

Putnam County High School Area Career Center Sign-Up Form

ACC Registration Instructions

Complete this form if you are interested in attending an Area Career Center (ACC) course through LaSalle-Peru High School. ACC students are held to high academic and behavioral expectations due to the transition-based nature of these courses. Because classes are held off campus, students must demonstrate strong self-responsibility and accountability.

All ACC students are subject to the progressive discipline procedures outlined in the PCHS Student Handbook for any behaviors occurring at ACC or while traveling to and from ACC. Removal from the program for academic or behavioral concerns is considered a last step in this process.

Program Expectations and Procedures

- Students must be in good academic standing at PCHS to enroll and must have earned at least 20 credits before enrolling in the ACC program.
- Students must have an ACT (or PreACT) composite score of 14 prior to May 1 of the prior school year.
 - Students who choose to retake the ACT over the summer to better their score will be considered for programs that still have roster space.
- Students must have 18 service-learning hours accepted prior to enrollment in the ACC program by May 1 of the prior school year.
- Disciplinary and attendance records will be reviewed for ACC enrollment.
 - Students receive a program overview near the start of junior year. Those with academic, behavioral, or attendance concerns may be required to complete a Counseling Support Agreement outlining expectations.
 - Students must meet all terms of the agreement to remain eligible. Failure to do so will result in loss of program eligibility.
- Students must have a strong attendance record at PCHS to be considered for admission.
- Daily attendance is required for all ACC courses. Unexcused absences may lead to removal from the program.
- Attendance at ACC is required even when PCHS is not in session.
- Unless provided advanced approval by Administration, ACC students are required to ride the bus to and from ACC. Students who miss the ACC bus must report to the office and will receive an unexcused absence for the day.
- Upon return from ACC, students must report to the Media Center for study hall until their scheduled lunch period. Students must remain on PCHS grounds for the rest of the school day unless they receive prior permission from Administration.
- Every effort will be made to allow students to visit ACC prior to registration.
- Transfer students will be considered for the ACC program with consideration for space available.

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- Students and families are responsible for any additional fees associated with ACC programs. Common examples include:
 - Aviation: Written Test Exam \$90 (optional), Medical Exam \$100 (optional), Flight Test \$500–\$1000 (optional)
 - Cosmetology: Resource Kit \$200 (students keep the kit)
 - Health Occupations: Scrubs (varies), Fingerprinting/Background Check \$37.50, TB Test \$12, CPR Card \$3, Books \$75 (optional), Licensing Exam \$75 per retake
 - EMS: CPR Card \$3, Licensing Test \$75 per attempt (optional)
- ACC courses earn 1 credit per semester at PCHS. Because classes meet during PCHS periods 2–5, enrollment significantly limits available course options on campus.

Student's Name: _____

ACC Course Selection: _____

Reason for Taking ACC course:

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Guidance Counselor Signature: _____ **Date:** _____

Some of the ACC courses run during LP's 1st block (Computer Repair, IVEO, CAD/Drafting), as a result those students must provide their own transportation. Signature by both individuals (student and parent) indicates recognition that the student will provide his/her own transportation to and from all events associated with ACC if enrolled in a 1st block course. By providing such transportation, the student and/or parent/guardian assumes all responsibilities associated with costs for transportation, including but not limited to, mileage, insurance, and accidentals.