



MCG Youth & Arts Enrollment Form Fall 2017

TO BE COMPLETED BY MCG STAFF	
Check complete form and grievances	
Temoku entry?	<input type="checkbox"/> yes <input type="checkbox"/> no
Photo taken? (new year)	<input type="checkbox"/> yes <input type="checkbox"/> no
Address Change? (returning)	<input type="checkbox"/> yes <input type="checkbox"/> no
School Change? (returning)	<input type="checkbox"/> yes <input type="checkbox"/> no
Bus Tickets (no pass):	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Other_____

STUDENT INFORMATION

New student Returning student

Legal Name (PLEASE PRINT) _____

Preferred Name _____ Date of Birth _____ / _____ / _____
Month Day Year

Current School _____ Grade _____ Graduation Year _____

Gender Identity: Female Male Other: _____

Student Cell Phone **REQUIRED*** (_____) _____ - _____

*Write the main phone number to reach you at if you do not have a cell phone (home, parent/guardian, etc)

Email Address _____

Street Address _____

City _____ State _____ Zip _____

Ethnicity: African-American Asian Caucasian
 Hispanic Multi-Racial Other: _____

My school provides me with a bus pass: Yes No

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name (PLEASE PRINT) _____

Parent/Guardian Primary Phone (_____) _____ - _____ Secondary Phone (_____) _____ - _____

Parent/Guardian Address Same as Above

Street Address _____

City _____ State _____ Zip _____

Fall 2017 COURSE SELECTION – To be filled in by MCG staff

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
ACCEPTED ✓				
WAIT-LISTED You will receive a call upon acceptance into the course.				



Student Complaint Procedures

Students have the right to express complaints and file grievances. When a problem arises that interferes with the student's experience, the student should immediately discuss it (if appropriate) with one or both of their Manchester Craftsmen's Guild (MCG) teaching artists. Should the concern remain unresolved, the situation should then be discussed with MCG student services. If a solution is not found, the problem should be brought to the attention of the MCG program director.

Should the situation remain unresolved, the MCG program director will advise the student to address the complaint, in writing, to the Vice President of MCG Youth & Arts. If the problem remains unresolved, the Vice President of MCG Youth & Arts will bring it to the attention of the Chief Operating Officer of Manchester Bidwell Corporation (MBC).

Programs supported by Allegheny County Department of Human Services (ACDHS) are required to have a procedure to handle student complaints. If a student does not feel that MCG/MBC has adequately addressed the complaint or concern, the student may contact ACDHS. Complaints considered by ACDHS must be in written form, with permission from the complainant(s) for ACDHS to forward a copy of the complaint to MCG/MBC for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACDHS.

Reasonable action will be taken to assure the complainant(s) and others involved in the proceedings will suffer no repercussion.

I have received, read, and understand the above mentioned policies and agree to abide by these policies. I understand my rights as an applicant/participant of the programs Manchester Craftsmen's Guild Youth & Arts offers:

Full Student Name (Please Print)

Student Signature

Date

MCG Representative

Date