

Georgia Job ChalleNGe Academy



Mandatory Enrollment Documentation Checklist

____ Copy of Student or Parent's Georgia State Tax Form 500 *most current year* (financial data may be blacked out)

(Proof of student's GA residency)

ORIGINAL DOCUMENTS: (No Copies)

(Needed for College Registration)

____ Birth Certificate

____ Social Security Card

____ Official Transcript of G.E.D or High School Diploma

____ State of Georgia Photo ID or Driver's License

All Original Documents will be held by JCA staff until Associate Graduation

MEDICAL DOCUMENTS: (May be copies)

(Needed to continue health care)

____ Medicaid Card or Medical Insurance Card

____ Immunization Shot Record

____ Copy of all Doctor's Prescribed Medicine

Must be psychologically and physically prepared to complete Job Challenge Academy

***CANDIDATE MUST UNDERSTAND AVAILABLE TRADE COURSE SELECTED WILL BE HIS/HER PRIORITY (PRIMARY FOCUS) AND SUCCESSFUL COMPLETION OF THAT IS THEIR RESPONSIBILITY.**

Students that are 19 or will turn 19 during their stay in the program MUST have their own health insurance as a requirement to be accepted to Job Challenge Academy

Failure to provide the required documents will result in the candidate not being accepted to Job Challenge Academy.

ALL ORIGINAL DOCUMENT WILL BE RETURNED WITH THE EXCEPTION OF TRANSCRIPTS

If an item is not listed, you will need permission to bring to the Academy

Georgia Job Challenge Academy Associate Packing List

REQUIRED ITEMS

- 10- White Tee Shirts (No Tank Tee)
- 10- Pair of Underwear
- 10- Pair of White Socks
- 2- Pair of Running shoes Black or White only
- 2- Pair of Civilian Shoes (Black)
- 2- Sets of Black pants, White Dress Shirts
- 2- Black Tie for Males (**Inspectable**)
- 1- One Black Jacket (**No Logo, No Hood**)
- 1- One dozen Hangers (**Plastic**)
- 1- Swimsuit (**females modest 1 piece, males no speedos**)
- 1- Pair Shower Shoes
- 1- Shaving Items (**Mandatory**)
- 1- Bottle of Liquid Washing Detergent
- 3- Personal Hygiene Items (**Non-Alcohol Mouth Wash Only**)
- 3- Bath Towels
- 3- Wash Cloths
- 2- Pack of Pens
- 1- Pack of Pencils
- 2- Packs of Notebook Paper
- 1- Spiral Notebook
- 2- Combination Pad Locks

ADDITIONAL ITEMS

- Civilian Clothes (**5 Sets Only, without Hoods**)
- Cell Phone w/ Charger (**one only**)
- Ear Buds
- Athletic Watch (**No Smart Watches**)
- Debit Card, refillable (**NO cash**)
- Alarm Clock (only)
- 1 Sheet Set, Blanket & Pillow
- 1 Small AM/FM Radio (**No iPods**)
- Hand Sanitizer, disinfecting wipes
- No Bluetooth Speakers**

Job Challenge Academy will be adhering to the CDC and applicable guidelines to keep our Staff and Students Safe.

IMPORTANT: These are items that Associates need to bring with them on their report date. You must report in a **BLACK AND WHITE DRESS UNIFORM (males must have a tie)** and maintain a black and white dress uniform throughout the class. Earrings are not authorized for males; females are allowed one per ear (size may not exceed 1/8 inches). Nose/ Tongue rings are not permitted. **Military appearance of hair will be enforced (male and female AR 670-1). Only Natural hair color is permitted and must be able to wear head gear.** All options of clothing must be tasteful, with no explicit language and/or visual arts. During the time at JCA, associate can NOT obtain any tattoo and/or body piercings.

If an item is not listed, you will need permission to bring to the Academy

Georgia Job Challenge Academy Associate Packing List

Graduates must comply with military appearance.

Job Challenge Academy is not responsible for listing, damaged or stolen items. It is the responsibility of the Associates to always secure their items.

NOT AUTHORIZED- NO EXCEPTIONS

No- Drugs/Alcohol/Tobacco Products/Vape

No- Weapons

No- Grills

No- Skateboards/Sports Equipment (i.e., no boxing/martial arts equipment, etc.)

No- clothing with hood/ wave caps/ stocking caps

No- Motorized vehicles (i.e., cars, trucks, scooters, or any vehicle with a motor)

No- iPad/Tablets/Apple Watches/Smart Watches

No- Appliances (TV, coffee maker, etc.) No Game systems or accessories (No joysticks)

Any items not on list or violate AR 670-1 or Marne Standards.

<http://www.stewart.army.mil/457/docs/Marne%20Standard%20Dec%202016.pdf>

Job Challenge Academy Policies have priority

No snacks, food products or beverages until authorized except water.

Lost and/or damage to state and/or federal property will create liability for the student and/or guardian/parent(s). Graduate/graduation documents may be retained by Job Challenge Academy awaiting reimbursement.