
Dear Davis Career Center (DCC) Families,

Please fill out all the required student information outlined below and return to school no later than Friday, September 6, 2019. Students **will not** be able to leave school to begin at their assigned worksite until the completed forms have been returned to school. If you have any questions, please do not hesitate to call the DCC office at 703-714-5600.

Additionally, *all* students must submit the following forms:

1. Emergency Care Information
2. Health Information
3. Military Connected Students

All forms are available online at <https://daviscenter.fcps.edu/forms>

Student Information

Student First Name (print): _____

Student Last Name (print): _____

Student ID: _____

Guardianship

All DCC students over the age of eighteen (18) are required to attend their annual IEP and tri-annual Eligibility meetings and to sign all FCPS documents. The exception would be if you are in possession of a Certificate of Qualification from the court granting you legal guardianship.

- YES**, I have a Virginia Certificate of Qualification for legal guardianship of my son/daughter:
- There is already a copy of the guardianship certificate on file in the DCC office.
 - I have attached a copy of the guardianship certificate to this form.
 - I will make arrangements to bring in a copy of the guardianship certificate.

NOTE: The guardianship certificate will be maintained as a part of the student's confidential records.

- NO**, I do not have legal guardianship of my son/daughter in the state of Virginia and understand that as such, my son/daughter will be required to attend all IEP and Eligibility meetings while he/she is a student at DCC.

Parent/Guardian Initials: _____

Media Release

Note to Families: Photos and videos of our program have proven to be very useful in explaining the need for continued public support of our vital education program.

- YES**, I give permission for the DCC, Fairfax County Public Schools, and other agencies that have met the requirements of the DCC Principal to use photographs and/or videos of my son/daughter. I further agree that these photographs and/or videos may be used in school or other publications, including the news media.
- NO**, I DO NOT give permission for DCC, Fairfax County Public Schools, or any other agencies to use photographs and/or videos of my son/daughter.

Parent/Guardian Initials: _____

Bank Account Information

As a regular part of the Independent Living Skills (ILS) curriculum at the DCC, all students open an account at a local bank.

- A check drawn from Fairfax County Public Schools funds is written to each DCC student once every school quarter, and that check is deposited in the student account. No other funds are deposited to this account.
- These funds are in no way considered income for the students and are not considered to be the property of the student or the student's family.
- This account is for educational use by students, with the supervision of DCC staff, to familiarize students with the processes of making deposits, withdrawals, and in some cases, balancing the account with the bank statement.
- Regular expenditures from this account will be for metro/bus fares, lunch items, and miscellaneous small personal items, which are considered an essential part of the students' ILS course work.
- A student finance folder is maintained for each student with documentation as to the use of these funds over the course of the student's enrollment at DCC.
- Since these funds are considered FCPS property, when students leave/transition from DCC, this account will be closed and any remaining funds will be returned to the school.

Parent/Guardian Initials: _____

Metro Access

Additional information regarding Metro Access is included as part of this packet of information. We *strongly* encourage all our DCC families to consider pursuing Metro Access for their student as this will potentially be a life-long tool that can be used by you; however, in order to be eligible for Metro Access, specific criteria must be met. Please indicate below your current Metro Access status:

- My student completed the process and currently has Metro Access (no paperwork required).
- My student will be completing the process this year (please see letter and application).
- I would like to speak to Ms. Bosque about the Metro Access application process.
- We do not intend to pursue Metro Access at this time.

Parent/Guardian Initials: _____

Travel Permission

As a regular part of the DCC curriculum, all students will travel back and forth to various business sites and participate in various Community-Based Instruction (CBI) trips throughout the school year. On these trips, students may need to travel by one or more of the following modes:

- Walking, FCPS School Bus, Fairfax County Motor Pool Vehicle, Metrorail, Metro bus, DCC Employee Personal Vehicle, Taxi.
- DCC staff will provide supervision for all trips.
- Private medical insurance or student accident insurance is purchased by many parents for their sons/daughters; and/or the standard liability insurance required for school buses, commercial carriers, and private vehicles will apply to these activities.

CBI & Student Travel Agreement

When I am outside of the DCC and in the community during the school day, I will listen and follow directions given to me by DCC staff at all times during the trip in order to learn and to be safe.

Student Signature: _____

I have read and understand the above statements as they pertain to the 2019-2020 school year at the Davis Career Center regarding Guardianship, Media Release, Bank Account Information, Metro Access, and Travel Permission. I understand that I must *also* submit the following:

- Bank Account & Funds (**NEW students only**)
 - *Bank account forms should be turned in with a copy of the students valid Virginia identification card, valid Virginia driver's license, or valid US Passport)*
 - *This information does not apply to STEP students*
 - *Do NOT put your home address; use the Davis Career Center address*
 - *7731 Leesburg Pike, Falls Church, VA 22043*
- Medical forms (all students)
 - Emergency Care Card
 - Health Information Form
- CWE Safety Curriculum Opt-Out Form
- Ecological Survey (to be completed by the student and parent(s)/guardian(s))

Signature of Student: _____

Signature of Parent/Guardian: _____

Name Parent/Guardian (print): _____

Date: _____