

Student Responsibilities Intake Form

In receiving funding from the Coeur d’Alene Department of Education, I agree to:

1. Apply to the Coeur d’Alene Tribe (**CDA Tribe**) Department of Education (**DOE**) on or before the specified deadline;
2. Submit grades each quarter to the **DOE**;
3. Submit **academic plan**, as developed with my advisor/counselor, by the end of the first quarter;
4. Submit my **class schedule** prior to the beginning of each new quarter/semester;
5. Notify the **DOE** of **any** changes
6. Notify the **DOE** within **five (5)** days, in writing, if I **withdraw** from the program;
7. Notify the **DOE immediately** if I am in **jeopardy of failing** class(es) or a program for **any** reason;
8. If I **transfer** from one business to another or **change** my **academic plan**, I must **re-apply** and **have official approval** from the **CDA Tribe DOE**;
9. Maintain a cumulative **GPA** (grade point average) of **2.0 or above**, if I drop below the **2.0** GPA, I will be placed on probation, if it happens a second quarter/semester I will be automatically suspended;
10. Maintain an **appropriate manner of behavior** consistent with business policies, and
11. Submit current address to the **DOE** within 10 days of **any** change.

Student Signature

Date

Parent/Guardian Signature

Date

Address: _____

State: _____ Zip: _____

Phone: (Home) _____

(Work) _____

(Cell) _____

Email: _____