**Student Information**

- **Last Name**: [Blank]
- **First Name**: [Blank]
- **Middle Initial**: [Blank]
- **Date of Birth**: [Blank]
- **Street Address**: [Blank]
- **City**: [Blank]
- **Zip**: [Blank]
- **(Area Code) Home Phone**: [Blank]
- **For ROP Office Use Only**
  - **Student ID #:** [Optional]
  - **Name of your own school**: [Blank]

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

<table>
<thead>
<tr>
<th>Gender</th>
<th>Write your AGE at the time you will start this class</th>
<th>Check your GRADE at the time you will start this class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td></td>
<td>9th</td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td>10th</td>
</tr>
<tr>
<td></td>
<td>[ ] Limited English</td>
<td>11th</td>
</tr>
<tr>
<td></td>
<td>[ ] Migrant</td>
<td>12th</td>
</tr>
<tr>
<td></td>
<td>[ ] Have active IEP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Have active 504 plan</td>
<td></td>
</tr>
<tr>
<td>[ ] Family receives public assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Family eligible for free/reduced lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Foster youth</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Check ONLY ONE of the following which best describes your ethnicity**

- [ ] Caucasian or White
- [ ] Hispanic
- [ ] African American or Black
- [ ] Asian
- [ ] Pacific Islander
- [ ] Filipino
- [ ] American Indian/Alaskan Native
- [ ] Other
- [ ] None apply

**Emergency Information**

- **Emergency Contact Name**: [Blank]
- **Relationship**: [Blank]
- **(Area Code) Emergency Phone**: [Blank]

**UNDER-AGE STUDENT AUTHORIZATION**: If the student is under the age of 16 and not in the 11th or 12th grade when they will attend ROP, the School Principal must provide prior authorization to enroll that student in an ROP course. The referring school official must write a statement below or attach a statement explaining why the student's educational goals cannot be met without ROP enrollment.

- **Principal's or Designee's Signature**: [Blank]
- **Date**: [Blank]
- **County ROP Administrator's Signature**: [Blank]
- **Date Signed**: [Blank]

**Signatures**

- **Student**: [Blank]
- **Parent or Guardian**: [Blank]
- **Date** *(Required if student leaves campus)*
- **School Representative**: [Blank]
- **Date** *(Required)*

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Sacramento County ROP Career Center • P.O. Box 269003 • Sacramento, CA 95826-9003 • (916) 228-2721

*Training opportunities open to all regardless of race, color, ancestry, religion, age, gender or disability. If you feel you have been discriminated against, call the Title IX Coordinator at (916) 228-2550.*

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**DISTRIBUTION:**
- **WHITE - ROP Attendance**
- **CANARY - Teacher**
- **PINK - School District**
- **GOLDENROD - Student**
Dear Student and Parent(s)/Guardian(s):

Your enrollment in ROP is designed to provide you with an opportunity to gain specific employment skills in a chosen career path. Along with ROP 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 ROP. If you have a paid job you must also provide your instructor with a copy of your work permit. The following rules/requirements apply:

- ROP is a “traditional” semester program 18 weeks in duration. Students must be enrolled for the entire 18 weeks to earn credit.
- Provide your own transportation - lack of transportation is not a valid excuse for non-attendance.
- 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.
- 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 ROP pass when entering or exiting a campus.
- You must follow the school rules of the campus where your ROP class is located. Remember - you are a guest on the ROP campus. You may be removed from ROP 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 ROP 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.
- Instructors maintain a workplace environment. Students must conduct themselves in a manner appropriate to the workplace.
- 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 ROP 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 ROP on minimum days.
- It is the Sacramento County Office of Education and San Juan Unified School District ROP policy that students not work for their parents and earn credit.
- Students must be working a minimum of three school days (Monday-Friday) and a total of 15 hours per week in order to qualify for ROP CVE (paid training).

If you have any questions, please contact your ROP instructor or Technician. Enjoy your ROP 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 ROP Tech/Teacher Signature: ___________________________ Date: __________________

Please return this signed form to the ROP Youth Employment Technician or School Representative at your home high school.