

Alaska Adult Education Distance Learning Student Contract

All individuals enrolled in distance learning must complete **AK Adult Ed Student Intake Form**.

Individuals must agree to the following to participate in the distance learning program.

- ◆ All students must complete all work in a timely and appropriate manner.
- ◆ Study time per week is required and minimum hours must be completed.
- ◆ Appointments with teachers must be kept. Failure to keep appointments will result in withdrawal from distance learning courses. If you will be late for, or unable to keep appointments, you must notify your teacher.
- ◆ Maintain contact with teacher, as agreed upon, by phone, email, Skype, or in person.
- ◆ Complete all assessments, including all pre- and post-tests.
- ◆ Return all loaned items (calculators, books, software, etc.) at the completion of the program and/or at the request of the Adult Education Program.

By signing this contract, you agree to follow all program rules and policies, as outlined above.

Date: _____

Student Name: _____ DOB _____

Justification for Distance Learning: _____

Signature of Staff

Date

Staff Name Printed

Approved Denied

AK Adult Ed Regional Coordinator

Date



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

State of Alaska Adult Education Program

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities
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