



## Driver's Education Registration Procedures

All forms are to be completed and signed by a parent or legal guardian. Please confirm and check off each item completed before sending the packet back to the college. Forms must be completed in their entirety, signed, then returned within 7 days of online registration. Students who fail to submit documents will be dropped from the class. Also, when registering online, please ensure that you enter your child's full name as it appears on their learner's permit and not the parents/guardians name, but email and phone number **must be parents contact information.**

**Step One:** Complete the online registration process via [www.westgatech.edu](http://www.westgatech.edu) (Business & Industry)

**Step Two:** Complete the registration packet in its entirety.

**Step Three:** Email completed packet to [ConEd@westgatech.edu](mailto:ConEd@westgatech.edu)

**Your registration for the 36 Hour Joshua's Law Teen Driver's Education approved course is not confirmed until both Step 1 & 2 are completed.** Completed Registration Packets may be scanned and emailed to [coned@westgatech.edu](mailto:coned@westgatech.edu).

### Parent Orientation - Plan for 20mins on first day of class.

**Please ensure that you complete/check-off all of the following items. Incomplete packets will be denied.**

- A. - If grant eligible, please indicate approval/voucher ID# on page 2.
- B. - If non-grant-eligible, please remit payment of **\$350** online.

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- Driver's Education Pre-Registration Form (page 2)
  - Driver Training Student Contract (page 3)
  - WGTC Release of Claims Form (page 4)
  - Parent/Guardian/Student Consent Waiver (page 4 or page 5)
  - Student Release Form (page 6)
  - Off-Campus Leave (page 7)
  - Student Code of Conduct (pages 8 & 9)
  - NO-SHOW Policy (page 11)
  - Copy of your child's original learner's permit (*not a temporary paper copy*)

Thank you for your registration and if we may be of further assistance, please do not hesitate to contact us.

Terri Williams  
Economic Development, Driver's Education  
770-838-2541 [ConEd@westgatech.edu](mailto:ConEd@westgatech.edu)

Mail to: WGTC Community Education Department  
401 Adamson Square  
Carrollton, GA 30117

### West Georgia Technical College Locations:

CARROLL ● LAGRANGE ● MURPHY ● DOUGLASVILLE ● NEWNAN

*West Georgia Technical College reserves the right to cancel or reschedule classes in the event that a class does not meet minimum enrollment requirement.*



# 30/6 Hours Joshua's Law Driver's Education Pre-Registration Form

Pre-registration is required. Classes are formed pending sufficient enrollment. Class size is limited. Completed documents must be received 5 business days **prior to the start of class** to guarantee placement in class. Should there be any changes in scheduling you will be contacted by our office.

**STUDENT INFORMATION:**

Driver's permit/License number (required) \_\_\_\_\_  
Student Full Legal Name \_\_\_\_\_  
Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Sex (circle one) Male - Female  
Social Security # \_\_\_\_\_  
Address \_\_\_\_\_ County of Residence \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
High School \_\_\_\_\_ Highest grade completed (circle one) 9 10 11 12

**PARENT/GUARDIAN INFORMATION:** *(all information is required)*

Parent's Name(s) \_\_\_\_\_  
Address (if different from above) \_\_\_\_\_  
Phone (home) \_\_\_\_\_ work) \_\_\_\_\_ (cell) \_\_\_\_\_  
Phone (home) \_\_\_\_\_ work) \_\_\_\_\_ (cell) \_\_\_\_\_  
Email(s) \_\_\_\_\_

In case of emergency, please contact the following:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Relationship to student \_\_\_\_\_

Registered Course Location & Dates: *(enter date(s) of class session below)*

✓ \_\_\_\_\_

**GDEC/GOHS Grant Approval – Voucher ID#:** \_\_\_\_\_

*\*A valid Voucher ID# must be provided if your child has been pre-approved for grant funding*

/OR/

**\*If you did not receive the grant, you must pay online during registration.\***

**Class Location:**

401 Adamson Square, Carrollton, GA; Room 206A

*The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). Equity (Title IX) coordinator is V.P. of Student Affairs, ADA (Section 504) coordinator is V.P. of Administration. Both are located at 176 Murphy Campus Blvd., Waco, Georgia. 770.537.6000.*

# Driver Training Student Contract

ID/Contract#: \_\_\_\_\_

West Georgia Technical College  
GDEC GRANT ID # DE-2016-000-00254  
401 Adamson Square  
1.855.209.3640, Opt. 1

Name: \_\_\_\_\_ Dates & Times of Instruction: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Location of Instruction: \_\_\_\_\_

Emergency Phone No.: \_\_\_\_\_ Type of Instruction:  30/6

Date of Birth: \_\_\_\_\_ Course Fee: \$ 350.00

DL/Permit #: \_\_\_\_\_ DL/Permit Expiration Date: \_\_\_\_\_

I, the undersigned student, agree to complete the above course of instruction for a fee of \$ 350.00, consisting of 30 hours of classroom instruction and 6 hours of behind-the-wheel instruction by the above-named GDEC Driver Training School. It is understood that this driver training school and instructor are approved by the Georgia Drivers Education Commission (GDEC) and that each instructor is trained by the Georgia Department of Driver Services.

**The student's successful completion of the above-named course requires each of the following:**

1. Punctual attendance for all sessions.
2. Reasonable attentiveness and participation in all classes.
3. Makeup classes for missed sessions.
4. Successfully passing a written examination with a grade of at least 70.

I understand that if I fail to comply with the terms and conditions of this agreement, I am in breach of contract and the school will not be under any obligation to fulfill the terms of this contract, and may, at its option, terminate this agreement immediately.

It is agreed that an owner, instructor, or employee of this driver training school shall not give the impression directly or implied to a student that upon completion of the course the student will receive a license to operate a motor vehicle. However, immediately upon the student's successful completion of the course as described above, the driver training school agrees to provide a certificate of completion to the student.

This driver training school has and will maintain for the protection of the contractual rights of the student a surety bond in the principal sum of ten thousand (\$10,000.00) dollars for the students.

This agreement constitutes the contract between the above-named driver training school and the above-named student and no verbal statements will be recognized.

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

\_\_\_\_\_  
Signature of WGTC Authorized School Date  
Representative

\_\_\_\_\_  
Signature of Parent or Guardian Date



WGTC RELEASE OF CLAIMS, WAIVER OF LIABILITY,  
ASSUMPTION OF RISKS AND INDEMNIFICATION AGREEMENT

(READ CAREFULLY BEFORE SIGNING)

I hereby acknowledge that my and/or my child's participation in Driver's Education, voluntary, educational program sponsored and administrated by West Georgia Technical College's Continuing Education Department, involves an inherent risk of and exposure to property damage and bodily or personal injury, including injury that may prove to be fatal, to me, to my child, or to others. Dangers involved in this activity include, but are not limited to, heat related illnesses, hypothermia, cardiac/circulatory problems, musculoskeletal injuries (sprains, strains, bruises, fractures, etc.), stings and bites, concussions, and cuts/lacerations. I fully assume all risks of injury, sickness or death to me and/or my child associated with participation and/or my child's participation in the above stated voluntary activity, and I fully consent to my participation and/or my child's participation. For the sole consideration of West Georgia Technical College's arranging for and allowing my participation and/or my child's participation in the voluntary program, and in connection therewith, making available for my use and/or my child's use while participation in such program, certain equipment, facilities, grounds or personnel of West Georgia Technical College, I hereby release West Georgia Technical College, the Technical College System of Georgia, their members individually and their officers, agents and employees (hereafter "Releasees") from any and all liability, claims, damages, demands, rights, and causes of action of whatever kind, arising from or by reason of any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with my participation and/or my child's participation in the program. I understand and acknowledge that acceptance of this signed RELEASE OF CLAIMS WAIVER OF LIABILITY, ASSUMPTION OF RISKS; AND INDEMINIFICATION AGREEMENT (hereafter "Agreement") by Releasees shall not constitute a waiver, in whole or in part, of sovereign immunity by Releasees. I further understand and agree that this Agreement shall be effective during the entire period of my participation and/or my child's in the above referenced program.

I understand and agree that the Releasees do not have medical personnel available at all times during the program and are hereby granted permission to authorize emergency medical treatment, if necessary, for me and/or my child, and that such action by Releasees shall be subject to the terms of this Agreement. I state that neither I nor my child has any health-related problems which preclude or restrict participation in this program, and I understand that I am responsible for any and all required medical costs that may possibly result from participation in this program.

I acknowledge and represent that I have fully informed myself of the contents of this Agreement, that I freely and voluntarily sign this Agreement, and that it is my express intent that this Agreement shall contractually bind me, my child, my heirs, executors, administrators, and assigns, and my child's heirs, executors, and administrators, and assigns.

This, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_(year)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Witness

(Must be 18 years or older.)

**COMPLETE FOR ALL MINORS, UNDER THE AGE OF 18**

**CONSENT BY PARENT OR LEGAL GUARDIAN FOR RELEASE OF  
DRIVING INFORMATION AND WAIVER**

I, \_\_\_\_\_ (parent or legal guardian), hereby voluntarily consent on behalf of, \_\_\_\_\_ (student), a minor, to the release of all information held by the Georgia Department of Driver Services or any other federal, state or local government organization of any type, including, but not limited to, law enforcement agencies of federal, state or local government, that relates in any way to the minor's operation of a motor vehicle in the State of Georgia or elsewhere. I grant this consent in furtherance of my request for the minor's participation in driver education activities or courses offered in conjunction with the Georgia Driver's Education Commission, the Governor's Office of Highway Safety or the Technical College System of Georgia and this request applies to requests for information submitted by any or all of said agencies of the State of Georgia.

I understand that audio, video, and GPS recording devices may be used as a part of the driver's education course. Some of the vehicles provided for driver education are equipped with recording devices that record audio and video inside the vehicle cab, video facing outboard the front windshield, and GPS recording. I understand that such audio, video, and GPS recording devices are in use and consent to their use. I further consent to GDEC, TCSG, and the driver education provider using pictures, audio, and video, obtained from said recording devices, for training and PR purposes.

I understand that the minor's participation in the driver education activities or courses could expose the minor to personal or bodily injury, including death. I understand that the risks that the minor may encounter include, but are not limited to, transportation accidents. In the event of a transportation accident, which could include bodily or personal injury, or even death, I, as the parent or legal guardian of the minor, am responsible for all costs, including but not limited to, the costs of medical care.

I understand, and hereby acknowledge, that the minor is not obligated or required to participate in the driver education activities or courses offered in conjunction with the Georgia Driver's Education Commission, the Governor's Office of Highway Safety or the Technical College System of Georgia. In exchange for the instruction, use of equipment, materials and supplies by my child, and his/her being allowed to participate in this driver's education course, I waive any and all claims and causes of action related to the minor's participation and hereby jointly release, acquit and forever discharge the State of Georgia, the Georgia Driver's Education Commission, the Governor's Office of Highway Safety, and the Technical College System of Georgia, their respective officers, members, directors, including its past, present, and future subsidiaries, divisions, agencies, instrumentalities, successors, agents, servants, representatives, employees, affiliates, partners, heirs, administrators, personal representatives, assigns, attorneys and volunteers.

This consent is given freely and voluntarily by me, on behalf of the aforementioned minor, without coercion, duress, threat or promise of any kind and shall remain in effect for a period of ten (10) years after the date of signature below or until revoked in writing by the minor upon the minor reaching the age of majority. Revocation of consent must be in writing and delivered to the Georgia Driver's Education Commission at 7 Martin Luther King Jr. Drive, Atlanta, Georgia 30334.

By signing below, I certify that I am the legal guardian of the aforementioned minor, that I am 18 years of age and am otherwise fully competent to give this consent.

Dated at \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

Signature of Parent or Legal Guardian: \_\_\_\_\_

Printed name of Parent or Legal Guardian: \_\_\_\_\_

Printed name of Student: \_\_\_\_\_

Student's Driver's License Number: \_\_\_\_\_

**TO BE COMPLETED BY ALL STUDENTS OVER AGE 18**

**CONSENT FOR RELEASE OF DRIVING INFORMATION AND WAIVER**

I, \_\_\_\_\_, hereby voluntarily consent to the release of all information held by the Georgia Department of Driver Services or any other federal, state or local government organization of any type, including, but not limited to, law enforcement agencies of federal, state or local government, that relates in any way to my operation of a motor vehicle in the State of Georgia or elsewhere. I grant this consent in furtherance of my request to participate in driver education activities or courses offered in conjunction with the Georgia Driver's Education Commission, the Governor's Office of Highway Safety or the Technical College System of Georgia and this request applies to requests for information submitted by any or all of said agencies of the State of Georgia.

I understand that audio, video, and GPS recording devices may be used as a part of the driver's education course. Some of the vehicles provided for driver education are equipped with recording devices that record audio and video inside the vehicle cab, video facing outboard the front windshield, and GPS recording. I understand that such audio, video, and GPS recording devices are in use and consent to their use. I further consent to GDEC, TCSG, and the driver education provider using pictures, audio, and video, obtained from said recording devices, for training and PR purposes.

I understand that participation in the driver education activities or courses could result in my personal or bodily injury, including death. I understand that the risks that I may encounter include, but are not limited to, transportation accidents. In the event of a transportation accident, which could include bodily or personal injury, or even death, I am responsible for all costs, including but not limited to, the costs of medical care.

I understand, and hereby acknowledge, that I am not obligated or required to participate in the driver education activities or courses offered in conjunction with the Georgia Driver's Education Commission, the Governor's Office of Highway Safety or the Technical College System of Georgia. In exchange for the instruction, use of equipment, materials, supplies and for being allowed to participate in this driver's education course, I waive any and all claims and causes of action related to my participation and hereby jointly release, acquit and forever discharge the State of Georgia, the Georgia Driver's Education Commission, the Governor's Office of Highway Safety, and the Technical College System of Georgia, their respective officers, members, directors, including its past, present, and future subsidiaries, divisions, agencies, instrumentalities, successors, agents, servants, representatives, employees, affiliates, partners, heirs, administrators, personal representatives, assigns, attorneys and volunteers.

This consent is given freely and voluntarily by me without coercion, duress, threat or promise of any kind and shall remain in effect for a period of ten (10) years after the date of signature below.

**By signing below, I certify that I am 18 years of age and am otherwise fully competent to give this consent.**

Dated at \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student's Driver's License number: \_\_\_\_\_



## DRIVER'S EDUCATION CLASS STUDENT RELEASE FORM

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I, as a parent/guardian, understand that I am responsible for my child's actions when he/she is driving. I will not hold West Georgia Technical College responsible for any driving discrepancies that may occur after completing Driver's Education.

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Student's Name (please print)

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Parent/Guardian's Name

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Signature of Parent/Guardian

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Date



**DRIVER'S EDUCATION CLASS  
PARENT/GUARDIAN PERMISSION SLIP  
"Off-Campus" Leave**

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I give permission for my child, \_\_\_\_\_ to  
leave campus for lunch and/or end of class on \_\_\_\_\_.

*I understand and agree to release and forever discharge West Georgia Technical College, the Technical College System of Georgia, it's members individually, and its officers, agents and employees, from any and all claims, demands, rights and causes of action of whatever kind or nature, arising from my child's activities at any time they are off campus property.*

*My child will be leaving campus (lunch and/or end of class) via:*

- Parent/Guardian
- Friend/Relative – Name \_\_\_\_\_
- Walking/ as a Pedestrian

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Parent/Guardian

This permission slip will be kept on file, and students will be expected to adhere to these instructions.





## Student Code of Conduct

In order to provide a harmonious learning environment at West Georgia Technical College, the following student conduct code has been formulated. Any student, acting individually or in concert with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures, including dismissal from a class session by the instructor and/or suspension or expulsion by the President or designee. Additional rules or regulations may be initiated under established procedures during the year and, if approved, will become effective as part of the official code at the time of inclusion.

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the college premises or to college events.
2. The sale, attempted sale, use of, or possession of any illegal, dangerous, or controlled drugs on the college premises or at any college-sponsored event is prohibited.
3. The sale or attempted sale of alcohol on the college premises or at any college-sponsored event is prohibited.
4. Alcoholic beverages are not to be brought onto or used on the college premises or at other locations where authorized college activities are held.
5. No person shall physically abuse, threaten, or intimidate any member of the faculty, staff, or student body or any official visitor to the college. Infringement of rights of others is defined to include, but is not limited to, the following:
  - a. physical or verbal abuse inflicted on another person;
  - b. severe emotional distress inflicted upon another person;
  - c. theft, destruction, damage or misuse of the private property of members of the college community or nonmembers of the college community, occurring on campus or off campus during any college approved activity.
  - d. sexual harassment.
6. The theft, damage, or malicious destruction of property belonging to the college, visitors to the college, or any member of the college community is prohibited.
7. No persons shall assemble on campus for the purpose of creating a riot or any disruptive or disorderly diversion which interferes with normal educational processes and operations of the college. This rule shall not be construed so as to deny any student the right to peaceful assembly.
8. Gambling on the campus is prohibited.
9. No person shall interfere with, fail to cooperate with, or fail to make proper identification when requested to do so by properly identified administrators or staff in the performance of their duties.
10. Unauthorized entry into or use/occupation of college facilities which are locked, closed to student activities, otherwise restricted to use, or not reserved for use through the proper college authorities is prohibited.
11. Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited.
12. The operation of student organizations not approved by the college administration is prohibited.
13. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with college rules and regulations is prohibited.
14. Students shall not attempt to defraud, deceive or mislead an instructor in arriving at an honest grade assessment. Initial violation of this policy may result in a lowered grade.

15. All forms of academic dishonesty including, but are not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Cheating on a test is defined to include the following:
  - a. Copying from another student's test paper;
  - b. Using material during a test that is not authorized by the person giving the test;
  - c. Collaborating with any person during a test without permission;
  - d. Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an unadministered test;
  - e. Bribing any other person to obtain tests or information about tests; and
  - f. Substituting for another student or permitting any person to substitute for one's self.
  - g. "Plagiarism" is defined as the appropriation of any other person's work offered for credit.
  - h. "Collusion" is defined as the unauthorized collaboration with any other person in preparing work offered for credit.
16. Students shall not bring food or drinks in any area/building other than the snack bar or other designated areas.
17. Dress Code - The following guidelines are the standards for college-wide student attire. However, individual programs may vary in the clothing regulations to better represent the career for which students are training and to meet appropriate safety requirements for the career area.
  - a. The length of any clothing will be no shorter than the bottom of the person's longest fingertip when arms are extended to his/her side.
  - b. No hats or caps should be worn in class.
  - c. No tank tops or very short shirts. Midriff must be clothed.
  - d. Ragged clothes may not be worn.
  - e. Clothing should meet safety requirements for the program.
  - f. Clothing should not cause undue distractions.
  - g. Clothing should reflect minimum school standards and all individual program standards.
18. Tobacco Policy -The use of tobacco products, including cigarettes, cigars, pipes, or smokeless tobacco, is prohibited on all West Georgia Technical College campuses except in designated smoking areas.
19. Students will exercise all safety precautions given by faculty regarding the use of supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the faculty. It is desirable that no accidents occur; however, regardless of how minor, the student shall report incidents to the teacher immediately. Teachers will make an incident report to the Vice President of Administrative Services. All students shall help maintain safe working conditions or report any unsafe practice(s) being conducted.
20. Every class is to clean up the training area at the conclusion of the period or day/evening. Every teacher will have a routine for this activity and students will carry out their share of this duty with a cooperative attitude. In addition to housekeeping in the training areas, every student will practice good housekeeping throughout the buildings and grounds.

I have read the West Georgia Technical College Student Conduct Code and I understand that my/my child's failure to comply will result in immediate dismissal from the Driver's Education Program without a refund.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date



## DRIVER'S EDUCATION CLASS STUDENT GUIDELINES

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We would like to thank you for giving us this opportunity to help your teen recognize the concepts of safe driving. We will make every effort to ensure his/her safety throughout this program. We expect students to govern themselves according to the rules and regulations established in the West Georgia Technical College Student Code of Conduct, a copy of which is enclosed.

### **Pickup Time(s)**

Parents are responsible for picking up students **on time at the end of class and for lunch**, if applicable. We appreciate parents picking up students promptly. Instructors will confirm specific lunch times on the first day of class during the Parent Orientation.

### **Lunch**

*Instructors will confirm specific lunch times on the first day of class during the Parent Orientation.* Students must supply their own lunch. If the student brings a lunch, someone will be on campus during this time for the student to eat on campus. The instructor will inform the students of local eateries where applicable. **Students may only leave campus with parents' permission.** If students are to be picked up for lunch, allowed to leave campus for lunch, or are carpooling with another student, please let us know. There is a lunch/leave form for parents to sign. West Georgia Technical College will not be held responsible for any student who leaves the campus and has not been granted permission to do so via the lunch/leave form.

### **Attendance Policy**

Unexcused missed days are not allowed. In order to receive the 30/6 certification, the student must complete the full 30 hours of instruction and 6 hours of drive time. Students are expected to attend class every day as scheduled. Due to limited seating please only register your child for one class.

*If you know that you cannot attend all sessions, **PLEASE DO NOT REGISTER** for this program. Please be advised of the \$25 drop-add/class transfer/cancellation fee. Students are required to complete the 36 hour program within six months or risk being dropped from the grant funded training and then required to pay the full \$350 registration fee to continue.*

### **Certificates of Completion**

Students must remember to keep the original copy of their certificate for the DMV and for insurance purposes. A **\$5.00 fee** will be required before we can re-issue a certificate of completion. To avoid the fee, you can make copies of the original certificate as needed.

**Contact Information** If you have any questions or concerns; please contact one of the following:

Community Education            1.855.209.3640  
[coned@westgatech.edu](mailto:coned@westgatech.edu)



## **NO-SHOW Policy**

**PARENTS and STUDENTS:**

**\*Your signature is required.**

**By signing, you agree to adhere to the NO-SHOW policy which states that a \$25 fee will be accessed for any NO-SHOWS for scheduled drive time instruction. Drive time will not be re-scheduled until the fee is paid.**

\_\_\_\_\_  
Students Name (PRINT)

\_\_\_\_\_  
Parent/Guardian Name (PRINT)

\_\_\_\_\_  
\*Student's Signature

\_\_\_\_\_  
\*Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date