

A Notice to ESOL Waitlist Applicants

In order to fairly serve applicants for Adult Education Center (AEC) classes, we maintain a waitlist. Calls are made on a *first come, first serve* basis, as openings become available.

It is your responsibility to keep us informed of changes in contact information, including your name, address, email and telephone number.

This is important for two reasons:

- 1) We will be unable to notify you of an opening, if we do not have your current contact information.
- 2) Periodically, we send out a text message with a link to ask if you want to remain on the waitlist. If you do not respond to the form by the date indicated in the text message, we will assume that you are no longer interested in attending classes, and your name will be removed.

On your application, you were asked to make one (1) choice from our current class offerings. **It is your responsibility to let us know if you wish to change your choice.** (For example, the time of day you are available to take classes may have changed.)

We will call or text you only two (2) times to schedule a placement test. You may postpone placement testing only one (1) time.

We will call or text you only two (2) times to offer you a class. You may postpone enrollment only (1) time.

If you do not respond, or if we are unable to leave a message, you will be removed from our waitlist. **Please make sure that you have set up voice mail on your phone.**

If you are removed from our waitlist, you may reapply, but you will lose your original "place in line".

We hope we can serve you. We depend upon you to do your part by keeping us informed of changes and setting up voicemail.

Thank you.