

CTE Enrollment Process Question & Answer

| Question | Answer |
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| Is it advantageous to get my applications in prior to the due date? | No. Applications received early will be held until the next program lottery (attachment B) |
| What will happen if a student requests a program change? | If a program is filled, they will be put on a wait list. If an opening occurs they will be entered into the next lottery |
| Will there still be enrollment entry points? | Yes. Counselors will communicate this information when established |
| What if a student is placed on a wait list? | Students on wait lists will be entered into the next lottery as long as there are openings in their program choice (attachment B) |
| What is the best advice for counselors to have students placed in their first choice? | Submit applications by the earliest designated lottery date (attachment B) |
| Will all current programs be offered? | The programs currently offered in the 2012-13 school year will be available for 2013-14 but are subject to minimum enrollment guidelines |
| Is a student that passed a Level 1 program automatically allowed to enroll in a Level 2 program? | Yes, if the application is submitted by the March 28 th deadline. After this initial Level 2 enrollment date deadline the students will be subject to the lottery. |
| What will the confirmation of enrollment consist of? | You will receive a "Confirmation of Student Placement" after each lottery date to be returned to the CTE Guidance office (Attachment B) |
| What if a student only has one or two program choices? | You can put NA for any choice, but it may not allow your student to have an opportunity to attend a CTE program |
| Why isn't there "first come first serve" for applications? | In order to have equal opportunity for students and districts, the lottery system allows for equitable distribution of placements |
| Can I use an old application? | No. The old application does not include 3 program choices (Attachment C) |
| Is the application on the BOCES website? | Yes. www.wswheboces.org (go to Programs ⇒ Career and Technical Ed ⇒ Guidance) |
| If I have difficulty with submission from the website how do I proceed? | You can print the application from the website, scan it and e-mail it. It is also possible to save it as a pdf and attach to email. |
| Where do I submit applications? | Submit applications to center/site associated with your region. Submit applications outside your region only if the program is a singleton. (Attachment B) |
| If a student is in a second choice program will the student be placed on a 1 st choice program wait list? | Yes, if it is indicated on the confirmation of enrollment (attachment B) |