

# OKLAHOMA SCHOOL OF PHOTOGRAPHY

## *Student File Checklist*

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Pager/Cell Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ Mid Point: \_\_\_\_\_ Grad Date: \_\_\_\_\_

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- 1) Enrollment Agreement: ----- ( )
  - 2) Copy of Drivers License and S.S. Card: ----- ( )
  - 3) Copy of: GED ( ) Diploma ( ) Transcript ( ) ATB Test ( ) ----- ( )
  - 4) Acknowledgment of Diploma/GED/Transcript/ATB Test: ----- ( )
  - 5) Enrollment Application: ----- ( )
  - 6) Emergency Information: ----- ( )
  - 7) Color Blindness Test: ----- ( )
  - 8) Drug Policy: ----- ( )
  - 9) Records Release Form: ----- ( )
  - 10) Acceptance Policy: ----- ( )
  - 11) Campus Security: ----- ( )
  - 12) Transcript Request (if applicable): ----- ( )

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- 13) Diploma: ----- ( )
  - 14) Resume: ----- ( )
  - 15) Contact Sheet: ----- ( )
  - 16) Transcript: ----- ( )
  - 17) Assignment Grades: ----- ( )
  - 18) Attendance Report: ----- ( )
  - 19) Follow-up Report: ----- ( )
  - 20) Tracking & Waiver: ----- ( )
  - 21) Placement Follow-up Reports: ----- ( )
  - 22) Exit interview: ----- ( )
  - 23) Withdrawal form (if applicable): ----- ( )
  - 24) Leave of Absence Form and Return Leave of Absence Form (if applicable): ----- ( )

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## *Acknowledgment of GED, Diploma or ATB Test Policy*

The minimum requirement for entrance into the Oklahoma School of Photography is a High School Diploma or G.E.D.. If neither exist, an Ability-to-Benefit (ATB) test will be given.

Copies of a High School Diploma or G.E.D. must be provided to OSOP prior to the first day of class. If an ATB test was taken, the tester will provide OSOP with the test.

Yes, I \_\_\_\_\_, have received one of the following: (please circle one)

A. High School Diploma Year: \_\_\_\_\_

B. G.E.D. Year: \_\_\_\_\_

C. Ability-to-Benefit Test Date: \_\_\_\_\_

I certify that I have read and understand the above information and that it is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## *Enrollment Application*

Subject to personal interview

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Int. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Ph.: \_\_\_\_\_ Work Ph.: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ S.S.N: \_\_\_\_\_

( ) I am applying for admission in the ***Digital Imaging Program***. **Estimate Start Date:** \_\_\_\_\_

Do you have any computer experience? \_\_\_\_\_ If any please list: \_\_\_\_\_

\_\_\_\_\_

( ) I am applying for admission in the ***Photography Program***. **Estimate Start Date:** \_\_\_\_\_

Do you have any photography experience? \_\_\_\_\_ If any please list: \_\_\_\_\_

\_\_\_\_\_

Will you be needing financial Aid? \_\_\_\_\_ Yes \_\_\_\_\_ No

Ethnic Origin:

\_\_\_\_\_ Black (non-Hispanic)

\_\_\_\_\_ Asian (Pacific Islander)

\_\_\_\_\_ American Indian

\_\_\_\_\_ Hispanic

\_\_\_\_\_ White

\_\_\_\_\_ Race/ethnicity unknown

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How long: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number of children living at home: \_\_\_\_\_

Years of Formal Education: 1 2 3 4 5 6 7 8 9 10 11 12 Diploma: \_\_\_\_\_ GED: \_\_\_\_\_

College: 1 2 3 4 Was a degree granted: yes / no Type of Degree: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

What are your goals upon completion of this course? \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## *Emergency Information*

Oklahoma School of Photography strives to maintain a safe environment in which to attend classes. In keeping with safety standards, each student is requested to furnish the school with any pertinent medical information (existing medical conditions, required medications, etc.) as well as a list of persons to contact in case of an emergency.

### **Please Answer The Following Questions:**

Do you have any existing medical conditions: yes / no If yes, please explain:\_\_\_\_\_

\_\_\_\_\_

Please list all required medication (if any) & how they are administered:\_\_\_\_\_

\_\_\_\_\_

Are there any specific instructions OSOP staff should follow in case of seizures, attacks, episodes etc.:\_\_

\_\_\_\_\_

### **Emergency Contacts:**

Name:\_\_\_\_\_ Relation:\_\_\_\_\_

Home #:\_\_\_\_\_ Work #:\_\_\_\_\_ Pager/Cell Phone #:\_\_\_\_\_

Name:\_\_\_\_\_ Relation:\_\_\_\_\_

Home #:\_\_\_\_\_ Work #:\_\_\_\_\_ Pager/Cell Phone #:\_\_\_\_\_

Name:\_\_\_\_\_ Relation:\_\_\_\_\_

Home #:\_\_\_\_\_ Work #:\_\_\_\_\_ Pager/Cell Phone #:\_\_\_\_\_

I, \_\_\_\_\_, request that in the event of accident or emergency, Oklahoma School of Photography take what ever measures necessary to ensure my continued health and safety. In any event, Oklahoma School of Photography shall not be responsible for any accident or illness occurring on or outside the premises of the school.

Signature:\_\_\_\_\_ Date: \_\_\_\_\_

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

The **Drug-Free Schools and Communities Act Amendment of 1989**, Public Law 101-226, requires that as a condition of receiving title IV funds for students, Oklahoma School of Photography (OSOP) must have a program in place to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In accordance with the **Drug-Free Schools and Communities Act**, Oklahoma School of Photography (OSOP) adheres to the following policy:

1. The use, possession, manufacture, distribution, or dispensation of any illegal or illicit drug, narcotic or controlled substance while at school, school event or activity, or anywhere on school property is expressly prohibited. This prohibition is not limited to normal class times, but shall encompass any and all times.
2. Drugs which are illegal under federal, state and local laws include, but are not limited to marijuana, heroin, cocaine, hallucinogens, depressants, and stimulants not prescribed for current personal treatment by an accredited physician. Any suspected illegal substances found on OSOP property shall be given to the appropriate law enforcement agency.
3. Any violation of the above order by a student or employee of OSOP shall be considered grounds for disciplinary action, up to and including immediate dismissal from the school. A disciplinary sanction may also include the completion of an appropriate rehabilitation program.
4. Penalties for illicit drug possession, use, or distribution will vary, based upon the severity and number of offenses. A list of some of the penalties which may be incurred on local, state, and federal levels may be found on page 22 of the OSOP Drug Policy and Information Packet.
5. There are many health risk associated with the use of illicit drugs and alcohol. Some explanations of certain drugs, their effects and possible health risk may be found beginning on page 2 of the OSOP Drug Policy and Information Packet.
6. If any student or employee of OSOP feels the need to discuss or participate in a substance abuse program, he/she may, without fear or repercussion ask for advice concerning what programs are available. Our community offers several counseling and rehabilitation programs. A list of the programs available in this area may be found on page 22 of the OSOP Drug Policy and Information Packet.

This act does not require searching school premises or individuals for drugs. However, if there are “reasonable grounds”, the courts allow searches of desk, purses or clothing. If illegal drugs are found, this evidence could be used in court against the individual who had them.

Action may be taken right up to the suspension or expulsion of the student or employee. In addition, penalties imposed by the courts for violating drug laws are severe...ranging all the way up to prison terms and heavy fines.

**Drug Free Schools & Communities Act**  
**Continued...**

The above policy is not suggested conduct. The law states that the regulations must be followed and so does this school. If the law is violated, all federal funding including student financial aid is subject to suspension. Everyone suffers.

If you are involved with drugs or alcohol abuse, please use the help available. If you know others who maybe involved, please encourage them to seek help.

Further information may be found in the OSOP Drug Policy and Information Packet on display at the school. It is mandatory reading for all students and employees.

**ACKNOWLEDGMENT STATEMENT**

I, the undersigned student or employee, have read and understand, acknowledge and agree to comply with the above stated standards and policies set forth by Oklahoma School of Photography within five (5) days of any conviction I suffer for violation of any criminal drug ordinance or statute occurring at the school.

I further understand that a copy of this signed statement will be placed in my permanent file.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## *Records Release Information*

I, \_\_\_\_\_ grant permission for OSOP to release my school records and other similar information to the Federal Government regarding matters relating to Financial aid, and to other interested parties for the purpose of employment and of furthering my education.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## *Acceptance Policy*

Oklahoma School of Photography wants you to be aware of and comfortable with our policies that materially affect you while you are a student here. The matters listed below were stated to you during your enrollment process, and we asked that you read this and acknowledge your awareness and understanding of these policies. If you have questions about these matters, please ask and obtain the answers that satisfy you before signing.

1. OSOP will assist me with job placement, but I have not been promised a job during training or upon graduation.
2. I understand the difference between federal assistance that is a grant of money and federal assistance that is a loan of money. The Pell Grant is the only form of federal assistance that does not have to be paid back.
3. I was not assisted by any employee of OSOP on passing the admissions test, in falsely meeting the requirements for admissions, nor in a means to wrongfully appear to be eligible for financial aid.
4. If I complete my program, I will be awarded a diploma. The hours earned at OSOP may not be transferable to other schools, colleges, and universities.
5. A student who transfers from another photography school or who has photographic training will be given a writing and/or oral exam to determine the amount of credit allowed. The length of the course will be reduced proportionately to the credit given.
6. OSOP supports a drug & alcohol free environment and strictly enforces a policy of **“NO TOLERANCE”**.
7. It is vitally important that I attend every class. I understand that all work missed must be made up, and that I must arrange to make up missed work at the convenience of the instructor.
8. Students terminated for excessive absences may re-enter training provided they show sufficient evidence they will be able to attend regularly and make satisfactory progress.
9. I may have only one (1) leave of absence per nine months, and it may not exceed 60 days, it may result in my being dropped from classes, but with rights to re-enter within a limited time.
10. Students are expected to conduct themselves appropriately at all times. Any student dismissed for unsatisfactory conduct will not be allowed to re-enter the course.
11. OSOP adheres to specific academic standards. These standards will not be modified because of special circumstances.
12. If I drop or withdraw from school, the refund policy may result in OSOP retaining and increasingly disproportionate part of my tuition.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## *Campus Security Policies and Procedures Manual*

I, \_\_\_\_\_ have received and understand the Oklahoma School of  
Photography's "Campus Security - Policies and Procedures Manual.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_