**(Name of Program, Address, and Phone Number – or just print on your letterhead)**

**Steps for Enrollment**

1. Fill out Adult Education Intake Form (Application).
2. Bring appropriate identification:
3. Social Security Card, if available
4. Government-issued ID such as Driver’s License or Passport
5. If 16 or 17 years of age, see office staff for needed documentation.
6. Complete appropriate assessment for class placement:
7. Test of Adult Basic Education (TABE).
8. BEST Plus or BEST Literacy for ESL
9. Class Assignment with office staff
10. Classroom academic goals set with instructor
11. Periodic TABE testing for academic progress

The (name of program) provides equal access to all programs and activities. For information about program services for persons with disabilities, contact

(ADA Coordinator’s name and phone number)