

Health Office

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- Sa-Srey – No Records, Tell them to get the records
- Alex - No Records, Tell them to get the record
 - Sign card when they have the actual record.

- Everyone else – check immunization card and sign checklist card.

1

Business Office – 1 GED/HS Diploma

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- Ed will not have document – tell him he needs to get his diploma

- Everyone else – check GED or Diploma card and sign checklist card.

2

Business Office - 2 Certificate of Residency

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- Mary – No Records, Tell them to get the records
- Alex - No Records, Tell them to get the record
 - Sign card when they have the actual record.

- Everyone else – check Cert of Residency card and sign checklist card.

3

Business Office – 3 Confirm Charges

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- Sign their card ONLY IF the following are signed:
 - APPLY FOR FINACIAL AID
 - CERTIFICATE OF RESIDENCY
 - REGISTER FOR CLASSES
 - FINALIZE FINANCIAL AID

4

Financial Aid – 1

Apply for Financial Aid

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- Tyara, Alex, Selina have to “Apply for FA” – write day they show up +2 on their card.
 - If they show up on Day 1 → “Day 1 +2”

- Everyone else – check FA App card and sign checklist card.

5

Financial Aid – 2

Finalize Financial Aid

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- Tyara, Alex, Selina have to “Apply for FA” – write day they show up +2 on their card.
 - Make sure they have waited the correct number of days

- Everyone else – sign checklist card.

6

Advising

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- Only sign their checklist if they have PLACEMENT TESTING signed.

- Give them one of the three schedules.

7

Placement testing

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- Only sign their checklist if they have GED/DIPLOMA signed.

- You can only sign 45 cards a day

8

Auto Shop/Hospital

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- Blue Chips are \$1 (green chip)
- Car repairs are \$5

- Insulin is \$8

9

Daycare

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

10

Bookstore

- Blue Chip – Gas or Bus pass. Green chip - \$
- Collect Blue Chip from everyone!

- If Finalize FA isn't checked – people must pay 5 green chips

- Mary has only $\frac{1}{2}$ financial aid and must pay 3 green chips.