

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 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 Recipient
 - d. Is a Foreign Exchange Student
 - e. Is a junior applicant who will be Senior in a 2-year program – Tuition will be due for year two of the program.
 - f. Moves out of the West-MEC boundary area & no longer attends a West-MEC member school, but wishes to stay in the West-MEC program
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 located at west-mec.org.
4. Student completes on-line West-MEC application at west-mec.org.
5. Student or parent/guardian prints the Application Verification Form (AVF) from their email.
6. Student and parent/guardian sign the AVF prior to submitting the form to a high school counselor.
7. After all 1st semester grades have been posted to transcripts, high school counselors review all received student AVFs.
8. After reviewing the AVF, counselors will do the following in the Focus software: *
 - a. Upload AVF
 - b. Upload a transcript inclusive of work in progress.
 - c. Complete the electronic rubric (Total Possible Score - 70).
 - Community College Reading score (if applicable)
 - Charter/Private/Homeschool applicants must provide proof of residency*
 - d. If a student had 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
 - The counselor will wait to submit the completed AVF, Transcripts, Success Action Plan, and documentation of student's 4th quarter improvement
 - e. Submit the AVF to the Local Director for review (for Member Districts only).

**Homeschool/Charter/Private applicants will work with West-MEC to get the information uploaded.
You will receive an email with instructions from application@west-mec.org.*
9. **Member Districts ONLY** – Counselors and Local Directors verify and approve all information.
 - a. Priority Application Deadline - Local Director submits all paper AVFs for their district to West-MEC by January 31, 2024.
 - b. Student AVFs received after priority application 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 received AVFs and supporting documents for eligibility criteria.
2. West-MEC allocates seats by program/location/session based on the number of completed, eligible applications received 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. Accepted students receive enrollment instructions.
4. Students complete all online enrollment documents. Partial grants are available to offset registration fees for qualified applicants.
5. 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 rank applications
 - c. Applications are reviewed and students are placed as seats become available.
 - d. Waitlists will continue to be updated and maintained when applicable.
3. West-MEC will provide a list of enrolled students to districts monthly.

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, Fire Science, and Hairstyling.

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