



San Juan Unified School District

CTE/ROP ENROLLMENT APPLICATION

FORM #1A

For Students enrolled in high school
All information is kept confidential

Class will be taught in: Summer Fall Spring Year-Round Year: _____

CTE COURSE INFORMATION

Official Course Title (from CTE schedule) _____ Section Code # _____

Teacher _____ Class Location _____ Start Date _____ Start Time _____

STUDENT INFORMATION

Last Name _____ First Name _____ Middle Initial _____ Date of Birth _____

Street Address _____ City _____ Zip _____ Home Phone _____

For CTE Office Use Only _____ Student ID # _____ Name of your own school _____

Student Email Address _____

You MUST fill in the requested information or check one box in each section

Gender	Enter your AGE at the time you will start this class	Enter your GRADE at the time you will start this class
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Check ALL of the items that apply to you (all information is confidential)

<input type="checkbox"/> Limited English	<input type="checkbox"/> Migrant	<input type="checkbox"/> Family receives public assistance	<input type="checkbox"/> Foster Youth
<input type="checkbox"/> Have active IEP	<input type="checkbox"/> Have active 504 plan	<input type="checkbox"/> Family eligible for free/reduced lunch	<input type="checkbox"/> None Apply

Please mark the ETHNICITY with which the student most closely identifies:

Hispanic or Latino (*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.*)

Not Hispanic or Latino

The above question is about ETHNICITY, not race. No matter what you selected above, check up to five races that best describe you:

<input type="checkbox"/> Caucasian or White	<input type="checkbox"/> African American or Black	<input type="checkbox"/> Asian	<input type="checkbox"/> Asian Indian
<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Other _____	

EMERGENCY INFORMATION:

Emergency Contact Name _____ Relationship _____ Emergency Phone _____

SIGNATURES:

Student	Parent or Guardian <small>(Only required if student leaves campus)</small>	Date	School Counselor <small>(Required)</small>	Date <small>(Required)</small>
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San Juan Unified School District • P.O. Box 477 • Carmichael, CA 95609-0477 • (916) 971-7163

The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in district programs and activities. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. If you believe you have experienced unlawful discrimination, please contact the District's Title IX Coordinator: Linda C. T. Simlick, General Counsel, 3738 Walnut Avenue, Carmichael, CA 95608, (916) 971-7110, LegalServices@sanjuan.edu



COPY AND DISTRIBUTE EACH TO: ROP Attendance, Teacher, School District, Student (Rev. 7/2020)



**PART II OF APPLICATION
(REQUIRED FOR ALL HIGH SCHOOL STUDENTS)**

FORM #2

**SAN JUAN UNIFIED SCHOOL DISTRICT
Career and Technical Education
Conditions of Enrollment/Sign-off Required**

Student's Name: _____ Home School: _____

Instructor: _____ Course Name: _____ Course Location: _____

Dear Student and Parent(s)/Guardian(s):

Your enrollment in CTE is designed to provide you with an opportunity to gain specific employment skills in a chosen career path. Along with CTE goes the added responsibility of leaving your home high school and, in most cases, driving to another campus and/or training location. There are also a number of expectations. You will need to have an off-campus pass and have made the appropriate changes in your schedule to attend CTE. If you have a paid job you must also provide your instructor with a copy of your work permit. The following rules/requirements apply:

☞ CTE is a "traditional" semester program 18 weeks in duration. Students must be enrolled for the entire 18 weeks to earn credit. Enrollment is on a first-come, first-served basis with seniors having priority over juniors regardless of race, color, age, marital or parental status, ancestry, religion, gender or disability

☞ **Provide your own transportation - lack of transportation is not a valid excuse for non-attendance.**

Initials

☞ You will be placed on a training site as soon as orientation is complete and a training site is available. This time frame varies by class.

☞ **While every effort is made to secure a paid job site, there is no guarantee that a student will receive a paid job site. If you refuse an unpaid job site, you may fail the class.**

Initials

☞ If you are in paid/non-paid employment you must remain in the same employment for the entire semester/term to insure receiving full credit for the class. Students who quit their job will be in jeopardy of failing the class.

☞ If you lose your paid job, through no fault of your own, you will be placed in a non-paid job for the remainder of the semester/term in order to insure receiving full credit for the class.

☞ You should be prepared to show your CTE pass when entering or exiting a campus.

☞ You must follow the school rules of the campus where your CTE class is located. Remember - you are a guest on the CTE campus. You may be removed from CTE by the local administrator for failure to follow their campus rules. San Juan has a districtwide dress code which all students must follow. Schools may have additional requirements.

☞ You should be at the CTE site only during class time. Do not loiter on any campus before or after scheduled class times, as this creates a supervision problem for the high school.

☞ In case of absence, students **MUST CALL** their instructor and training site supervisor prior to their class/job start time. High school students must also bring a note to their instructor from their parent(s) or guardian(s) on the following classroom instruction day.

☞ Students who enroll after 10 days for a block school and 20 days for a traditional school will not receive full credit - credit will be awarded on a prorated basis.

☞ **A student who drops prior to the end of the semester/term will not be given partial credit. A drop "F", zero credit will be issued. The district policy requires a student to be enrolled in, and passing, five classes in order to participate in their graduation ceremony.**

Initials

☞ **Instructors maintain a workplace environment. Students must conduct themselves in a manner appropriate to the workplace.**

Initials

☞ **Creating a safety hazard, being involved in a theft, forgery, or in other inappropriate behavior may result in removal from the class and a drop "F" with zero credit.**

☞ San Juan Unified School District CTE programs will be participating in the district teacher inservice days and students will not be required to attend class, however, students are required to attend CTE on minimum days.

☞ **It is the San Juan Unified School District CTE policy that students not work for their parents and earn credit.**

Initials

☞ **Students must be working a minimum of three school days (Monday-Friday) and a total of 12 hours per week in order to qualify for CTE CVE (paid training).**

Initials

If you have any questions, please contact your CTE instructor or Technician. Enjoy your CTE experience; it could be the start of a very rewarding career. I have read the rules and responsibilities required and I agree to abide by them.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

School Representative or CTE Tech/Teacher Signature: _____ Date: _____

**Please return this signed form to the CTE Teacher or School Counselor
at your home high school.**

Distribution:
White - District Office
Yellow - Teacher
Pink - Student/Parent