Warren Woods Adult Education 2026-27 School Year Registration v1

STEP 1 Gather your identification and documents

Scan or photograph:

1) Michigan Driver license or Michigan ID—front AND back side—showing current address [or other proof of residence such as bill, mail from government, etc.]
2) Birth certificate or equivalent [passport, immigration or visitor visa, Permanent Residence Card, naturalization certificate, Employment Authorization Card]
3) Transcripts from previous high schools, community colleges, trade schools, and High School Equivalency tests in the US or any other country
   If you do not have transcripts, you must complete a Records Release form in the Adult Education office at the time of your testing. This may delay your registration. It is best to get your records in advance of registration whenever possible.
4) Immunization record, if age 18.

STEP 2 Complete the registration form

Visit the appropriate link to complete a registration form. **Please complete the form in its entirety.** If you cannot finish the form once you begin it, you may restart where you left off using the same device within one week. *At the end of the registration form, you **must** click "Submit Registration" and will be directed to a link to pay the registration fee.*

If you are <u>new</u> *or* returning but inactive, visit https://www.surveymonkey.com/r/sy2627new or use the QR code to the right.
If you need help completing the form, you may come to our registration help hours at times listed on our website. Please bring with you <u>all</u> of the required documents listed in Step 1. The school is located at 12900 Frazho Road, Warren. Use Door #1.

If you were a current student as of May 22, 2026, contact the Adult Education office for the returning student link.

STEP 3 Pay the registration fee

The $30 registration fee can be paid by credit card and debit card at https://www.schoolpay.com/pay/for/Adult-Education-Registration-Fee/Scv6JF8 or use the QR code to the right. If you are unable to pay online or wish to pay cash, you may pay your cash registration fee in the Adult Education office during regular business hours. Credit and debit cards must be processed through Schoolpay. Registrants with a Michigan Works! referral for the 2026-27 school year are exempt from the registration fee. The registration fee is non-refundable, unless you are ineligible for the program.

STEP 4 Take an assessment

If you are new, you *must* take a test as part of the registration process. Returning students *may* be required to take a test as part of registration. You must test in-person.

- CASAS Tests (for English as a Second Language registrants) take approximately 2 ½—3 hours to complete.
- TABE Tests (for High School Diploma or High School Equivalency registrants) take up to 5 hours to complete, but many testers require no more than 3-4 hours.

You will receive the link to sign up for testing by email within business 5 days after you have completed your registration form, submitted all required documents, and paid your fee. This link will direct you to the Calendly site where you can select the date and time for testing from our available options.

STEP 5 Meet with a counselor or administrator

When you complete your CASAS or TABE, you *might* meet with a counselor or administrator immediately after your assessment. Otherwise, you will be given a link to schedule a Zoom meeting with the counselor or administrator. *This is a necessary part of the registration process for both new and returning students*. Meetings will take approximately 15-30 minutes. Registrants planning to pursue a high school diploma must meet with a counselor or administrator via Zoom rather than after testing.

If you schedule a Zoom appointment, you will receive an email that confirms your appointment and gives you a Zoom link. Save this email. At the time you have scheduled, click on the Zoom link you received in the confirmation email. During this meeting, you will: review your application, discuss your educational goals, create a class schedule, and review results of required classes.

STEP 6 Begin classes

Students must complete *all* registration steps prior to starting classes. Classes begin on August 24th for ABE, ASE, HSD, and HSE classes. ESL classes begin the week of September 2nd.. All students will receive an email prior to the start of classes with a schedule and any necessary login information and class information including Zoom links for online classes. If you do not receive it in the expected time, please check your spam folder. If you still do not see the email, you may check with the Adult Education office to confirm you have completed all tasks.