

# Career and Technical Education

## ENROLLMENT GUIDELINES

### Recommended Criteria for Determining Students

1. The student's career pathway aligns with his/her EDP.
2. The student has completed a vocational assessment and academic records indicate aptitude and interest in a chosen career area.
3. The student has an acceptable attendance record.
4. The student has previously demonstrated competency in related courses.

### Enrollment Process

1. The student will complete the enrollment and the medical release form for the Career and Technical Education programs and obtain a parent or guardian signature
2. The student will give the enrollment form to their high school counselor
3. The high school counselor will
  - forward the white and yellow copies of the enrollment form to the educating district by May 1
  - maintain the pink copy for the sending district's records
  - give the gold copy to the student

### Timeline

|                    |                                                                                                                                                          |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| January / February | Schools make available student enrollment information                                                                                                    |
| April (3rd week)   | Students make site visits to Career and Technical Education programs. A tentative schedule is made available to counselors.                              |
| May 1              | Applications are due to the school counselors.                                                                                                           |
| May (2nd week)     | Principals determine enrollments and develop tentative recommendations for programs. Initial program slot allocation is made available to all districts. |
| June               | If necessary, principals adjust the program and finalize recommendations for programs.                                                                   |
| August             | Final Adjustments made for fall classes.                                                                                                                 |



**Career and Technical Education**  
231.582.8070 | [charemisd.org](http://charemisd.org)

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