

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 007.00
December 9, 2019

SUBJECT: CAREER TECHNICAL CLASSES FEE WAIVER FOR AC²T STUDENTS

- I. Background
- II. Purpose
- III. Procedures
- IV. Continued Eligibility, Termination and Limits

I. BACKGROUND

This guideline was formerly Guideline 119. The Accelerated College and Career Program (AC²T) is designed to provide options for disconnected youth ages 16-24 who have experienced barriers to academic or career success and for whom independent study is an appropriate option. Students are provided with opportunities leading to high school diploma or high school equivalency and career technical training. AC²T locations cooperate on a client-centered basis with educational and career technical education training programs to provide opportunities for AC²T students to participate in career technical education classes.

II. PURPOSE

The purpose of this guideline is to delineate the process and procedures for granting free career technical classes for AC²T students.

III. PROCEDURES

- A. During the AC²T orientation students shall be informed of the opportunity to participate in free career technical education (CTE) classes and the eligibility requirements.
- B. Once a student is deemed eligible, the AC²T advisor will be responsible for ensuring the appropriate procedure is followed which includes monitoring progress in both the academic and CTE classes.
- C. Eligibility will be determined by the following:
 - 1. The AC²T student must complete a minimum of one academic course towards their high school diploma or complete the High School Equivalency Preparation course while in the AC²T program.
 - 2. Demonstrate financial hardship that prohibits them from paying the class fees, including but not limited to: 1) receiving public assistance or unemployment benefits, 2) being homeless, 3) current or former foster child, 4) teen parent or 5) unemployed.
- D. Application Procedure:

Prior to fee waiver consideration the ACT Advisor will:

1. Verify the CTE course description is free from age or other restrictions that would disqualify the student from participating in the class of choice.
2. Consider if the desired CTE class schedule will interfere with attendance/assignment completion in the AC²T program. (Although AC²T is independent study, time should be allowed for students to meet with the AC²T program teachers and advisors on a weekly basis.)

Application Process:

- a. Student completes the attached CTE Class Waiver Form
- b. Student writes an essay which outlines their CTE goals
- c. Parent or guardian (if under 18 years of age) approves the application

Student returns the application to the AC²T advisor for review by the Eligibility Team. (This team will be appointed by the principal.)

IV. CONTINUED ELIGIBILITY

Once the student begins the CTE class, they must demonstrate adequate progress in both their academic and the CTE courses. Failure to complete and turn in assignments will result in dismissal from the CTE class until all ASE assignments are completed and up to date. The student may rejoin the CTE class if the AC²T advisor, AC²T teacher and CTE teacher approve.

Upon completion of the AC²T program the student will be eligible for a fee waiver for ONE additional semester.

Completion of the AC²T program is defined as either of the following outcomes;

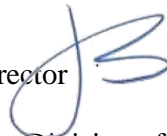
1. Earning the high school diploma by completing the 170 credits or the Diploma Plus option (HSE certificate plus the designated coursework)

Passing the high school equivalency exam without any additional classes

ATTACHMENT A: *Application for CTE Class Fee Waiver*

For assistance, contact Matthew Oberlander, Coordinator, at (213) 241-3813 or by email at mjo4330@lausd.net.

APPROVED: Joseph Stark, Executive Director



DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education



Career Technical Education Class Fee Waiver Application

Complete the following application and attach your essay. Submit them to your AC²T Advisor. You will be notified of the status of your approval in 10 business days. Contact your AC²T advisor if you have questions or need additional information.

CTE Class Fee Waiver Policy

AC²T students are encouraged to take Career Technical Education classes during their participation in the AC²T program. AC²T students will be eligible for a CTE class fee waiver if they have met the following conditions.

The AC²T student must:

- ❖ Complete a minimum of one academic course towards their high school diploma or complete a High School Equivalency Preparation course while in the AC²T program.
- ❖ Demonstrate financial hardship that prohibits them from paying the class fees, such as but not limited to, receiving public assistance or unemployment benefits, being a teen parent, in foster care or homeless.
- ❖ Have approval of parent or guardian (if under 18 years old).
- ❖ Complete the CTE Class Waiver Form and submit an essay.

Student Information

First Name	Last Name	Date of Birth	ASIS Number
Address		City	Zip Code
Phone		E-mail Address	
CTE Class Requested	Class Fee (per semester)	Class Schedule (Days/Times)	
<i>Does your family receive unemployment benefits?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Are you in Foster Care, Homeless or a Teen Parent?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Do any household members (including yourself) currently participate in one of the following programs?</i> <input type="checkbox"/> CalWORKs/CalFresh <input type="checkbox"/> TANF <input type="checkbox"/> KIN-GAP <input type="checkbox"/> FDPIR <input type="checkbox"/> other _____	

Fee Waiver Essay:

Please attach your typed essay to this application form.

In your essay include:

- ❖ Why you want to take this CTE class.
- ❖ Your career goals.
- ❖ Why you deserve to have your fee for this class waived.

Career Technical Education Class Fee Wavier Application (Part II)

TO BE COMPLETED BY THE AC²T PROGRAM

Assessment Information

TABE TEST DATE:	READING SCORE	MATH SCORE	WRITING SAMPLE
-----------------	---------------	------------	----------------

Date Enrolled in AC ² T Program	Academic Course(s) Completed with AC ² T	Date of Completion	Grade

I certify that all of the information provided is true and correct. I understand that school officials may verify the information. Any misrepresentation of the information may lead to exclusion from the CTE classes requested. **Once the student begins the CTE class, they must demonstrate adequate progress in both their academic and the CTE courses. Failure to complete and turn in assignments will result in dismissal from the CTE class until all ASE assignments are completed and up to date.**

Student's Name (Please print)

Parent or Guardian's Name (If student is under 18)

Student's Signature

Parent or Guardian's Signature

Date: _____

Date: _____

Submit this form along with the essay to your AC²T advisor.

For Administrative Use Only

Date submitted to Principal (or designee) _____ Date Reviewed _____

CTE Class Requested _____ Student eligible for CTE Class Yes No

Fee Wavier Approved Yes No

Administrator's Signature _____ Date _____

Student Start Date in CTE Class _____ End Date of Class Waiver _____

Comments: _____