

To attend any Young Adult Borough Center city-wide, a student must be over compulsory age, have at least 17 credits, and be in the 5<sup>th</sup> year of high school prior to registering at a YABC. Young Adult Borough Centers are evening programs that provide classroom instruction and support services leading to a high school diploma; diplomas are awarded by the students' home school. No student will be admitted to a YABC until both the Guidance Referral Form (Form Y-1) and the Course Requirements Form (Form Y-2) are completed and signed by the student's guidance counselor. The Guidance Referral Form documents that the individualized counseling session and the student's and parent's consent to transfer to a YABC. The Course Requirements Form must indicate all of the student's outstanding course work and the Regents exams required for graduation. By completing and signing the Course Requirements Form (Form Y-2), the referring school acknowledges that the student will be granted a diploma upon completion of the course work and exams listed.

Please provide the following documents to the student to give to the YABC to which the student wishes to transfer:

- A current transcript (and current IEP if applicable)
- Immunization record
- Signed copy of this form (Guidance Referral Form- Form Y-1)
- YABC Course Requirements Form (Form Y-2)

Copies of these documents are required for a valid transfer to YABC. Original documents should be kept by the sending school and maintained in student cumulative folder.

Guidance Referral Form (Form Y-1)	
Student Name: <a href="#">Click here to enter text.</a>	Student OSIS #: <a href="#">Click here to enter text.</a>
Current School: <a href="#">Click here to enter text.</a>	
Guidance Counselor: <a href="#">Click here to enter text.</a>	
YABC site: <a href="#">Click here to enter text.</a>	
<i>The following steps have been completed as part of the mandatory individual counseling session:</i>	
<input type="checkbox"/> Explained YABC program, requirements, and expectations	
<input type="checkbox"/> Student demonstrated interest	
<input type="checkbox"/> Student IEP was reviewed and transfer of services to the YABC site was discussed (if applicable)	
<input type="checkbox"/> Student is eligible for ENL services (if applicable) *Circle Current Level: (entering) (emerging) (transitioning) (expanding) (commanding)	
<input type="checkbox"/> Graduation pathways were explained and discussed with student	
<input type="checkbox"/> Conducted full individualized counseling session on this date: <a href="#">Click here to enter text.</a>	
<input type="checkbox"/> Completed Y2 Form	
<input type="checkbox"/> Shared "Know Your Rights" packet with student	
<a href="#">Click here to enter text.</a> <b>Guidance Counselor Signature</b>	<a href="#">Click here to enter a date.</a> <b>Date</b>
<a href="#">Click here to enter text.</a> <b>Phone</b>	<a href="#">Click here to enter text.</a> <b>Email</b>

**Student and Parent Consent Form**

I consent to the transfer of [Click here to enter text.](#) to the YABC program at [Click here to enter text.](#) I am transferring to the YABC to complete [Click here to enter text.](#) credits and [Click here to enter text.](#) exams required for graduation.

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

My educational rights have been explained to me and I understand my options. I have received information about the YABC program, and I am interested in attending the YABC at [Click here to enter text.](#).

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_