

1.6 ENROLLMENT READINESS

PURPOSE

- P1. To ensure that assigned applicants depart safely for centers.
- P2. To ensure that assigned applicants are fully prepared for successful enrollment.

REQUIREMENTS

R1. Pre-enrollment Needs

When an applicant's need for immediate core or intensive services is identified, the Outreach and Admissions (OA) contractor shall, where possible:

- a. Assist the applicant in registering with the local One-Stop.
- b. Collaborate with One-Stop staff to meet the applicant's needs to the extent possible.

R2. Pre-departure Activity

Admissions counselors (ACs) shall:

- a. Provide each applicant with specific, current information about the center of assignment, including location, rules, career technical training waiting lists, and program expectations.
- b. If applicable, inform probation or parole office of center assignment, including the scheduled departure date.
- c. Provide the applicant with a travel packet, to include itinerary, tickets, meal money, emergency phone numbers, and written guidance on acceptable behavior and expectations while on travel to the center (refer to Section 6.6, Student Transportation).
- d. Include a copy of official General Education Development (GED) or high school records, if available, in the applicant's file; at a minimum, ensure that contact has been made with the appropriate state GED Administrator (see Exhibit 1-1, see Section E: Education, Training, Family Needs) or the last high school the applicant attended, and that a request has been made for delivery of official records to the Job Corps center (see Exhibit 1-5). At a minimum, these records should include:
 - 1. An official transcript with the school's seal affixed.
 - 2. A copy of the GED certificate or Official GED Test Scores.
 - 3. A copy of an acceptable high school diploma (HSD) or official high school transcripts indicating graduation, if the applicant states that he or she completed the 12th grade and obtained a diploma. An acceptable diploma is one described in Documentation Requirements for Education/Training/Family Needs in Exhibit 1-1. An AC will document that an applicant has a HSD only after receiving a copy of an acceptable diploma or official high school transcripts indicating graduation, and including this in the applicant's file to be sent to the center.

4. An Individual Education Plan (IEP), psycho-educational evaluations, all eligibility and triennial evaluation reports, and IEP progress notes, if applicable.
5. A 504 Plan and all corresponding eligibility evaluation reports, if applicable.

Prior to a student's departure, the AC shall ensure that the center has received either the above-mentioned documents, or documentation of the official request, which delineates contact information for the GED Testing Service or school from which the records have been requested.

- e. Assist the applicant in assembling originals of the following documents for use on center:
 1. Copy of GED certificate or Official GED Test Scores
 2. Copy of acceptable HSD, or official high school transcripts indicating graduation, if applicable
 3. Social Security card
 4. Driver's license, if available
 5. Immigration and Naturalization Service (INS) alien registration card, if applicable
 6. Public assistance documentation, or Temporary Assistance for Needy Families (TANF), food stamps, if applicable
 7. Medical insurance card, if available
 8. Immunization records

R3. *Pre-departure Center Contact*

Centers shall contact assigned students prior to scheduled arrival to welcome them and provide information about the center.

R4. *Departure Procedures*

ACs shall:

- a. Notify each applicant of his or her assignment date and the process for departure.
- b. Accompany the applicant to scheduled departure site or arrange for another responsible escort, and see that the applicant departs safely as scheduled.
- c. Verify that the applicant's eligibility status is unchanged since completion of the original application.
- d. Request that the applicant sign a release of "Use of Student Photo" and forward it to the center of assignment (see Appendix 601, Student Rights to Privacy and Disclosure Information)

R5. *No Shows*

In the event that the applicant fails to depart for the center, he or she shall be determined to be a no show, and the AC or OA contractor shall:

- a. Contact the youth promptly to determine the reason that the assignment was not accepted.
- b. If appropriate, request a delayed assignment and reschedule the applicant in accordance with Section 1.5, Applicant Assignments.
- c. Notify the center of assignment if it is determined that the youth will not depart within two assignment cycles.

QUALITY INDICATORS

- Q1. Assigned applicants arrive at the center of assignment as scheduled.
- Q2. New arrivals know what to expect upon arrival and enrollment at the center.