**Russellville Adult Education Center**

*RAEC*

**ESL Distance Education Program**

1000 S Arkansas Ave, Russellville, AR 72801

Phone: [(479) 968-5244](https://www.google.com/search?q=russellville+adult+edu&rlz=1C1GGRV_enUS758US758&oq=russellville+adult+edu&aqs=chrome..69i57j69i60.3559j0j7&sourceid=chrome&ie=UTF-8) ⋅ Email: [jessica.honnell@russellvilleschools.net](mailto:jessica.honnell@russellvilleschools.net)

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**DL Policies/Enrollment Requirements & Participant Agreement**

**DL Policy & Enrollment Requirements:**

* Complete BEST Literacy or TABE® Assessments and LACES Intake
* Complete Orientation process with DL (Distance Learning) instructor
* Complete Distance Learning Assessment/Survey
* Complete minimum of 6 (12 preferred) hours of F2F class instruction including orientation
* Enrollment in the online Canvas system (during orientation)

Canvas will be used:  
to access, review, and submit assignments.  
as a source of contact with instructor and/or other students for educational purposes.

* Possess adequate digital literacy skills & available access to the Internet (home or public computer) or Agree to drop-off/pickup Distance Education work as needed
* Agree to spend 3 hours/week (minimum 12 hours/month) working in assigned curriculum(s)
* Weekly contact with the instructor via telephone, email, Canvas inbox, Canvas discussion, and/or in person

**Participant Contract Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to the following terms:

(Please print full name)

1. I will complete the above listed requirements for the DL program.
2. I will be cooperative & work diligently to improve my skills to obtain my goal(s).
3. I will return to Russellville AE to complete required testing.
4. I will notify my instructor if I drop the class or cannot fulfill the attendance requirements.

Short Term Goal:

☐Increase Basic Skills (Reading, Math, Language) using AZTEC

☐Increase Work Readiness Skills using Career Ready 101

☐Increase English Skills using Rosetta Stone

Long Term Goal:

☐GED®

☐WAGE™ Certificate: ☐Employability ☐Industrial ☐Bank Teller   
☐Office Technology ☐Customer Service I ☐Customer Service II

☐English Speaking Advancement

**All components of the orientation checklist have been completed and verified. By signing below, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to all agreements within the distance learning policy.**

**Student Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student is now eligible to participate in distance learning classes.**

**DL Coordinator Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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