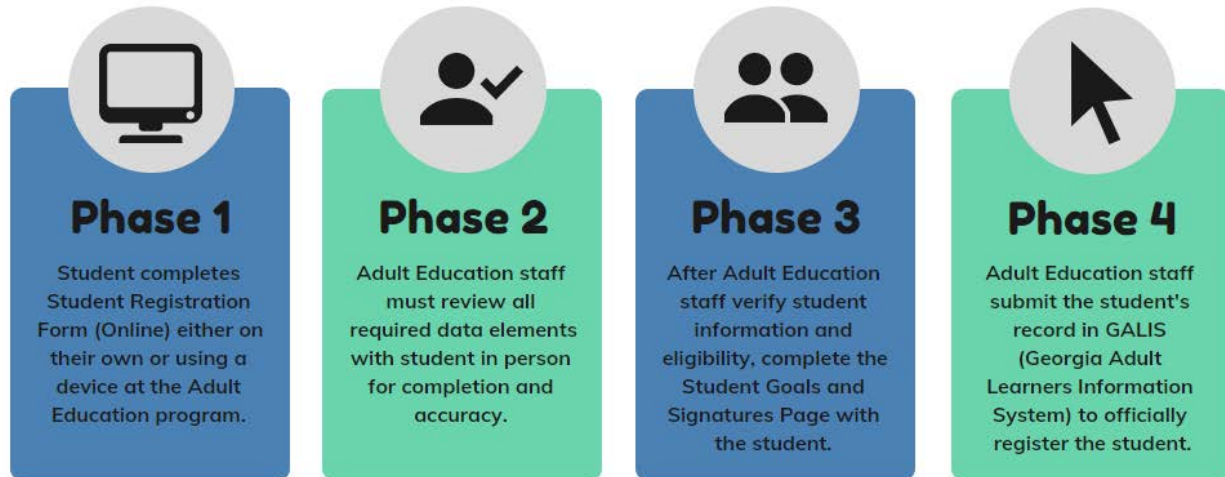


Student Registration Form (Online) Policies and Procedures

Georgia Office of Adult Education

Last Updated: March 11, 2020



Key Changes to Intake Policies and Procedures

- If a student completes the Student Registration Form online, local Adult Education programs do not need to print out a hard copy of the online form. Information entered into the online form is available to transfer into a GALIS (Georgia Adult Learners Information System) student record. **The only hard copy required for the student's permanent record is the *Student Goals and Signatures Page*.**
- Adult Education staff conducting intake must review all of the Student Registration Form (Online) in person with the student and ensure all required data elements are complete and accurate.
- Adult Education staff must complete the *Student Goals and Signatures Page* with the student and **retain a hard copy in the student's permanent record.**

Best Practices

- The Georgia Office of Adult Education (GOAE) recommends Google Chrome as the most compatible web browser for the online version of the Student Registration Form.
- With the exception of the policies listed above, local Adult Education programs must still adhere to the Local Education Program Data Collection and Reporting procedures in the GOAE Policy & Procedure Manual.
- If local Adult Education staff need clarification on the Student Registration Form questions and terms, local programs can still refer to the last version of the Intake Assessment Form Directions and Definitions. The order of questions and terms may not fully align, but the content is still applicable.
- The procedures for the paper-based Student Registration Form (Intake Assessment Form) have not changed. There will be an updated paper-based Student Registration Form in FY21.