

WISE Student Intake Form

This is confidential data and can only be used for the administration and delivery of federal/state funded programs. Your program is supported by a grant from the U.S. Department of Labor (DOL). These funds enhance areas such as curriculum, instruction, student services and employment services. In order to provide this support, the College is required to provide information to the DOL so it may track the outcomes of a federal investment in education.

PERSONAL INFORMATION (Please Print)

Name: _____

Date of Birth: _____ Student ID (SID): _____

College Email: _____ Personal Email: _____

Phone: _____

Program of Study: _____ Degree or Certificate: _____

DEMOGRAPHIC INFORMATION

Are you a full-time or part-time student? ^{x7} FT PT

Are you TAA eligible? [†] Yes No

Are you Pell Grant eligible? [†] Yes No

Are you an Eligible Veteran? [‡] Yes No

Are you an Eligible Spouse of a Veteran? [‡] Yes No

For definition of how to determine eligibility please refer to the last page

EMPLOYMENT INFORMATION

Are you currently employed? Yes No

What is your job title? _____

Name your current workplace: _____

What is your salary? _____

If you are hourly, what is your hourly wage? _____

How many hours do you work per week? _____

About WISE:

Washington Integrated Sector Employment (WISE) is a grant-funded project designed to strengthen the Clean Energy, Construction, and Advanced Manufacturing industries in Washington. This will be done by increasing capacity in existing Clean Energy, Construction, and Advanced Manufacturing related education programs and by connecting graduates to existing job opportunities.”. This project is supported by the US Department of Labor (grant #: TC-26512-14-60-A-53) which requires the reporting of certain information. You can assist us by completing this form. For additional information please contact ***(Insert a person’s name here)***, WISE Grant ***(Insert person’s title here)*** at ***(Insert person’s email address here)***.

TURN, SIGNATURE REQUIRED →

This workforce product was funded by a grant in the amount of \$9,994,854, representing approximately 56% of program costs, awarded by the U.S. Department of Labor’s Employment and Training Administration. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor make no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. WISE is led by Centralia College and the Center of Excellence for Clean Energy in partnership with the Centers of Excellence for Aerospace & Advanced Manufacturing and Construction. Centralia College is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

EQUAL OPPORTUNITY IS THE LAW

It is against the law for (Insert College Name) as a recipient of federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

(Insert College Name Here)

(Insert VP of HR Name Here) (add title here)

(Insert College mailing address here)

(Insert email address of VP of HR here)

(insert VP of HR Phone number and ext. here)

The Director, Civil Rights Center (CRC),

U.S. Department of Labor,

or

200 Constitution Avenue NW, Room N-4123,

Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (CRC)(see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

By signing below, I am verifying that the information I have provided is true and correct to the best of my knowledge. I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to inspect such records upon request.

Signature _____ Date _____

Grant Funded Student’s Authorization to Disclose Information in Education Records Pursuant to FERPA

I understand that my educational records are protected by the *Family Educational Rights and Privacy Act of 1974*, and they may not be disclosed without my prior written consent. I hereby consent to the disclosure of the following education records pertaining to me to the persons and for the purposes as stated below:

I hereby authorize the following officials:

1. W.I.S.E. grant staff and contractors;
2. Employment Training Administration (ETA), Employment Security Department (ESD) staff
3. Department of Labor staff and;
4. Faculty members teaching courses in which I am currently (or was) enrolled

To disclose the following:

1. Any demographic information, contact information, employment status, financial information, academic student records, including social security number for reporting outcomes
2. Any and all information contained in my official permanent academic record;
3. Disclose, upon my request in writing, copies of my official permanent academic record; and
4. Specific information regarding my academic progress (attendance, grades, etc.) prior to the final determination of grade

To the following persons:

1. W.I.S.E., ETA, ESD, DOL staff members and contractors;
2. Specific state and federal grant funders, lead agencies, fiscal administrators of grant programs;
3. The Federal grantor awarding agency, the Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives (29 CFR 95.53); and
4. Any other person within the College who the College, in good faith, determines has a legitimate “need to know”;

for the following purposes:

1. To monitor, assist and determine eligibility for grant-funded programs;
2. To monitor and assist with respect to retention and student support needs related to programs within Student & Career Services;
3. For reporting requirements of specific grant programs; as well as for statistical analysis of grant outcomes;
4. To monitor and assist with graduate placement needs and employment outcome tracking

I authorize the Employment Security Department to release my employment and wage information with authorized WorkSource Partners for the purposes of reporting and research only, unless I specify otherwise. This information is not subject to disclosure under the Public Records Act (RCW 42.17.310).

I understand further: (1) that such records may be disclosed only on the condition that the party to whom the information is disclosed will not re-disclose the information to any other party without my written consent unless specifically allowed by law; (2) I have the right to not consent to the release of my educational records by completing the RTC Form or by filing a written notice to the RTC registrar; (3) that I recognize that a copy of such records must be provided to me upon my request; and 4) that this Authorization remains in effect unless revoked by me in writing.

By signing this form, I certify that I agree to the disclosure of the records referenced above. This authorization and consent by me is valid **for the life of the grant reporting period or until I revoke it in writing**. A copy of this authorization shall be considered as effective and valid as the original.

PLEASE COMPLETE THE SHADED AREA BELOW:

| | |
|-------------------|--------------|
| PRINT NAME | SID # |
| SIGNATURE | DATE |

WISE Grant Staff Certification

WISE Grant Staff Signature: _____ Date _____

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Definitions

✂Full-time or Part-time Student Status:

Full-time basis is defined as enrollment into 12 or more credits in Fall, Winter or Spring and 6 or more credits in the Summer.

Part-time basis is defined as enrollment into 11 or less credits in the Fall, Winter or Spring and 5 or less credits in the Summer.

‡Eligible Veteran / Eligible Spouse of a Veteran (Department of Labor):

An Eligible Veteran: 1) Is a person who served on active duty in the armed forces for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. 2) Is a person who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 12301 (a), (d), or, (g), 12302, or 12304 of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge; or 3) Is a person who is (a) the spouse of any person who died on active duty or of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. <https://etagrantees.workforce3one.org/view/2001233244759335516/info>

**Persons with a Disability

The term "disability" is defined by the federal government in various ways, depending on the context. For the purposes of federal disability nondiscrimination laws (such as the Americans with Disabilities Act (ADA), Section 503 of the Rehabilitation Act of 1973 and Section 188 of the Workforce Investment Act), the definition of a person with a disability is typically defined as someone who (1) has a physical or mental impairment that substantially limits one or more "major life activities," (2) has a record of such an impairment, or (3) is regarded as having such an impairment (from <http://www.dol.gov/odep/faqs/general.htm>). Persons with disabilities may be eligible for support services and should contact the RTC Access Services Disability at (425) 235-2352 for information.

*Pell Grant Eligible:

Federal Pell Grants are direct grants awarded through participating institutions to students with financial need who have not received their first bachelor's degree or who are enrolled in certain post baccalaureate programs that lead to teacher certification or licensure.

<http://www2.ed.gov/programs/fpg/eligibility.html>

†Trade Adjustment Assistance (TAA) Eligible:

The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

To learn more, please visit our website at www.doleta.gov/tradeact.

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