

Welcome to our Adult ESOL Program



Orientation

The Adult ESOL Program has six levels, and provides basic English language and life skills instruction to Maryland residents whose native language is not English.

Classes Offered:

Literacy	Beginning I	Beginning II
Intermediate I	Intermediate II	Advanced *

*Students need to pay tuition for advanced class. All of the other levels are free.

Class Placement:

- You will take a test to place you in the right level.
- Do not copy or guess on the test.
- Test results help us put you in the right class level.
- Taking the test is not a guarantee you will be placed in a class.
- After the test, come back with your blue card to find out about your class.

Books:

- You will receive information about books and prices on the first day of class.

Student Requirements:

- Students must be Maryland residents. Students must provide an address, phone number, and a social security number (if you have one).
- Students **must not be enrolled** in a public or private high school.
- Students must **not** have a current F1 or J1 visa.
- Students may register at **ONE SCHOOL** only.
- Students **cannot** bring their children to school at any time.
- Students need to come on time and cannot leave early.
- Students must be at least **18 years old** to attend.

My class starts at: _____ AM/PM and finishes at: _____ AM/PM.

My class meets on these days:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

I will return here on: _____. The last day of class is on: _____.

Attendance and Late Policy:

- If a student misses the **FIRST TWO** classes, he or she will be dropped from the class, and will lose their space. The student will receive information about how to register for the next session. They will not be allowed to return during the current term.
- During the session, if a student attends any of the first two classes, but misses more days than the number listed below, (*see the shaded part of the table*) they will be dropped from the class. The student will get information about how to register for the next session. They will not be allowed to return during the current term.

CLASS DESCRIPTIONS:	TOTAL CLASS HOURS:	STUDENTS CAN BE ABSENT:
ESOL (Saturday)	60 hrs.	4 times
ESOL (AM/DAY/PM)	60 hrs.	6 times
ESOL (More than 60 hours)	75/90/100 hrs. respectively	8 times

- In cases where a student persistently continues to arrive late for class, or leaves early, the student may be dropped from class.

Frequently Asked Questions

- ❖ **How long does it take to move up a level?**
 - Most students may need at least 120 hours of class time to move up a level. It is different for every student.
- ❖ **Can I change levels after placement?**
 - During the session, we will only move students who should be at the Literacy or Beginning I levels. For all other students, you will need to wait until the next session begins to change to a different level.
- ❖ **I just realize I cannot attend the upcoming session. What should I do?**
 - Take the placement test, but tell the teacher that you cannot come this session. That way you will not have to take the test again, and you can take a class next session.
- ❖ **What other classes does this program offer?**
 - We have classes to help you prepare for job fields such as building trades, healthcare, customer service, and information technology. Ask your teacher for details.

PROSPECTIVE STUDENTS MUST COMPLETE THIS INFORMATION AT HOME, AND BRING IT BACK THE FIRST DAY OF CLASS:

(If you are unable to fill out this information by yourself, ask your family members, or friends for help.)

STUDENT SSN: **MC ID NUMBER:** **GENDER:**
 Male
 Female
 Other

LAST NAME: **FIRST NAME:** **MIDDLE NAME:**

ADDRESS: *Number: Street Name:* **APT #:**

CITY: **STATE:** **ZIP CODE:**

PHONE NUMBER:

E-MAIL: **DATE OF BIRTH:** / /
Month / Day / Year **AGE:**

WHERE WERE YOU BORN? (COUNTRY): **NATIVE LANGUAGE:**

WHERE DID YOU GO TO SCHOOL?
 In the United States
 In another country
 Both in the United States and another country
 I did not go to school

EMERGENCY CONTACT NAME:

EMERGENCY CONTACT PHONE NUMBER:

HIGHEST EDUCATION/DEGREE COMPLETED:
 Grade 1-11 (enter the highest grade completed): _____
 Grade 12 or higher, NO diploma
 Special Education (enter the highest grade completed) _____

High school diploma
 Other credentials/certificates in the United States
 Some college-no degree
 College Degree

EMPLOYMENT STATUS:
 Employed (full time) Employed (part time) Unemployed (no job, but actively looking for one) Not in the labor force (no job, and NOT looking for one)