

August 3, 2017

*The following was sent to the listserv.*



## **FROM CODY: AOKY student data**

All AOKY students **must** be tagged with the 'fall AOKY' service indicator by close of business on **August 14<sup>th</sup>** (first day of KCTCS classes).

Please keep in mind this data is for federal financial aid purposes and must be accurate and complete to the best of our knowledge.

Also, please remember that all AOKY students **must** complete the *AOKY Program Commitment Contract (see next page)*; it **must** be completed and shared among the KCTCS and KYAE Skills U partners prior to starting the program.

Lastly, as the KAERS manual notes, do not remove the AOKY service indicator if the student drops out of the program after starting.

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# AOKY PROGRAM COMMITMENT CONTRACT



Accelerating Opportunity Kentucky is a program provided by Skills U, Kentucky Community & Technical College System, and Kentucky Department of Workforce Investment allowing you an accelerated pathway to earn your GED® diploma and a KCTCS entry-level certificate that meet the needs of the state and/or regional economy. Your instructors along with a Success Coach and a Career Coach will help you develop the skills you need to succeed in school and compete in the workforce.

By participating in Accelerating Opportunity Kentucky at *[insert]* College, I understand and will abide by the following program requirements:

- 1) Attendance is vital to my success in the classroom as well as in the workforce. I will provide appropriate documentation (physician note, court papers, etc.) if I need to miss a day of class.
  - a) I will attend my GED® preparatory instruction on time each day and adhere to attendance policies established by my instructors until I earn my GED® diploma.
  - b) I will attend my college classes on time each day and adhere to attendance policies established by my instructors until I earn my entry level certificate.
- 2) I will stay in regular communication with my success coach regarding my class work and work together with him/her to problem solve my challenges so I can remain successful in AOKY.
- 3) I will work with my assigned career coach on activities that will help me secure a job.
- 4) I understand that failure to meet these program requirements may jeopardize my ability to receive federal financial aid, now and/or in the future.

## Participant Release Acknowledgment

*"I give permission for the following agencies: Skills U, Kentucky Career Centers and Kentucky Community & Technical College System, to share my academic data and personal information in order to provide services for the program in which I am enrolled. I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only as to the entities specifically listed. This release does not permit the disclosure of these records to any other person or entities without my written consent."*

**Participant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**AOKY Program Coordinator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Skills U Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_