

### **Underage Documentation Instructions**

1. Potential student and student guardian must take the required “ORIGINAL” paperwork to **Ms. Jane French and/ 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. **Ms. Jane French** will approve the paperwork and give the potential student and guardian a copy for enrollment.
3. The potential student will then present the copied paperwork to Ms. Kellye Moore or whomever is conducting intake.
4. The copy of the paperwork will be placed in the student’s admin folder for future reference.