

Career Academy Contract for Students and Parents/Guardians



All Career Academy students and parents/guardians are required to accept the Career Academy contract every year in order to remain enrolled in the academy.

Simple directions:

Students and parents/guardians log in to their Home Access Center and select the “Classes” icon. Then select the “Requests” tab. Next, Parents/Guardians will select either “Academy Guardian Contract” OR Students will select “Academy Student Contract” and mark the check-mark box “Request” next to the CTE Contract Accept description. **It is the Guardian’s/Parent’s responsibility to monitor the acceptance of the contract. Lastly, select “Save”. Both a parent/guardian AND the student need to complete this process and then you’re done. NOTE: Students must access the STUDENT HAC ACCOUNT and Parents/Guardians must access the PARENT HAC ACCOUNT to complete the process. (LOG IN, CLASSES, REQUEST, CONTRACT, REQUEST, SAVE, LOG OUT)**

DUE PRIOR TO SEPTEMBER 21, 2018

Detailed directions for completing this process are available in a hard copy version, online and through email. A copy of the contract is also available in hard copy, online and through email. If you ever need a copy of the contract or directions, please contact the Career Specialist at your school or contact the Career and Technical Education Department and one will be provided to you. All participants are encouraged to read the academy contract closely each year, as each year the contract is updated. If any portions of the contract are unclear, please contact your Career Specialist and it will be explained.

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