Antioch Adult Education

820 West Second Street Antioch, CA 94509-1248

https://www.antiochschools.net/AAE



Schedule of Classes

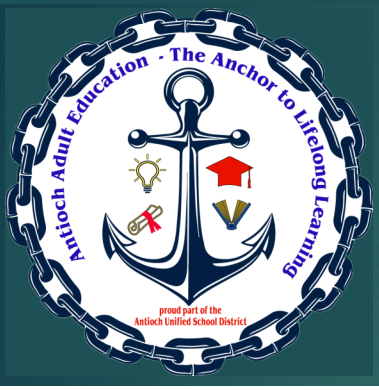
Spring Semester 2024-25

Spring Semester: January 17—June 2, 2025

Telephone Number: 925-779-7490

Fax Number: 925-779-7491

"We're Here For You!"
AUSD
ANTIOCH UNIFIED SCHOOL DISTRICT



Alternative Education Building

820 West Second Street

Antioch, CA 94509-1248

Phone 925-779-7490

Fax 925-779-7491

Spring Semester Calendar

January 10, 2024	Spring Session Begins
January 15, 2024	Martin Luther King Day
February 12, 2024	Lincoln's Birthday
February 19, 2024	President's Day
March 25-29, 2024	Spring Break
April 1, 2024	Easter Observed
May 27, 2024	Memorial Day
May 31, 2024	Spring Semester Ends
June 4, 2024	Graduation Ceremonies

Mission Statement

The Mission of Antioch Adult Education is to provide quality lifelong educational opportunities and services responding to the unique needs of individuals and the community.

Continuing Your Education

Antioch Adult Education offers numerous classes to adults continuing their education. Adult students can complete work toward a high school diploma, prepare for the General Education Development (GED) test, or gain valuable job skills. Antioch Adult Education also offers a comprehensive English program for students learning English as a second language. Off campus classes are also available for parents of students of the Antioch Unified School District. Ask for more information.

Admission

Courses are open to adults 18 years of age or over, of all educational backgrounds, and all cultural heritages. There is open enrollment in most classes. Antioch Adult Education provides access to all qualified disabled persons. Regular daily attendance is necessary if students expect to complete the courses or program in which they are enrolled.

Fees & Textbooks

Programs authorized by the State of California are partially or fully supported by taxes. All other classes and programs are self-supporting. The entire cost of instructors' salaries, use of facilities and operations and clerical and administrative support is built into the fee structure. Every effort has been made to provide classes for free or to minimize the fees.

Laboratory Fees

In classes where instructional materials are provided or additional expenses are incurred by the school, a laboratory fee is charged. All fees are payable at the time of registration.

Refunds

Full refund if class is canceled by AAE. No refunds after class has begun. To drop or reschedule a class, AAE must be notified 2 business days (Monday through Friday) prior to start of class. Students may reschedule a class one time with a $10 processing fee.

Class Cancellations

Classes may be cancelled under the following conditions:

- If by the second meeting, there are not more than **12** students present
- If student attendance drops below **10** students

Advisor Services

Advisor services are available for all Adult Education students pursuing high school diplomas, GED and ESL certificates. Please come in and set up an appointment. Most classes are open entry—open exit so that, unless the classes are full, new enrollments are accepted throughout the entire semester. Students attending daytime high school classes must receive permission from their high school administrators prior to enrolling in Adult Education classes.

Campus Policies

Photos or videos of students taken on campus events become property of Antioch Adult Education for use in print publications, online, and other marketing media. To be exempt, please send a written request to the office administrator. Students will not be identified by name without the student's permission. Video recording of lectures are not allowed without the instructor's permission.

Board Policy and State Law prohibits the use of tobacco products on any part of our campuses, including all parking areas.

Spring Semester 2024 Schedule of Classes

Antioch Adult Education

Board of Education

Dr. Clyde Lewis Jr., President
Dr. Jag Lathan, Vice President
Gary Hack
Antonio Hernandez
Mary Rocha

Antioch Unified School District Leadership

Stephanie Anello
Superintendent

Christina Ibarra
Associate Superintendent, Educational Services

Dr. Rob Martinez
Chief Human Resources Officer

Lindsay Wisely
Director of Secondary Support and Adult Education

AAE Leadership

Jose Hernandez
Principal of Adult Education

Lorraine Bowlen
Roxana Jackson
Rebecca Marquez
Sandy McGee, **Admin Assist.**
Terri Silva
Office Staff

Welcome to Antioch Adult Education's Online Registration

Spring Semester 2024 Schedule of Classes

WINTER/SPRING SEMESTER CLASSES START

TUESDAY, JANUARY 17, 2024

(REGISTRATION STARTS *ON-LINE* JANUARY 1, 2024)

Students can use the QR code to the right and automatically go to the Antioch Adult Education ASAP Website to find directions and links to register

How to Register for Classes

To set up an account for RETURNING students:

EVEN IF YOU HAVE NEVER REGISTERED ONLINE BEFORE, you are still considered a RETURNING STUDENT

Click Here for Login

Click "**Forgot my password**". You will be emailed instructions to reset/ create a password. Follow the instructions below to register for classes

Or if you are New to AAE

To set up an account for NEW students:

New Students click Nuevos estudiantes hacen clic

Here/Aquí

Adult High School Diploma Program

Looking to complete your high school diploma? It's never too late to reach your goal of earning your High School Diploma! With our new online curriculum teachers will guide and monitor your student progress as you move through course requirements.

Classroom Diploma Program

Classes are set up in a Study Hall atmosphere, where attendance and classwork are monitored to ensure you are maximizing your time. To complete a 5 credit course, you will complete 30- 50 hours of curriculum. Students are required to work online a minimum of ten (10) hours a week to remain in the program. Students will complete classes online using Edgenuity. The Adult High School Diploma program has a CASAS Pre/Post-Assessment requirement to be enrolled in the program The more hours put in, the quicker you earn credits towards graduation!

How To Enroll in Adult High School Diploma Program

To enroll in our high school diploma program prospective students must:

Step One: Register online at antiochadultschool.asapconnected.com

Step Two: attend an enrollment appointment and take a CASAS Placement assessment.

Step Three: meet with an advisor who will analyze your transcripts, discuss your options, and make the appropriate placement recommendation for your success. You will need a **copy of your Official Transcript** for your appointment and your **CASAS Assessment** scores. Any other questions please reach out to the AAE Office at 925-779-7490 or visit www.antiochschools.net/AAE or more information.



Antioch Adult High School Diploma Requirements*

1. Completion of the following courses:

English	30 units
World History	10 units
U.S. History	10 units
Government	5 units
Economics	5 units
Mathematics	20 units
Science	20 units
Fine Arts/Foreign Language	10 units
Electives	70 units

2. Passage of one year of high school Algebra
3. Completion of a minimum of 10 semester units "in residence"

**Cannot receive diploma until one year after high school graduation date*

There Are Many Ways of Gaining Credit

You may have more credit than you think! California law allows adult students to receive credit towards a diploma for:

*Previous High School Courses
*Correspondence Schools
*GED Testing
*Community College Courses
*Military Service
*Work Experience

AAE Transition Specialist

AAE's Transition Specialist is here to help you with your next step after adult education. If you are looking at other training opportunities, apprenticeships, entering college, or the military, our specialist can help you navigate the process. Appointments are required, please reach out to the AAE Office with any specific questions or visit www.antiochschools.net/AAE for more information.

Day Transition Specialist: Lee Ann Pfotzer leeannpfotzer@antiochschools.net

Evening Transition Specialist: Theresa Romo theresaromo@antiochschools.net

Credits Earned Page

This is a sheet to help you break down your credits earned. This is only to be used for your personal assessment of your credits. To find out your true credits earned, as defined by Antioch Unified School District, please make an appointment to speak with the Adult Education Advisor.

English	Need	30 units	Have	_____units
W. History	Need	10 units	Have	_____units
U. S. History	Need	10 units	Have	_____units
Civics	Need	5 units	Have	_____units
Economics	Need	5 units	Have	_____units
Mathematics	Need	20 units	Have	_____units
Science	Need	20 units	Have	_____units
Fine Arts/Foreign Language	Need	10 units	Have	_____units
Electives	Need	70 units	Have	_____units
Total	**Need**	**180 units**	**Have**	**_____units**

Passage of one year of high school Algebra — Have _____

Completion of a minimum of 10 semester units earned with Antioch Adult Education — Have _____

GED TEST Preparation and Test Site

GED Test Information

We are a Pearson Vue authorized testing center and offer the GED exam via computer. The GED exam consists of four parts: Reasoning Through Language Arts, Mathematical Reasoning, Science and Social Studies. More information can be found at www.ged.com.

GED Test Preparation

Students may sign up for a **classroom or online** GED or HiSET preparation program or Adult Basic Education (ABE) courses. The class is a study hall instruction environment, with students working at their own pace. Our online study program, utilizing Edgenuity Software Program allows you the convenience to study in your own home any time of the day (24/7). There are **NO FEES** for the classes. Students are required to attend **two (2)** Mandatory onsite meetings for Pre/Post Assessment testing. Morning and evening times are available.

How To Enroll in High School Equivalency (HSE) Classes

To enroll in our high school equivalency prospective students must:

Step One: Register online at antiochadultschool.asapconnected.com

Step Two: attend an enrollment appointment and take a CASAS Placement assessment.

Step Three: meet with an advisor who will analyze your transcripts, discuss your options, and make the appropriate placement recommendation for your success. You will need a **copy of your Official Transcript** for your appointment and your **CASAS Assessment** scores. Any other questions please reach out to the AAE Office at 925-779-7490 or visit www.antiochschools.net/AAE for more information.



GED Test Pre-Registration

What Do I Need To Do To Register

GED TESTING INFORMATION

1. The Website to Register, Pay, and Schedule a time and date to take the test is:

   www.GED.com

2. Testing time and dates:
   * Tuesdays - 12:00 p.m. to 5:00 p.m.
   * Wednesdays - 10:00 a.m. to 5:00 p.m.

1. For questions regarding the website please call: **1-877-392-6433**
2. The price for the GED TEST is: $35.00 per each module (**4 Modules**) **Mathematical Reasoning** (120 minutes) **Science** (95 minutes) **Reasoning through Language Arts** (155 minutes) **Social Studies** (75 minutes)
3. Students must arrive 30 minutes before the test to finish the registration process. If you miss your appointment or are late, you must reschedule the appointment. Please bring two forms of identification, one with a photo, and both with signature. *All applicants must be 18 years or older and have a current California State identification card. (If you are not 18 years of age, you must meet with the AAE Advisor regarding testing before the age of 18).

AAE Transition Specialist

AAE's Transition Specialist is here to help you with your next step after adult education. If you are looking at other training opportunities, apprenticeships, entering college, or the military, our specialist can help you navigate the process. Appointments are required, please reach out to the AAE Office with any specific questions or visit www.antiochschools.net/AAE for more information.

English As A Second Language

English As A Second Language (ESL)

Learn English to improve employment opportunities, to help your children with their homework, and to be more involved in your community. Instruction in these classes provides assistance to students learning to speak, understand, read, and write English as their second language.

Inglés Como Segundo Idioma (ESL)

Aprenda Ingles para mejorar las oportunidades de empleo y ayudar a sus hijos con sus tareas. En estas clases se le dara asistencia al estudiante a aprender hablar, entender, leer y escribir Ingles como segundo idioma.

Family Literacy Program

Family Literacy classes provide English as a Second Language (ESL) academic and literacy instruction to AUSD parents at their children's school. Parents learn to communicate with school staff and develop academic language skills to become more involved in their children's learning.

Programa de Alfabetización Familiar

Las clases de alfabetización familiar brindan instrucción académica y de alfabetización de inglés como segundo idioma (ESL) a los padres del AUSD en la escuela de sus hijos. Los padres aprenden a comunicarse con el personal de la escuela y desarrollan habilidades de lenguaje académico para involucrarse más en el aprendizaje de sus hijos.

Spring Schedule 2024

ESL Multi-Level AM Classes

Beginning

Mon.-Fri. **9:00 am—12:00 pm**
Instructor: Lee Ann Pfotzer Room 212

Intermediate

Mon.-Fri. **9:00 am—12:00 pm**
Instructor: Lai Woudstra Room 214

Advanced

Mon.-Fri. **10:00 am—12:00 pm**
Instructor: Elaine Morch Room 211

ESL Multi-Level PM Classes

Mon-Thurs. **5:30 pm—8:30 pm**
Instructor: Tolu Ladeinde Room 212

Citizenship Preparation

Let us help you in the process of becoming a United States citizen! In this class you will learn how to complete the N400 application form, prepare for the U.S. Government & History Test and the oral USCIS Interview, improve your English skills, and understand the rights and responsibilities of U.S. Citizenship.

Intermediate level of English required
Tues. **5:30 pm– 8:30 pm**
Instructor: Anne Swatzell Room 214

Family Literacy Classes

Mon-Thurs. **12:30 pm– 2:30 pm**
Instructor: Lai Woudstra
Location: Fremont Elementary School
Requirements: Must have children attending a school within AUSD. Priority registration goes to parents of the particular school site.

Free Child Care is available for children 2-5 years old, non-school-aged children

Alt Ed Building M-F 9:00 am—12:00 pm
Fremont Elementary M-Th 12:30pm-2:30pm

Programa de Primavera 2024

ESL Multi-Nivel AM Clases

Principiante

De Lunes a Viernes **9:00 am—12:00 pm**
Maestra: Lee Ann Pfotzer Room 212

Intermedio

De Lunes a Viernes **9:00 am—12:00 pm**
Maestra: Lai Woudstra Room 214

Avanzado

De Lunes a Viernes **10:00 am—12:00 pm**
Maestra: Elaine Morch Room 211

ESL Multi-Nivel PM Clases

Lunes a Jueves **5:30 pm—8:30 pm**
Maestra: Tolu Ladeinde Room 212

Preparación de Ciudadanía

En esta clase, aprenderá cómo completar el formulario de solicitud N400, prepararse para el examen de historia y gobierno de EE. UU. y la entrevista oral de USCIS, mejorar sus habilidades en inglés y comprender los derechos y responsabilidades de la ciudadanía estadounidense.

Nivel intermedio de inglés requerido
Martes **5:30 pm– 8:30 pm**
Maestra: Anne Swatzell Room 214

Clases de Alfabetización Familiar

Lunes a Jueves **12:30 pm– 2:30 pm**
Maestra: Lai Woudstra
Lugar: Fremont Elementary School
Requisitos: debe tener hijos que asistan a una escuela dentro de AUSD. La inscripción prioritaria va a los padres de la escuela en particular.

El cuidado de niños gratuito está disponible para niños de 2 a 5 años, niños que no están en edad escolar

Alt Ed Building M-F 9:00 am—12:00 pm
Fremont Elementary M-Th 12:30pm-2:30pm

If you have any further questions, call the Antioch Adult Education office 925-779-7490 or visit us at:

www.antiochschools.net/aae

Spring Semester 2024 Schedule of Classes

Workforce Classes

Career Opportunities

Antioch Adult Education is looking at providing more opportunities for adults with respect to career technical education. We are adding computer and accounting classes to broaden the options for adults looking at engaging new careers. We are also piloting a Culinary program this semester with the hopes of having classes offered for the Fall of 2023. We are continuing to work with our local Workforce Development Board and with surveys of our students to provide more programs focused on employment opportunities in the East County.

AUSD Employment Opportunities for Students

Antioch Unified School District is our local education agency. We are committed to support students in Antioch transitioning into adulthood with opportunities for employment. We also focus on the current employees of AUSD to provide classes that will benefit their individual goals and bettering of their work situations. We are also partnering with AUSD to find and promote local job opportunities within AUSD, one of the largest employers in Antioch.

COMING SOON AAE Culinary Program

This semester we are piloting a Culinary class in the afternoons, Tuesday through Thursday, 4 pm to 6 pm. We are hoping to build a program focused on providing entry level culinary skills to aspiring chefs. We have a full production kitchen on site and will be making meals, desserts, homemade pastas and our own breads. The hope is to grow the class into a full day program supporting both AAE and Prospects High School students. We will begin marketing the class over the summer for the Fall 2024 school year.

Spring Schedule 2024

ESL for Workplace

Come learn how to clearly communicate your employment goals, job skills and personal qualities to successfully complete job applications, resumes, email correspondences and job interviews so you can get the job you want!

Tues & Thurs **2:30 pm—3:30 pm**
Instructor: Lee Ann Pfotzer Room 212

Programa de Primavera 2024

ESL para Uso en el Trabajo

¡Venga y aprenda cómo comunicar claramente sus objetivos de empleo, habilidades laborales y cualidades personales para completar con éxito solicitudes de empleo, currículos, correspondencia por correo electrónico y entrevistas de trabajo para que pueda obtener el trabajo que desea!

Martes y Jueves **2:30 pm– 3:30 pm**
Maestra: Lee Ann Pfotzer Room 212

Computer Classes

Introduction to Computer (Instructor-Directed in class)

This course prepares new users with a solid foundation in computer basics, file management, and Microsoft Windows operating system, including signing on, controlling app windows, multitasking, creating a Microsoft account, using the Office online apps, and emailing.

Dates to be Determined **3:30 pm—5:00 pm**
Instructor: TBD Room 211

Microsoft Office Basics

Do you need to learn or brush up on your computer skills? Looking to add Microsoft Office applications to your resume? This 10-week course will help you to become proficient in Microsoft Word, PowerPoint, and Excel.

Dates to be Determined **3:30 pm—5:00 pm**
Instructor: TBD Room 213

Business Classes

Accounting I

This introductory level accounting course covers the complete accounting cycle for a service business, including the critical rules of debit and credit. In addition, the course provides a study of the complete accounting cycle for a merchandising business as well as payroll accounting procedures and processes.

Wednesdays **5:30 pm—8:30 pm**
Instructor: Mitra Shahraz Room 214

Accounting II

This intermediate-level course covers three major segments of accounting. The first is a study of different groups of balance sheet accounts, including notes, accounts receivable, merchandise inventory, and plant assets. The second is an in depth coverage of accruals and deferrals of both revenue and expenses. The third segment of the course moves into different forms of ownership, specifically the partnership and the corporation.

Required : Accounting I.

Dates to be Determined **5:30 pm—8:30 pm**
Instructor: TBD Room 214

Transition Centers in Contra Costa County

What services are offered?

Training & Assistance

Get training and assistance to land your first job, re-enter the workforce, or transition careers.

Explore Careers

Explore careers through industry-sponsored activities, internships, career exploration, and more.

Employer Benefits & Services

Discover employer benefits and services to help your business thrive.

Industry Partnerships

Learn about our industry partnerships in advanced manufacturing, transportation & logistics, biomedical manufacturing, health, and information and communications technologies.

Rubicon Programs - Antioch

Virtual/In-Person/Remote Services Available

Hours: M-F, 8:30 am – 5:00 pm
Mon & Fri: Remote; Tues – Thurs: In-Person

418 W 4th St, Antioch, CA 94509

Phone: (925) 399-8990
Email: serenet@rubiconprograms.org



Workforce Development Board of Contra Costa County

EASTBAY Works
Connecting People with Opportunities for Employment

Adult Service Providers – *Contra Costa Workforce Collaborative*

Central County

Concord AJCC - Rubicon
Virtual/In-Person/Remote Services Available
Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m.
Phone: (925) 671-4500
Email: *leroyg@rubiconprograms.org or marissas@rubiconprograms.org*
WIOA Orientation: WIOA Orientations are every 2nd week of the month, Tues - Thurs at 1pm. Interested parties must register by sending an email to *marissas@rubiconprograms.org*

Martinez Adult Education
Virtual/In-Person/Remote Services Available
Hours: M-F, 8:30 am - 5:00 pm
Mon/Tues/Thurs: In-Person/ Weds & Fri: Remote
Phone: (925) 335-5890
Email: *tanyab@rubiconprograms.org*

Mt. Diablo Adult Education
Virtual/In-Person/Remote Services Available
Hours: M-F, 8:30 am - 5:00 pm
Mon & Fri: Remote; Tues - Thurs: In-Person
Phone: 925-685-7340 ext. 6730
Email: *amabellac@rubiconprograms.org*

Liberty Adult Education
Virtual/Remote Services Available
Hours: M-F, 9:00 am - 5:00 pm
Mon & Fri: Remote; Tues - Thurs: In-Person
Phone: (925) 634-2565
Email: *mayrac@rubiconprograms.org*

West County

San Pablo Economic Development Corporation
Virtual/In-Person/Remote Services Available
Hours: M-F, 8:30 am - 5:00 pm
Contact Information
(510) 215-3209; *owenh@sanpabloedc.org*
(510) 215-3202; *norar@sanpabloedc.org*
(510) 215-3205; *saeidb@sanpabloedc.org*
WIOA Orientation: Tuesdays, 10:00 a.m.
Dial 1+(425) 436-6369; Access code: 589463#

Lao Family Community Development
Virtual/In-Person/Remote Services Available
Hours: M-F, 9:00 am - 5:00 pm
Phone: (510) 215-1220
Email: *epeno@lfcd.org*
Unemployment Insurance Claims Assistance
Phone: (510) 330-4262
Email: *UI@lfcd.org*

Pittsburg Adult Education
Virtual/In-Person/Remote Services Available
Hours: M-F, 8:30 am - 5:00 pm
Mon & Fri: Remote; Tues - Thurs: In-Person
Phone: (925) 326-7444
Email: *christied@rubiconprograms.org*

East County

Opportunity Junction
Virtual/In-Person/Remote Services Available
Select Need a Job>> Career Counseling
Complete interest form>> a career counselor will contact you
Hours: M-F, 8:30 am - 5:00 pm
Phone: (925) 326-7444
Email: *christied@rubiconprograms.org*

Rubicon Programs - Antioch
Virtual/In-Person/Remote Services Available
Hours: M-F, 8:30 am - 5:00 pm
Mon & Fri: Remote; Tues - Thurs: In-Person
Phone: (925) 399-8990
Email: *serenet@rubiconprograms.org*

Contra Costa College
Virtual/In-Person/Remote Services Available
Hours: M-F, 8:00 am - 4:30 pm
Contact Information:
(510) 215-3209; *owenh@sanpabloedc.org*
(510) 215-3202; *norar@sanpabloedc.org*
(510) 215-3205; *saeidb@sanpabloedc.org*

Future Build Pre-Apprenticeship Training
In-Person Services
Hours: M-F, 8:00 am - 3:00 pm
Contact Information:
(925) 522-2970; *merl@futurebuildec.com*

Youth Service Providers

Contra Costa County Office of Education - Youth Development Services (East & West Contra Contra County)
In-person and Virtual services available
Hours: M-F, 8:00 am - 4:30 pm
Phone: (925) 942-3300

Mount Diablo Unified School District (Central Contra Contra County)
In-person and Virtual services available
Olympic High School
2730 Salvio St. Room 24, Concord, CA 94519
Staff available at any MDUSD Site
(appointment required)
Hours: M-F, 8:00 am - 4:30 pm
Phone: (925) 682-8000 x 3098
Email: *ramosai@mdusd.org*
larkinse@mdusd.org
hernandezss@mdusd.org

Uniform Complaint Procedures

The Governing Board recognize that the District has primary responsibility for insuring that it complies with State and Federal Laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with State or Federal law in Adult Basic Education, and Special Education Programs.

Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance. The complaint shall be presented to the Superintendent or designee, who will then give it to the appropriate compliance officer. The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall help him/her to file the complaint.

Title IX Coordinator

Associate Superintendent Education Services

Antioch Unified School District office, 925-779-7500

Harassment

The District is committed to providing an educational environment free of harassment and unlawful discrimination. The District maintains a strict policy prohibiting harassment and differentiated treatment of students because of sex, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age or any other basis protected by Federal, State or local law, ordinance or regulation. **All such harassment is unlawful**. The District's policy of anti-harassment toward students applies to students enrolled in the District and all persons employed by the District. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy may result in disciplinary action, which may include discharge for employees, and expulsion for students, depending on the seriousness of the violation. Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that it is offensive, or if the student does not feel comfortable or is unable to talk to the person engaging in such activity, the student should report the incident to the School Principal or designee.

Spring Semester 2024 Schedule of Classes

"We're Here For You!"

AUSD

ANTIOCH UNIFIED SCHOOL DISTRICT

Antioch Adult Education

820 West Second Street
Antioch, CA 94509
925-779-7490 phone
925-779-7491 fax

www.antiochschools.net/AAE

Ordering Transcripts

To request a transcript, you must contact your LAST high school directly. If you attended Prospects High School or Antioch Adult Education, please call 925-779-7490. To order directly from the district, please visit the following website for more information: https://www.antiochschools.net/domain/3249

We cannot order transcripts on your behalf; you must order for yourself. Make sure to have a keep a copy saved at home. We do not return any records we request.