

New South Wales Government



Department of School Education



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Our reference:

Your reference:

AMENDMENT to letter of advice accompanying the **ENROLMENT GUIDELINES FOR DISTANCE EDUCATION CENTRES**

Please find enclosed a number of copies of the revised *Guidelines for Enrolment* in Distance Education Centres in 1991.

The revised version is based on the 1989 guidelines. There are no significant changes with the exception of:

- a) all references to the *Correspondence School* have been replaced with *Distance Education Centres* or the *Open High School* where appropriate;
- b) full-time enrolment guidelines have been separated into: *Primary, Secondary, Pre-School, Student Support Unit* for easier reference;
- c) address and telephone numbers have been provided for Regional Offices and, where known, Distance Education Centres ;
- d) clause 3.4.4 (a) has been added to ensure that part-time students have time allocated on their school timetable for the study of subjects taken through the Open High School;
- e) a statement has been added outlining the *Centre and Field Services* available at Distance Education Centres;
- f) A.C.T. students will enrol in the Queanbeyan or Karabar Distance Education Centre;
- g) P.N.G. students will enroll in the Dubbo Distance Education Centre;
- h) Lord Howe Island students will enrol in the Port Macquarie Distance Education Centre;
- i)) travellers, overseas students, students with medical or physical disabilities, students with emotional and behaviour disorders, and students at hospital and Community Care schools will enrol in the Distance Education Centre closest to their N.S.W. home address.

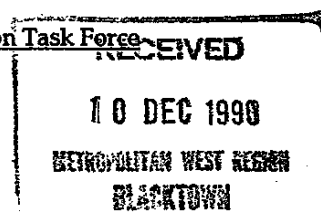
*For your information
and placement
on appropriate
job attached*

*N L R Decker
D(CHR)*

10/12/90

C Stivala
Charles Stivala
Distance Education Task Force

7/12/90





SMOKING IS NOW TOTALLY PROHIBITED IN ALL N.S.W. DEPARTMENT OF SCHOOL EDUCATION PREMISES



N. S. W. DEPARTMENT OF SCHOOL EDUCATION

DISTANCE EDUCATION

GUIDELINES FOR ENROLMENT

DISTANCE EDUCATION CENTRES

THE OPEN HIGH SCHOOL

- Full Time Students
- Part Time Students

File 12390

Records

To be implemented from 1991

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DISTANCE EDUCATION

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5. Statement on Centre and Field Services

Note: This statement replaces Section 15.5 on the "Education of Isolated Students" published in the School Manual on Education Management (Issue 1/10/1987) and the "Distance Education" guidelines published in the Education Gazette (Issue 8/6/1989).

Following the review of the enrolment criteria, the Central Planning Committee of the Department of School Education decided to maintain the current enrolment guidelines for the first year of operation in order to stabilise staffing and facilities in the new Distance Education Centres.

The enrolment criteria will be reviewed in 1991.

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1. INTRODUCTION:

The N.S.W. Department of School Education has made special arrangements to deliver its educational programs to those students who are isolated or whose special circumstances prevent them from attending regular schools.

Distance Education Centres have been established in strategic locations throughout the State to provide better access for students residing close to them. They are either an integral part of a host school or an autonomous centre, and maintain close liaison with the Learning Materials Production Centre which provides learning materials assistance, including curriculum materials and teaching leaflets.

The Centres have their own designated drawing areas. The drawing areas have been designed to give students, parents and teachers reasonable access to each other through personal visits to the Centre, teachers' visits to students' homes, and through mail services, telephone and either H.F. or V.H.F. radio.

Each Centre functions in a way which best suits local conditions. Teaching resources are provided by the Learning Materials Production Centre and may be modified to meet students' needs. The resources are supplemented by activities such as centre school days, mini-schools and group study days, specialist itinerant teacher visits, and social and cultural functions.

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2. FULL-TIME ENROLMENT

Distance Education Centres

2.1 Primary Students

The following categories of N.S.W. students are eligible for full-time enrolment:

- 2.1.1 Isolated Home students**
Students who are isolated from a Government primary school. Isolation in this context will be determined by the Assistant Director-General (Region) who will consider any special circumstances that may preclude attendance at a school. As a prerequisite for consideration, the minimum distance requirement is determined as being 3.0 km by the nearest practicable route from the place of residence to a school or an acceptable means of transport to that school.
- 2.1.2 Travellers**
Students who will be absent from school for an extended period - between five and twelve months - except in special circumstances - because of travelling commitments within Australia or overseas. A comprehensive itinerary is required. These students will be enrolled in the Distance Education Centre closest to their N.S.W. home address.
- 2.1.3 Overseas Students**
Students who are temporarily resident overseas will be enrolled in the Distance Education Centre closest to their N.S.W. address.
- 2.1.4 Students from the A.C.T. and from P.N.G.**
Students from the A.C.T. and Papua New Guinea who, for some acceptable reason, cannot receive face-to-face teaching at the level required, and whose enrolments are approved by their local Education Authority, may be enrolled in a Distance Education Centre through inter-Governmental arrangements. Students from the A.C.T. will enrol in the Queanbeyan Distance Education Centre, while students from Papua New Guinea will enrol in the Dubbo Distance Education Centre.
- 2.1.5 Medical**
Students with some disability which renders them incapable of attending school including a special school, either permanently or for an extended period; and students with disabilities, who attend a small isolated rural school where appropriate support provisions cannot be made, may be eligible for enrolment in their local Centre.
A report from the Principal Education Officer (Student Services) including a clinical assessment, is required together with specialist medical evidence. Enrolment is conditional upon a six monthly review of each case.
- 2.1.6 Kindergarten**
Kindergarten children may enrol at 4.6 years from the beginning of the school year provided they turn 5 years of age prior to 1st August.

No new enrolments will be taken after Term 2 unless the child has already turned 6 years of age.

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1. To be approved by the ADG (R)

related schools involvement 2. Possible for a group of secondary students to study at their local primary school - if the school can cope. 2.2 Secondary Students

The following categories of N.S.W. students are eligible for full-time enrolment:

- 2.2.1 **Isolated Home students**
Students who are isolated from a Government secondary school. Isolation in this context will be determined by the Assistant Director-General (Region) who will consider any special circumstances that may preclude attendance at a school. As a prerequisite for consideration, the minimum distance requirement is determined as being 5.0 km by the nearest practicable route from the place of residence to a school or an acceptable means of transport to that school.
- 2.2.2 **Travellers**
Students who will be absent from school for an extended period - between five and twelve months - except in special circumstances - because of travelling commitments within Australia or overseas. A comprehensive itinerary is required. These students will be enrolled in the Distance Education Centre closest to their N.S.W. home address.
- 2.2.3 **Overseas Students**
Students who are temporarily resident overseas will be enrolled in the Distance Education Centre closest to their N.S.W. home address.
- 2.2.4 **Students from the A.C.T. and from P.N.G.**
Students from the A.C.T. and Papua New Guinea who, for some acceptable reason, cannot receive face-to-face teaching at the level required, and whose enrolments are approved by their local Education Authority, may be enrolled in a Distance Education Centre through inter-Governmental arrangements. Students from the A.C.T. will enrol in the Karabar Distance Education Centre, while students from Papua New Guinea will enrol in the Dubbo Distance Education Centre.
- 2.2.5 **Students from Lord Howe Island**
Students from Lord Howe Island, who cannot receive face-to-face teaching at the level required and whose enrolments are approved by the North Coast Regional Office, will enrol in the Distance Education Centre in Port Macquarie.
- 2.2.6 **Medical**
Students with some disability which renders them incapable of attending school including a special school, either permanently or for an extended period; and students with disabilities who attend a small isolated rural school where appropriate support provisions cannot be made, may be eligible for enrolment in their local Centre.
A report from the Principal Education Officer (Student Services), including a clinical assessment, is required together with specialist medical evidence. Enrolment is conditional upon a six monthly review of each case.
- 2.2.7 **Secondary students at hospital schools, at schools for students with physical disabilities, schools for students with emotional and behaviour disorders, and at approved Community Care schools where class teaching cannot be provided at the level required. These students will be enrolled in their local Centre.**
- 2.2.8 **Secondary students at Government primary and central schools which do not provide class teaching at the level required.**
- 2.2.9 **Students who are between the ages of 15 and 18 and whose commitment to their vocational talents prevents attendance at school or an alternative institution.**

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- 2.3 Students who are pregnant or in the first year of motherhood.
- 2.3.1 Students who transfer part-way through the year in a Years 8 - 12 course may be allowed to enrol at the Open High School in those courses which are not available at the Distance Education Centre to which they are transferred.

2.4 Pre-School

The Pre-School Unit is located in the Dubbo Distance Education Centre.

- 2.4.1 Enrolment will be limited to children who plan to continue their education by Distance Education.
- 2.4.2 Pre-school children may enrol at 3.6 years from the beginning of the year provided they turn 4 years prior to 1st August.
- 2.4.3 No new enrolments will be taken after Term 2.
- 2.4.4 In all cases the local Regional Office will make a determination for each application.

2.5 Student Support Unit

The Student Support Unit is located at Rose Bay Public School.

- 2.5.1 Students are eligible for enrolment in the Student Support Unit if they are between 3.9 and 18 years of age and have an intellectual disability or a sensory impairment, and there is no appropriate local facility available.
- 2.5.2 The application must be accompanied by a clinical assessment of the student's level of disability and a Senior Guidance Officer's report that there is no appropriate local facility available and that lesson supervision can be provided.
- 2.5.3 All students enrolled in the Student Support Unit are reviewed annually with the exception of medical, overseas and travelling students who are reviewed each six months.

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2.6 Procedures to be Followed in Applying for Full-time Enrolment

2.6.1 Application forms are obtainable from Distance Education Centres or Regional Offices of the Department of School Education. Requests may be made by telephone or by writing to the Principal of the Distance Education Centre or to the Regional Director (Human Resources) stating:

- (a) Student's name, date of birth and year (grade) of schooling;
- (b) Name of last school attended and the period of enrolment at that school;
- (c) The reason(s) for requesting enrolment in a Distance Education Centre;
- (d) The period for which enrolment is required.

Addresses and telephone numbers of Distance Education Centres and Regional Offices are listed on pages 10 and 11.

2.6.2 The completed application form is to be forwarded by the parent/guardian to the Regional Office.

In the case of non-acceptance, the parent/guardian and, where applicable, the school Principal will be informed by the Regional Office.

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3. PART-TIME ENROLMENTS

Secondary Students Completing Part Of Their Curriculum Through the Open High School - Sydney.

The following categories of students are eligible for part-time enrolment:

- 3.1.1 Students who, because of some physical disability, are unable to undertake a course of study which is available at their school. Such students will be eligible for enrolment in that subject only. A medical certificate will be required.
- 3.1.2 Students whose course of study has been interrupted by transfer or who for some acceptable reason are eligible for enrolment to complete such a course to meet requirements for the award of the School Certificate or the Higher School Certificate.
- 3.1.3 Students, who at the time of initial selection of elective subjects, were given to understand that the school would offer course continuity to Year 12, whereas in the intervening period that course was discontinued after Year 10. It cannot be assumed that the cessation of a particular course already studied constitutes an automatic entitlement for enrolment at the Open High School. In particular, schools should not anticipate that small groups of students constitute sufficient grounds for enrolment at the Open High School. The formation of small groups of students usually ensures that some component of face-to-face teaching will be made available at the school. Each case will be considered individually and each school's needs will be ascertained in consultation with the Assistant Director-General (Region) before a recommendation is put forward.
- 3.1.4 Students in small, remote secondary schools disadvantaged by geographical isolation and the necessarily limited elective offering at their school.
- 3.1.5 Students who wish to study the ethnic language of their family where it is not available at their school or a nearby school or is not available at a Saturday School of Community Languages within reasonable travelling distance in the metropolitan area (Sydney, Newcastle, Wollongong) in which they reside.
- 3.1.6 Students whose special circumstances, particular needs or talents cannot be addressed in the home school. Where the Principal is satisfied that circumstances justify enrolment, an application should be submitted to the Assistant Director-General (Region) for consideration together with detailed documentation to support the establishment of the case.

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3.2 Conditions Relating to Part-time Enrolment

- 3.2.1 A subject taken through the Open High School must contribute to the award of the School Certificate or the Higher School Certificate.
- 3.2.2 The school will be required to certify that the student is not studying a total number of subjects (including Board Approved Courses and those taken by Distance Education) in excess of six for Years 9 and 10 or in excess of 12 Units for Years 11 and 12.
- 3.2.3 As a general rule and within the limits permitted by the resources of the Open High School, the following conditions for approval of enrolment will be observed:
- (a) no more than one course will be approved for any one student;
 - (b) no more than three students from any one school will be accepted for any single subject in the one year or level of study;
 - (c) no more than four subjects in the one year or level of study at individual schools will be accepted;
 - (d) applications will not be approved for courses which are offered at a student's school.
 - (e) small, remote, geographically isolated high and central schools may, with Regional approval, negotiate with the Open High School for a variation of these provisions. Any enrolment acceptance for the aforementioned schools is contingent upon the provision of appropriately designated supervisor support within the school.
- 3.2.4 Principals will be required to ensure that:
- (a) the number of hours stipulated by the Board of Education for the study of the subject are available within the school timetable;
 - (b) the students are capable of working independently;
 - (c) a member of the teaching staff of the school has been nominated to supervise the study arrangements of Open High School students and any formal H.S.C. assessment tasks;
 - (d) the school will undertake to meet conditions for the regular return of work and for the completion of assignments, examinations and assessment tasks;
 - (e) the school will provide all textbooks and reference materials necessary for the completion of the course;
 - (f) entries for external examinations for students enrolled at the Open High School are lodged by the home school.

Where for any reason, it is necessary to limit entry to any course, the Principal of the Open High School will consider each case on its merits.

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- 3.3 **Procedures to be Followed in Applying for Part-time Enrolment.**
- 3.3.1 Application forms are available from Regional Offices of the N.S.W. Department of School Education, from Distance Education Centres or from the Open High School.
- Addresses and telephone numbers of the Open High School, Distance Education Centres and Regional Offices are listed on pages 10 and 11.*
- 3.3.2 The school Principal will forward the application form to the Regional Office for consideration. If recommended, the Regional Office will forward the application form to the Principal of the Open High School.
- 3.3.3 The application will be considered by the Principal of the Open High School. If the final decision, after consultation with the Region, is not to enrol the applicant, the decision will be communicated to the school Principal and to the Regional Office.
- 3.3.4 To avoid delays in forwarding lesson materials, applications for enrolment for Term 1 should be submitted to the Open High School by 30 November of the previous year through the Regional Office.
- 3.4 **Appeals against part-time enrolment decisions**
- 3.4.1 Appeals against enrolment decisions will be considered by the Open High School Appeals Committee.
- Membership of the Committee will include the Director responsible for the Open High School, the Principal of The Open High School, a community representative and a representative of non-Government systems.
- 3.4.2 Before appeals are considered, the Appeals Committee will consult with the appropriate Assistant Director-General (Region) as necessary.

4. LEARNING MATERIALS ASSISTANCE TO SECONDARY SCHOOLS

The Learning Materials Production Centre may provide learning materials assistance to schools where student numbers preclude provision of full face-to-face teaching.

Eligibility will be dependent on the recommendation of the Assistant Director-General (Region).

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DISTANCE EDUCATION CENTRES

PRIMARY CENTRES

Bourke P.S.	Green Street Bourke 2840	068 722051
Broken Hill	Lane Street Broken Hill 2880	080 3565
Casino P.S.	103 Walker Street Casino 2470	066 621113
Cobar P.S.	Blakely Street Cobar 2835	068 362039
Dubbo	Myall Street Dubbo 2830	(to be advised)
Hay P.S.	Lachlan Street Hay 2711	069 931270
Port Macquarie P.S.	Grant Street Port Macquarie 2444	065 832977
Queanbeyan P.S.	Isabella Street Queanbeyan 2620	062 972144
Sydney (Stanmore P.S.)	Cambridge Street Stanmore 2048	(to be advised)
Tibooburra P.S.	Briscoe Street Tibooburra 2880	080 913317
Walgett P.S.	Warren Street Walgett 2832	068 281077

SECONDARY CENTRES

Balranald Central S.	Wee Street Balranald 2715	050 201103
Dubbo	Myall Street Dubbo 2830	(to be advised)
Port Macquarie H.S.	Owen Street Port Macquarie 2444	065 831844
Karabar H.S.	Donald Road Queanbeyan 2620	062 975822
Sydney (Cleveland Street H.S.)	Park Street Alexandria 2015	(to be advised)
Walgett H.S.	Arthur Street Walgett 2832	068 281022
• Open High School	Mary Street Drummoyne 2047	(to be advised)
• Learning Materials Production Centre	Janet Street Drummoyne 2047	(to be advised)
• Student Support Unit (Rose Bay P.S.)	Albermarle Ave. Rose Bay 2029	(to be advised)

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REGIONAL OFFICES

COUNTRY

Hunter:	117 Bull Street/P.O. Box 488G Newcastle 2300 Tel. 049 269711
North Coast:	101 Molesworth Street/P.O. Box 422 Lismore 2400 Tel. 066 211701
North West:	V. Guy Kable Memorial Building Marius Street/P.O. Box 559 Tamworth 2340 Tel. 067 684700
Riverina:	Housing Commission Building 76 Morgan Street/P.O. Box 478 Wagga Wagga 2650 Tel. 069 230666
South Coast:	84 Crown Street/P.O. Box 1232 Wollongong 2500 Tel. 042 268111
Western:	N.S.W. Government Offices 149 William Street/P.O. Box 143 Bathurst 2795 Tel. 063 334222

METROPOLITAN

Metropolitan East:	70 William Street/P.O. Box 357 Kings Cross 2011 Tel. 3398444
Metropolitan North:	45-47 Hunter Street/P.O. Box 450 Hornsby 2077 Tel. 4770111
Metropolitan South West:	161 Bigge Street/P.O. Box 324 Liverpool 2170 Tel. 6003110
Metropolitan West:	N.S.W. Government Offices 22 Main Street/P.O. Box 877 Blacktown 2148 Tel. 6718611

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DISTANCE EDUCATION CENTRES

5. CENTRE and FIELD SERVICES

The decentralisation of Distance Education in N.S.W. is planned to give parents, teachers and students the opportunity to participate in a "package" of Centre and Field services. No one service should be viewed in isolation but rather as part of a total package which will offer more effective educational opportunities for the student.

Centre and Field Services will contribute to the "localisation and personalisation" of Distance Education in N.S.W.

Not all families will be able to access all services but the combination of services should provide the best available educational experience for all students.

Staff participating in the provision of these services will be drawn from:

- Distance Education Centres;
- Regional Support Staff, where appropriate and available;
- The Distance Education Student Support Unit.
- The Learning Materials Production Centre.

1. Leaflets

All Distance Education Centres will be provided with a full range of teaching material resources from the Learning Materials Production Centre in Sydney. These resources will be distributed by the respective Centres to each of their students as required.

2. On-Air Lessons

With the introduction of Radio facilities, simulated classroom lessons will be introduced, and written support materials will be developed for the students.

As the marking and assessment of students' work is done locally, the teacher will be able to develop "on-air" lessons to support student needs.

3. School Visits

Parents and students visiting the Centre will be able to request assistance from teachers in those aspects of the students' lessons which may need clarification or help.

These visits will also be used as part of the students' face-to-face instruction and to give the students the opportunity to join groups in the appropriate levels/classes.

The fact that all services are localised will contribute to the improved personal contact between teachers and students.

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4. Mini Schools

Mini schools will take place at a central point which allows the maximum number of local students to meet with teachers for a programmed session of peer interaction and teaching. They are designed to concentrate on group and social activities which students would not normally receive, such as sport, music, drama and art.

5. Centre Days

During these sessions students will participate in a comprehensive range of school activities. The opportunity will be available for individual students to receive assistance with practical work or extension to core learning.

6. Camps/Carnivals/Excursions

Students will be invited to participate in extra curricular activities such as camps, sports carnivals and excursions.

These activities allow students to broaden their social interaction and to experience aspects of their curriculum not easily catered for through leaflets or on-air lessons. They also provide the teachers with the opportunity to increase their knowledge of the students.

7. Home Visits

These visits will be designed to establish a closer understanding between teachers and the family and students, and to "provide a face to a voice".

Needs for home visits will be by negotiation between parents and teachers at the school and may include:

- new families;
- families with children enrolling in Distance Education for the first time;
- families where the home supervisor is experiencing difficulties;
- specialist diagnostic testing for children with special needs which cannot be met by the class teacher;
- families with a high degree of isolation and who are unable to travel regularly to a Centre.

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Explanatory Notes on the revised Guidelines for enrolment

This document is intended to clarify/further explain some of the areas in the Guidelines which were queried by various Regions/Centres.

1. Composition of the appeals mechanism for full-time students referred to on page 3. This was left open so that each Region could make its own decisions. Cluster-based? ERC-based? One DEC suggested membership of ADG/Region rep; Cluster Director; Principal DEC; Community rep.
2. Extension of enrolment period for pregnant students/nursing mothers/children of itinerant workers. Individual cases continue to arise and each will be considered on its merits.
3. Medical category in full-time enrolments includes students with physical disabilities. Six-monthly reviews for all ordinary medical enrolments. There are some medical enrolments for whom six-monthly reviews are neither necessary nor appropriate. Under exceptional circumstances - nature/place of treatment etc. - it may be in the student's best interests for enrolment to be at the Sydney Centre instead of the local DEC.
4. Re freedom of choice in DE. In the initial discussions in 1990 advice was given by the Director, Western Region and the Director, Regional Co-ordination that the following three provisos must be taken into account if parents choose other than the local Distance Education Centre.
 - The enrolment must not jeopardise the continued existence of the local centre.
 - The student/parents cannot expect to receive the same services as they would if enrolling locally.
 - The enrolment must not jeopardise the place of a local student.

Enrolment at the local DEC is presently Government policy given the cost of establishing such centres and the need to ensure their viability.

Enrolment at alternative Centres will be considered only if exceptional circumstances apply or if the student cannot be adequately serviced from the local Centre.

Exceptional cases should be discussed with the Cluster Director of the local DEC in the first instance.

5. A recommended general minimum enrolment period of at least two terms for all full-time enrolments has been included in the *Enrolment Procedures* section.
6. Part-time enrolments: Maximum numbers of students per course/year requirements do not include full-fee-paying students who enrol under a special Government initiative.

Richard Mearns
Manager JETF 6/12/91