

# **WCC ADULT EDUCATION - PY 2020**

## **NEW PROCEDURES FOR MINOR PAPERWORK**

1. Potential student and student's guardian must take the required "ORIGINAL" paperwork to **Ms. Jane French or Ms. Regina Crews** located in **Gary Hall, Room 145** for approval (*unless they reside in a residential facility*)
  - a. *It is incumbent upon the potential student and guardian to see to it that ALL paperwork is turned in and approved before they can be enrolled in adult education classes*
2. **Potential examinee must present a valid state ID or driver's license when presenting documents.**
3. If documentation is approved, the student and guardian will be given a copy to present to Adult Ed.
4. The potential student will then present the copied paperwork to Ms. Kellye Moore or whomever is conducting intake.
5. Ms. Kellye Moore will make an additional copy to keep on file
6. One copy of the paperwork will be placed in the student's admin folder and the other copy will be placed in a folder in Kellye Moore's filing cabinet.

***Any questions concerning 16 and 17 year olds should be directed to:***

Ms. Jane French - [jfrench@wallace.edu](mailto:jfrench@wallace.edu) - direct extension: 334-556-4249

Ms. Regina Crews - [rcrews@wallace.edu](mailto:rcrews@wallace.edu) - direct extension: 334-556-2373