City of Birth: _____

Student Email: _____

Please check all that apply:

No Permanent Home at this time
Employed Full-Time

Foster Home
Employed Part-Time

Group Home

Parenting

PARENT/GUARDIAN INFORMATION:

(If applicant is a minor)

Parent/Guardian Name: _____

Parent/Guardian Phone: _____

Relationship: _____

Email: _____

EMERGENCY CONTACT INFORMATION:

Name: _____

Relationship: _____

Phone: _____

PREVIOUS SCHOOLING INFORMATION:

Previous Schooling Information: Transcript Provided?	YES	NO
Has this applicant ever been in a Special Education Program?	YES	NO
Was this applicant in a Special Education Program at the last school attended?	YES	NO
Does this applicant have an active IEP (Individualized Education Plan)?	YES	NO
If yes, what is the last District/SELPA that issued the IEP: _____		
IEP Provided?	YES	NO
Does this applicant have an active 504 plan?	YES	NO

PROBATION / COURT INVOLVEMENT INFORMATION:

Is this applicant currently on probation or parole? YES NO

P.O.'s Name: _____

Phone: _____

CA W&I Code Section

601 Referred by Probation

602 Formal Probation

300 Social Services

STATE REQUIRED INFORMATION:

The California Education Code requires each school to collect information about its students. Each school is required to submit this information to the State. The required information includes parent education, home language, race / ethnicity, and family income. Thank you for your help filling out the following four surveys.

PARENT/GUARDIAN EDUCATION LEVEL:

Check the box that describes the highest education level of either parent:

- Not a high school graduate
- Some College
- Graduate school / post graduate training
- High School graduate
- College graduate
- Declined to state or unknown

HOME LANGUAGE SURVEY:

What language did this applicant learn when he/she first began to talk: _____

What language does this applicant most frequently use at home? _____

What language is most often spoken by the adults at home? _____

Is this student fluent in the English language (speaking, reading, and writing)?	YES	NO	NOT SURE
Has the student ever taken the CA English Learner Development Test (CELDT)?	YES	NO	NOT SURE

RACE / ETHNICITY SURVEY:

Check the group(s) with which the student most closely identifies:

- | | | |
|--|---|---|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Filipino/Filipino American | <input type="checkbox"/> African/African American |
| <input type="checkbox"/> Asian/Asian American | <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> White (not of Hispanic origin) |
| <input type="checkbox"/> Pacific Islander | | |

If Asian or Pacific Islander is marked, check all that apply:

- | | | | | | |
|---------------------------------------|----------------------------------|-----------------------------------|--------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Laotian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Korean | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Other Asian | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Other: _____ |

PARTNERSHIPS:

May participate in activities, especially job training programs and paid internships take place in partnership with other community organizations. They often need information – like attendance reports – to serve the students.

I give my permission for school staff to exchange information with organizations serving (my) student.

I do NOT give my permission for school staff to exchange information. (Student may not be able to participate.)

Signature of Student:		Date:
Signature of Guardian: (if applicable)		Date: