

Vocational and Adult Education

ADMISSION TO ADULT EDUCATION PROGRAM--GUIDELINES

Area technical centers and other school facilities that offer adult education programs shall permit persons to enroll in a program to begin some appropriate phase of training. The appropriate training may include compensatory academic education as a prerequisite or a co-requisite of occupational training as determined by the established procedures.

A comprehensive testing and evaluation program should be a part of the admissions procedure to ensure that students are enrolled in programs that reflect their interests and abilities as well as promote their occupational choices. The guidance counselors and registrars of the various area technical and adult education centers will play an important role in the admissions procedure for students.

Admission to specific programs should reflect the requirements of industry and regulatory agencies. Area technical and adult education centers shall give preference for admission to veterans of the Southeast Asian Conflict as provided for by Section 295.125, Florida Statutes.

I. General Admission Procedures

A. Inquiry

Students who apply in person at area technical and adult education centers will receive verbal or written information on the program of their choice.

Students who apply by mail will be sent information as promptly as possible. These students are informed that they can register only in person after they have met the entrance requirements of the program.

B. Registration

After receiving adequate information, prospective students may register directly into many courses that do not have pre-entrance requirements by completing registration and paying a small registration fee plus vocational tuition, if required.

If students require additional information about a program, or if the program of their choice requires pre-entrance qualifications, students are referred to an adult guidance counselor.

C. Counseling

Counseling is provided to ensure that the prospective students have adequate and accurate information about the courses they plan to enter and that they possess the traits and basic skills necessary to profit from a specific course of instruction. The determination of basic skill ability is achieved through appropriate tests administered by the guidance department.

Some adult vocational programs require that the prospective students meet with a counselor prior to enrollment.

If counseling and/or testing indicates a student does not qualify for his/her original choice, then an alternate program or remediation is recommended.

Prospective students applying for certain programs by mail are requested to submit their school transcripts for evaluation. These records are evaluated by the counseling department.

D. Waiting Lists

If a course is filled to capacity, qualified applicants are placed on a waiting list in chronological order. Veterans of the Southeast Asian Conflict are given priority in compliance with Section 295.125, Florida Statutes.

II. Students currently enrolled in regular (K-12) program of Miami-Dade County Public Schools.

The following categories of students currently enrolled in the regular (K-12) program of Miami-Dade County Public Schools may apply for admission to the adult vocational or general adult education program at the center they wish to attend:

- A. Any student who is in 9th grade or above who wishes to attend an adult education course in addition to his/her regular high school schedule, who presents a written request signed by the student's principal to the administrator of the adult center the student wishes to attend;
- B. Any student who is in 9th grade or above who wishes to transfer to the adult program, whose record is accompanied by a written recommendation of his/her principal that a transfer to the adult program would better serve the student's educational needs;
- C. Any individual of compulsory school age who exhibits unusual educational need which can be better served by the adult

general education program, or where physical, social or economic problems of sufficient magnitude are exhibited, with the approval of the Superintendent or designee;

- D. The following factors will not in themselves be considered as reasons for transfer to the adult vocational or general adult education program:
 - 1. To qualify for early graduation;
 - 2. Poor school progress and/or discipline problems at the regular school;
 - 3. To avoid attendance at assigned school.

III. Individuals not currently enrolled in any program of the Miami-Dade County Public Schools

The following categories of individuals may apply for admission to the adult vocational or general adult education program at the center they wish to attend:

- A. Any individual who has legally left the elementary or the secondary school;
- B. Any individual of compulsory school age who is pregnant, married, a parent, or working full time out of financial necessity, or where the individual exhibits physical, social, or economic problems of sufficient magnitude, in the judgment of the administration, to justify assignment to the adult education program;
- C. Any individual with physical or mental disorders applying for admission will be referred to vocational rehabilitation or other appropriate agencies who will work closely with the adult division in determining when the individual is ready to apply for admission to the adult program;
- D. Notwithstanding the above (A, B, C), any individual beyond compulsory school age desirous of adult vocational or general adult education.

IV. Individuals expelled from the K-12 program of Miami-Dade County Schools and permitted to enroll in the adult education program by the Miami-Dade County School Board.

Any individual expelled from the regular program and assigned to the adult evening program shall, by action of the School Board, be

admitted on a probationary status. The adult center administrator or vice-principal shall explain the probationary status to the expelled student. Should the student violate any provisions of the probationary status, the option to attend the adult program will be revoked and the expulsion applied to all programs within Miami-Dade County Public Schools for the remainder of that school term, pursuant to Sections 228.041(26) and 230.23(4)(i), Florida Statutes (evening schools). The adult center principal or vice principal shall notify the student, parents, and appropriate administrative personnel of such action in writing.

Specific Authority: 230.22(2); 230.23(22) F.S.

Law Implemented, Interpreted, or Made Specific: 228.041(2)(26); 228.061(4)(a)(3)(4) and (5); 230.23(4)(h) and (i); 230.33(6); 239.301; 295.125, F.S.

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