

STUDENT HIGH SCHOOL APPLICATION PROCEDURES:**OCTOBER - JANUARY**

1. Application portal opens in October
2. Current sophomore, junior, and senior students may apply. A registration fee will be due at the time of enrollment. The student will be responsible for program tuition **if** the student:
 - a. Graduates from high school while in a West-MEC Program
 - b. Obtains a GED while in a West-MEC Program
 - c. Is an ESA or STO Recipient
 - d. Is a Foreign Exchange Student
 - e. Is a junior applicant who will be a Senior in a 2-year program – Tuition will be due for year 2 of the program.
 - f. Lives outside of West-MEC Boundaries ([BOUNDARY MAP](#))
3. Student/parent/counselor research programs of interest.
 - a. Attend West-MEC Central Program Open Houses (October – December).
 - b. Review Central Program Information Sheet(s) for chosen career pathway ([PROGRAMS](#))
4. Student completes online West-MEC application ([APPLICATION](#))
 - a. Students or parents/guardians print the Application Verification Form (AVF) from their email.
 - b. Students and parents/guardians must sign the AVF prior to submitting the form to a high school counselor.
5. After 1st-semester grades have been posted to transcripts, counselors will do the following in FOCUS*:
 - a. Upload signed AVF
 - b. Upload a transcript including work-in-progress
 - c. Complete the electronic rubric (Total Possible Score - 70).
 - d. If a student has a rubric score below 42 and/or doesn't meet program requirements:
 - The school counselor will conference with the student to create the Student Success Action Plan (SSAP)
 - The counselor will wait to submit the completed AVF, Transcripts, Success Action Plan, and documentation of the student's 4th quarter improvement
 - Will mark "Hold-SSAP" in rubric status
 - e. Upload If applicable:
 - Community College Reading score for college programs (see information sheets for test info)
 - Charter/Private/Homeschool applicants must provide proof of residency
 - f. Counselor: will Mark "Completed/Approved" under the rubric status.
 - g. Local Director: Can override the approval by marking "Hold - Per Local Director" in the rubric status.

**Homeschool/Charter/Private applicants will work with West-MEC to get the information uploaded.
Charter & Private schools may request FOCUS access by emailing: application@west-mec.org.*

6. Member Districts ONLY

- a. Priority Application Deadline - All applications must be marked “Completed/Approved” by January 24, 2025 to be considered for Priority Allocation.
 - NO PAPER AVFs NEED TO BE DROPPED OFF TO WEST-MEC DISTRICT OFFICE
- b. Student AVFs marked “completed/approved” after the priority application deadline are automatically placed on a waitlist and will be contacted if a seat becomes available.

WEST-MEC APPLICATION PROCESSING:**FEBRUARY**

1. West-MEC reviews all AVFs and supporting documents for eligibility criteria.
2. West-MEC allocates seats by program/location/session based on the number of completed, eligible applications by priority deadline.
3. West-MEC provides allocation numbers to schools.

MARCH

1. West-MEC ranks applications by grade priority and rubric score.
2. West-MEC informs students and schools of acceptance or waitlist status by email.
3. Partial grants are available to offset registration fees for qualified applicants.
4. Accepted students receive enrollment instructions.
5. Students complete all online enrollment documents.
6. Students pay associated registration fees online to complete enrollment.

APRIL - JULY

1. West-MEC continues to accept applications through the summer
2. West-MEC Campuses
 - a. Update program seat availability based on completed registrations
 - b. Using priority placement, campuses review and rank applications
 - c. Students are placed as seats become available
 - d. Waitlists will continue to be updated and maintained
3. Districts should continue to run real-time Application Reports to monitor students' application statuses

MANDATORY ORIENTATION FOR STUDENTS AND PARENTS:**JULY-AUGUST**

1. All programs will hold mandatory orientations.
2. Students who do not attend orientations and do not notify West-MEC, may lose their seat in the program.
3. West-MEC will continue to call students on the waitlist to fill empty seats through the first ten days of school except in the following hours-based programs: Aesthetics, Aviation, Cosmetology, Culinary Arts, EMT, Esports, Fire Science, and Hairstyling.

ADDITIONAL RESOURCES AVAILABLE AT <https://west-mec.edu/enrollment-information>