

**ADULT CTE
DIVISION OF ADULT & CONTINUING EDUCATION**



SPRING 2017

CHULA VISTA ADULT SCHOOL
1034 FOURTH AVENUE
CHULA VISTA, CA 91911
619.796.7000 Phone
619.425.5447 Fax

**VETERAN OFFICE WILL BE CLOSED
December 16th, 2017 - January 6th, 2017**

PAPERWORK INTAKE SCHEDULE

**If you have enrolled in a Level 2 class during the pre-registration period (Nov 14-Nov 17), you do not need to submit any paperwork.

EMAIL SUBMISSION

- Email submissions will be processed beginning **Monday December 12th** and will be processed in the order that they are received.
- Emails received 11/28/16-12/15/16 can expect to receive confirmation email/tracking number by January 20th, 2018
- Please wait until **after** January 20th to check status of submission.
- Photos of enrollment forms **WILL NOT** be accepted. All forms must be scanned and emailed or submitted by walk in.
- **Once paperwork is submitted, changing classes without prior approval from Veteran Program Office will not be permitted.**

To submit enrollment information by email:

- Print, Sign and Scan forms for Continuing Students
<http://adulthoodeducation.sweetwaterschools.org/continuing-veteran-dependent-students/>
- Email signed forms, Payment Receipt, and Class Schedule to
cvaveteran@sweetwaterschools.net. **ATTN: Veteran Processing Clerk**
- You can expect to receive a confirmation email of receipt along with a tracking number for your file by January 20th. Please do not lose this tracking number, it will be the number associated with your file. All emails are processed in the order they are received.
- Once your file has been processed for certification, you will receive an email confirmation with a copy of your certification letter.
- All files are processed in numeric order. Files **will not** be processed out of order.

WALK-IN SUBMISSIONS

- Veteran Program Office will begin accepting walk in submissions Monday December 12th-Thursday December 15th and January 9th – January 31st.
- Submission available during the hours of **9:00am-12:00pm** and **2:00pm-4:00pm ONLY**.
- If you are unable to come in to the office during these times, please email Mrs. Matos to set up an appointment to submit paperwork.
- Paperwork is accepted during the time frames listed above. Please be aware that it is NOT necessary to show up on day one and stand in line for hours. All certifications will be processed in a timely manner.

Once you have been issued a tracking number, please allow up to 6 weeks (9 weeks if received before Winter Break) from the “received date” listed on your email/walk-in receipt for processing.

Status updates will be **NOT** be given out until **after** the 6 week date has passed.

If the 6 week date has passed, please send an email to cvaveteran@sweetwaterschools.net to check status.

Status updates will not be given out over the phone.

You can also submit information by fax. Please send forms and registration information (schedule and payment receipt) to: Attn: Athena Matos 619-425-5447

Once received, you will receive a confirmation email of receipt.

Work Study Students: You must submit Work Study Supervisor Contact Information at the time you submit enrollment information if you are requesting expedited certification. If this information is not submitted, your file will be processed in the order in which it was received.

If you have any questions or concerns, please email: cvaveteran@sweetwaterschools.net