

# Instructions for Lake Washington Technical College (LWTC) Registration Form

- Note – All questions on the Lake Washington Technical College Registration Form pertain to the student. The student is generally defined as the parent or the person/caregiver attending the parent education **evening** meetings. The child attending the class with the parent/caregiver is not the student.
- Please fill out a separate form for each quarter you plan to attend classes at Redmond Toddler Group (i.e. if you plan to attend classes at RTG for the entire school year, you will need to complete a total of 3 forms, one for Fall, one for Winter, & one for Spring).
- Please complete these forms and return ASAP to: RTG, PO Box 2022, Redmond, WA 98073-2022
- You only need to complete the back of the form for the first time you register for an RTG class through LWTC. It's okay to complete the back on all 3 forms but not necessary.
- The required fields are listed below in **BOLD**:

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## **FRONT**

Please mark the box & note the year associated with the quarter you are completing the form for (i.e. Fall 2004, Winter 2005, Spring 2005)

**Have you attended LWTC before? Yes/No & Year**

**Day Phone**

**Evening Phone (if applicable)**

**Last Name**

**First Name**

**M.I. (Middle Initial)**

**Previous Last Name(s) used at LWTC (if applicable)**

**Address – Number & Street, Route & Box or P.O. #**

**Apt No. (if applicable)**

**E-Mail Address**

**City**

**State**

**Zip Code**

**Date of Birth**

**Requested Class Schedule Adds or Drops** – You do not need to complete this section but you **do need to sign and date it**. It is also helpful to list your Class Letter (i.e. "Class A") somewhere in this section or at the top of the form if it is not already written on the form.

**\*\*\*Please sign and date the Requested Class Schedule Adds or Drops even if you leave the section blank\*\*\***

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## **BACK**

**Citizenship**

**Insurance** - It is your decision as to the box you check – it is asking you if you are interested in purchasing student accident insurance through Lake Washington Technical College. This is not the same insurance that you are required to pay a \$10 fee for to Redmond Toddler Group. The \$10 insurance fee you pay to Redmond Toddler Group covers the liability policy that Redmond Toddler Group is required to have.

**\*\*\*Please sign and date the Insurance Section regardless of which box you choose\*\*\***

**Reason for Enrolling** – As Redmond Toddler Group is a Parent-Education program – the best response for this section is "K" Home, Family life (e.g. Parent Education)