

Comanche Nation Higher Education Adult Education- Adult Basic & Secondary High School Equivalency (HSE) Course



In accordance with **25 CFR 46.20 Program Requirements**, the Adult Education Program will offer Adult Basic and Adult Secondary Education courses to Native adults in the service area/tribal jurisdiction who **"do not have a certificate of graduation (or its equivalent) from a school providing secondary education and in grade level measurements that would be designated as grades 9 through 12."**

- **GED and HiSET are BOTH High School Equivalency certificates recognized by the state of Oklahoma.**

**All classes will be offered at the Higher Education Office
located at 1003 SW C Ave. Lawton, OK.**

Eligibility Requirements:

For Adult Basic or Adult Secondary courses, every candidate must return this application, **pass a background check and provide proof of the following:**

- Tribal Enrollment
- Service Area Residency (Caddo, Comanche, Cotton, Stephens, and Tillman counties)
- At least 18 years old
- Placement Exam (To ensure we place you in the most beneficial class)

Eligibility cannot be determined until all requirements have been met.

If you receive an Adult Education Award, **you are responsible for the following:**

- ✓ Signing attendance sheets
- ✓ Proper Withdrawal (if necessary)
- ✓ Exam Scores
- ✓ HiSET or GED Diploma (upon completion)

Please Note: If you just need exam fees covered, you still need to complete the application and turn in supporting documents.

If you have any questions, please do not hesitate to contact the Higher Education Office at **(580)-699-7218** or email: highered@comanchenation.com.



Comanche Nation Higher Education HSE Course

Needed Documents:

- Copy of **CDIB** card.
- **Address Verification:** A current bill or piece of mail with your name and **current** address will be acceptable. **This needs to match the address on your application.**
- Applicants must also complete a **Workforce CRT GED Application**
- **Please contact the Comanche Nation Higher Education Office for information regarding the placement test.** You can contact our office either by phone at **(580) 699-7218** or email at **highered@comanchenation.com**. **The placement test is a requirement, so please contact us to ensure your application is complete.**

The Comanche Nation Adult Education Program is now using the HiSET exam for the High School Equivalency Certificate, however, if you have already started taking the GED test and would like to finish, please let us know.

Contact Information

First Name: _____ Last: _____

Email: _____ Phone#: _____

SSN: _____ DOB: _____ Age: _____

Tribal Affiliation: _____ CDIB #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Education

I need assistance with: ☐ HiSet course ☐ Exam only

When did you last attend school? Last grade completed: _____

☐ Less than two years ☐ Three to five years ☐ More than five years

Why were you unable to get your High School Diploma at that time?

Medical Information

Do you have any **medically diagnosed** disabilities that effect learning? N/A ☐

I have the following medically diagnosed disability: _____

Are you able to self-manage appointments and medication? N/A ☐

I need assistance for: ☐ Scheduling appointments ☐ Transportation to appointments

I need assistance with: ☐ Prescriptions ☐ Glasses

Please list food allergies if any: _____

Emergency Contact Person: _____

Emergency Contact Phone Number: _____

Relationship: _____

Barriers to Employment

Use this list to identify Barriers to Employment.

Yes	No	Possible Barrier
☐	☐	Disabled
☐	☐	I have a doctor diagnosed physical, learning, or mental disability.
☐	☐	I require special accommodations for work/school.
☐	☐	Dress Code
☐	☐	I own attire that meet professional dress code requirements.
☐	☐	Homeless
☐	☐	I am currently living with friends or relatives.
☐	☐	I am living in a hotel.
☐	☐	I am living in a residential treatment facility or shelter.
☐	☐	Hygiene
☐	☐	I can afford personal hygiene items (soap, toothpaste, etc).
☐	☐	I have access to a washer/dryer.
☐	☐	I can afford to do laundry.
☐	☐	Identity Documents (IDs)
☐	☐	I have a copy of my birth certificate.
☐	☐	I have my social security card
☐	☐	I possess a driver's license.
☐	☐	I know how to obtain a required ID.
☐	☐	I have the money to pay for a required ID.
☐	☐	Legal
☐	☐	I have a pending court hearing.
☐	☐	I have fines, court costs, or attorney's fees.
☐	☐	I am currently on probation/parole.
☐	☐	I have a suspended driver's license.
☐	☐	I have a felony conviction.
☐	☐	I am a registered sex offender.
☐	☐	Literacy
☐	☐	I have difficulty understanding what I read.
☐	☐	I require assistance in completing applications.
☐	☐	I have no, very little, or outdated computer skills.
☐	☐	Long-term unemployment
☐	☐	I have been unemployed for more than six months.
☐	☐	I have very little or no work experience.
☐	☐	Single parent/guardian
☐	☐	I am a single parent/grandparent with sole physical/financial responsibility.
☐	☐	I have dependable childcare.
☐	☐	Transportation
☐	☐	I own a vehicle.
☐	☐	My car is in need of repairs that I cannot afford.
☐	☐	I have insurance.
☐	☐	My car registration is expired and I cannot afford registration fees.
☐	☐	I can afford gas.

Letter of Intent

PLEASE ANSWER THE FOLLOWING QUESTIONS IN SENTENCE FORM.

1. What are you favorite and least favorite subjects?

2. What is your learning style?

☐ Hands- on

☐ Working alone

☐ Group Discussion

☐ Reading

☐ Lectures/Audio Books

☐ Pictures, Graphs, & Videos

3. How will earning a High School Diploma change your life?

4. What do you feel will be your biggest challenge in attending this course?

5. What support is needed to earn your High School Diploma?

Individual Self-Sufficiency Plan (ISP)

Have you ever attempted a GED program? ☐ No

☐ Yes When: _____

Why were you unable to earn your GED at that time?

Why would this time be different? _____

ACTION PLAN & GOALS

GOAL #1

ACTION STEP FOR GOAL #1

GOAL #2

ACTION STEP FOR GOAL #2

_____ I understand that the purpose of the Individual Self-Sufficiency Plan (ISP) is to meet my self-identified education goal through the action steps listed above and I am required to follow the steps developed in the ISP in order to meet eligibility requirements.

_____ I understand that I must actively participate in this plan that will promote my self-sufficiency by maintaining good attendance, completing all required coursework and successfully passing all exams.

_____ I also understand if any issue arises which may affect attendance or jeopardize course completion that I must immediately notify the Adult Education Program and complete the Voluntary Withdrawal Form.

_____ I acknowledge that admission to this course is a privilege and the goal is to earn a High School Diploma, not to get stipends.

_____ I accept that this course has an extremely long waiting list and **course failure will result in a two-year suspension. Automatic Probation and nullification of all Adult Education assistance will be a stipulation of any subsequent readmission.**

By my signature, I affirm that the information in this application is correct to the best of my knowledge and belief. I understand that all funding is subject to nullification if the information is not in accordance to the Indian Self-Determination and Education Act (Public Law 93-638, 88 Stat 2203).

Applicant Signature

Date

Adult Education

Individual Development Plan (IDP)



An Individual Development Plan is an action plan designed to improve the knowledge and abilities of Adult Learners. The IDP is used to **identify individual career goals** and a series of planned action that bring students closer to each goal.

Short-Term Goal (1-2 years)

Development Goal	Development Activities	Outcomes Measurement	Target Date

Long-Term Goal (2-5 years)

Development Goal	Development Activities	Outcomes Measurement	Target Date

PLEASE READ CAREFULLY

THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. BY MY SIGNATURE I ACKNOWLEDGE THAT ANY AWARD IS SUBJECT TO NULLIFICATION IF I DO NOT MEET REQUIREMENTS FOR COURSE ELIGIBILITY. ADULT EDUCATION IS NOT OBLIGATED TO RESERVE SEATS FOR STUDENTS WHO VIOLATE PROGRAM POLICY.

Applicant Signature

Date

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Phone: 580-699-7218; Email: highered@comanchenation.com