

Date: March 19, 2008

To: Guidance Directors, Adult Education Directors, Home School Contacts

From: Jim Patterson

Re: Academ-e Checklist

The following is a checklist to help you pull together the materials that are necessary for Academ-e nominations:

- Nomination PDF form typed, copied, and mailed to the Academ-e. Any illegible forms will result in processing delays.
- Consent forms signed by parent or guardian. Social Security Numbers are required for registration.
- Encourage students to choose more than one course in the event that their first choice is filled.
- Note if a third party billing will be applied to student's account