

FSAS GENERAL INFORMATION / POLICIES



Fairfield-Suisun Adult School
1100 Civic Center Drive
Fairfield, CA 94533

PHONE: (707) 421-4155

See office hours on page 21.

Fairfield-Suisun Adult School operates with the supervision of Fairfield-Suisun Unified School District.

GOVERNING BOARD

Charles Wood, President
Pat Shamansky, Vice President
Dave Gaut, Clerk
Anne Griffin, Member
Susan Heumphreus, Member
Kathy Marianno, Member
Helen Tilley, Member

SUPERINTENDENT

Jacki Cottingim, Ph.D.

FSAS ADMINISTRATION

Vickie Good, Principal
Susan Ceballos, Assistant Principal
Cathy Chan, Assistant Principal

IMPORTANT PHONE NUMBERS:

Main Office..... 421-4155
Business Program..... 421-4392
CNA/HHA Information & Voicemail..... 421-5395
ESL Information..... 432-1936
ESL Voicemail..... 421-5396
GED Testing Center..... 421-4391
HS/GED Information & Voicemail..... 421-5278
Special Projects 421-4392


SCHOOL HOLIDAYS - NO CLASSES

Labor Day	Sept 7
No classes	Oct 16
Veterans' Day	Nov 11
Thanksgiving	Nov 23-30
Winter Break	Dec 21-Jan 1
No classes	Jan 15
M. L. King Day	Jan 18
Lincoln's Birthday	Feb 8
Washington's Birthday	Feb 15
No classes	Mar 19
Spring Break	Apr 2-9
Memorial Day	May 31

SCHOOL POLICIES

Adults receive enrollment priority in all adult education classes.

REGISTRATION

Registration continues until classes are filled. You may register in person, online or by mail for most classes. The mail-in registration form is located on page 21-22 of this brochure. Payment is required at time of registration. Cash or checks are accepted. Credit cards are accepted online at www.AdultEdReg.com for classes marked .

ENROLLMENT

- Students must attend the first class meeting to complete registration. If students miss the first class meeting, their place may be given to a wait-list student.
- Adults have priority enrollment in all adult education classes. Classes are open to all adults who can benefit from the program. Classes are primarily designed for students 18 years of age and older.
- High school seniors and juniors, currently enrolled in traditional school district programs, may be enrolled in Adult Secondary classes to make up credits for graduation. They must have the permission of the high school counselor, the parent or guardian, and the Adult Ed administrator. High school students are enrolled on a space available basis.

NOTIFICATION OF ENROLLMENT

If you enroll by mail, you will receive a receipt in the mail. You will also be notified if the class you want is full or canceled due to insufficient enrollment.

BOOKS

Some classes require a book which may be purchased at the Adult School bookstore located across from Room 3. Books are available during the first class meeting.

FEES

- Materials fees for classes cover the cost of maintaining the programs. Books and supplies are additional.
- Classes will be canceled if fewer than the required number of students enroll.
- Fees are subject to change based on Adult School revenue.

RETURNED CHECKS:

A \$25.00 fee will be added to all returned checks

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REGISTRATION INFORMATION / OFFICE HOURS

REGULAR OFFICE HOURS	SEASONAL HOURS
July 27 – Sept 4 Mon-Thurs 8 am–5 pm Fri 8 am–3 pm	Extended Registration Hours: Aug 31, Sept 1-2 8 am–7 pm
Sept. 8 – May 14 Mon-Thurs 8 am–8 pm Fri 8 am–3 pm	Thanksgiving Break (11/23-11/30) Office Open Nov 30 8 am–3 pm Office Closed Nov 23-27
May 17 – June 4: Mon-Thurs 8 am–5 pm Fri 8 am–3 pm	Winter Break (12/21-1/1) Office Open Dec 21-22; Dec 28-29 8 am–3 pm Office Closed Dec 23-25; Dec 30-Jan 1
June 7 – July 23 Mon-Fri 8 am–3 pm	Spring Break (4/2-4/9) Office Open Apr 2 & 5-9 8 am–3 pm

REGISTER NOW! Many Adult School classes are open-entry
 Call 421-4155 for more information

Adult School classes are supported by state funding or student fees
Classes with low registration may be canceled prior to the first meeting

Enrollees will be notified 2 days before the first class meeting if class is canceled.

Mail this form to register for all classes **except:**

Daytime Business Program, High School Diploma, GED, ABE, ESL , Citizenship

To register for other classes, please refer to individual class registration information in this schedule.

Complete the registration form on the back of this page.

Print Clearly and provide all requested information to ensure quick processing.

Make checks payable to: "Fairfield-Suisun Adult School" or "FSAS"

Include your current telephone number, driver's license number and expiration date on your check. **Mail to:** Fairfield-Suisun Adult School • 1100 Civic Center Drive • Fairfield, CA 94533

Notification of Enrollment – If you enroll by mail, you will receive a receipt in the mail.

Students must attend the first class meeting to complete registration. If a student misses the first class meeting, their place may be given to a wait-list student.

Course Title	Start Date	Day/Time	Fee
NO REFUNDS AFTER CLASS BEGINS PLEASE FILL OUT REVERSE SIDE		TOTAL ENCLOSED:	

FAIRFIELD-SUISUN ADULT SCHOOL 2009-2010 ENROLLMENT AND REGISTRATION

PLEASE PRINT CLEARLY and USE INK

Date: _____ ID#: _____

Last Name: _____ First Name: _____

Address: _____ Apt. #: _____

City: _____ Zip: _____ Phone #: _____

Birthdate: _____ Male Female

EMERGENCY CONTACT:

Name _____ Phone _____

Indicate Serious Medical Condition(s) _____

ETHNICITY (Check one):

- Hispanic Non-Hispanic

RACE (Check all that apply):

- White Alaska Native
- Filipino Native Hawaiian/Pac. Isl.
- Black Asian
- Am. Indian Other: _____

NATIVE LANGUAGE:

- English Korean Lao
- Spanish Hmong Russian
- Vietnamese Cambodian Farsi
- Chinese Tagalog Other

GOALS (Choose two):

(between now & 6/30/10)

- Improve basic skills
- Improve English skills
- H.S. Diploma / GED
- Get a job
- Enter college of training
- Family goal
- U.S. Citizenship
- Military
- Personal goal
- None
- Other

HIGHEST GRADE OF SCHOOL COMPLETED: _____

HIGHEST DIPLOMA / OR DEGREE EARNED:

Mark one:

- GED Certificate
- High School Diploma
- Technical/Certificate
- AA/AS Degree
- 4-year College Graduate
- Graduate School
- None
- Other
- Check if earned outside of U.S.**

I verify that the above information is correct to the best of my knowledge:

Signature _____

CHECK ONLY THOSE THAT APPLY:

By checking the below, you may be able to access special programs and funding to meet your educational goals.

- TANF/CalWORKS recipient
- Timed-out CalWorks
- Food Stamps
- Displaced homemaker (someone who has worked as a homemaker, not outside the home, and now must enter the workforce because of loss of income from spouse or aid.)
- G. A. (General Assistance)
- Other Public Assistance
- Handicapped/Disabled
- Rehabilitation Services
- Single Parent
- S.S.I.
- Veteran
- WIA 1B

EMPLOYMENT STATUS (Check one):

- Employed
- Unemployed
- Not employed & not seeking work
- Retired

IF YOUR TOTAL HOUSEHOLD INCOME IS BELOW ANY OF THE FOLLOWING, PLEASE CHECK:

- \$19,240/yr. or \$1,604/mo. for 1 person
- \$25,900/yr. or \$2,159/mo. for 2 people
- \$32,560/yr. or \$2,714/mo. for 3 people
- \$39,220/yr. or \$3,269/mo. for 4 people
- \$45,880/yr. or \$3,824/mo. for 5 people
- \$52,540/yr. or \$4,379/mo. for 6 people
- \$59,200/yr. or \$4,934/mo. for 7 people
- \$65,860/yr. or \$5,489/mo. for 8 people
- For each additional household member add \$6,660 (# of additional _____)

<input type="checkbox"/> CalWORKS	<input type="checkbox"/> HS Diploma (Not GED)	<input type="checkbox"/> Reg. Adult	OFFICE USE ONLY
<input type="checkbox"/> Concurrent	<input type="checkbox"/> Fee Based		

REFUNDS:

- In the event that we cancel a class due to low enrollment, we will refund your full fee.
- If you withdraw from a class prior to the first class session, you may choose a full credit voucher or a refund.
- No refunds or credit vouchers will be given after the first class session has been held.
- No Transaction Fee refunds are given for online registrations.
- The Adult School accepts cash, money orders, and personal checks for most classes. If a check is returned due to insufficient funds, a \$25 fee will be assessed.

NON-DISCRIMINATION POLICY

The Fairfield-Suisun Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, gender, race, color, religion, national origin, ethnic group, ancestry, marital or parental status, physical or mental disability or any other unlawful consideration.

UNIFORM COMPLAINT PROCEDURES

It is the goal of the Fairfield-Suisun Unified School District to ensure compliance with applicable state and federal laws and regulations. The District has adopted policies and procedures for the investigation and resolution of complaints alleging failure to comply with applicable state and federal laws. Copies of the Uniform Complaint Procedure Policy are posted in the Adult Education Office.

GUIDANCE SERVICES

New adult high school diploma students may make an appointment to meet with an administrator for review of student transcripts and for assistance in registering for the appropriate classes.

The Employment/Education advisor will accept appointments to provide career guidance for individuals enrolled in an adult school program.

GED TESTING

In January 2002, a new generation of GED tests was introduced. You may not combine any GED scores earned before January 2002 with the new tests. For more information, call the GED Office, 421-4391.

VISITORS

Visitors to the adult school campus must check into Room 1 and sign the Visitor Log.

NO SMOKING POLICY

Smoking is not permitted anywhere on Fairfield-Suisun Unified School District campuses. The school is a smoke-free campus.

OFF-CAMPUS LOCATIONS

Our main campus, now known as Jan Hannigan Adult Education Center (JHC), is located at 1100 Civic Center Drive, Fairfield - across from Civic Center Park, between Pennsylvania Avenue and Webster Street.

The Fairfield-Suisun Adult School also offers classes at the following locations:

Anna Kyle Elementary School

1600 Kidder Avenue, Fairfield, CA 94533

Armijo High School

824 Washington Street, Fairfield, CA 94533

Cleo Gordon Elementary School

1950 Dover Ave., Fairfield, CA 94533

Crescent Elementary School

1001 Anderson Dr., Suisun, CA 94585

David A. Weir Elementary School

1975 Pennsylvania Ave, Fairfield, CA 94533

Fairfield High School

205 E. Atlantic Avenue, Fairfield, CA 94533

Fairfield Senior Center

1200 Civic Center Drive, Fairfield, CA 94533

Greenfield Care Center

1260 Travis Blvd, Fairfield, CA 94533

Joseph Nelson Community Center

611 Village Drive, Suisun City, CA 94585

Laurel Creek Health Center

Paradise Valley Estates
2600 Estates Drive, Fairfield, CA 94533

Neighborhood of Dreams at Donovan's

1945 Kidder Avenue, Fairfield, CA 94533

Our School Preschool

3839 Brushwood, Fairfield, CA 94533

PACE Solano

258 L Sunset Avenue, Suisun, CA 94585
1955 W. Texas St., Suite 17, Fairfield, CA 94533
Referral through NBRC

Pride Industries

2339 Courage Drive, Fairfield, CA 94533
Referral through NBRC

Rodriguez High School

5000 Red Top Road, Fairfield, CA 94534

Solano Employment Connection

320 Campus Lane, Fairfield, CA 94533

Suisun Senior Center

318 Merganser Drive Suisun, CA 94585

Vacaville Convalescent & Rehab

585 Nut Tree Ct., Vacaville, CA 95687