



# Frequently Asked Questions *about applications*

***How do I apply for a career academy?***

Students apply through Home Access Center (HAC). Application for the 2023-2024 school year will open on January 5th 2023 and close on January 31st 2023. Detailed instructions can be found on the district CTE website.



***Who is eligible to apply?***


Any current 8th or 9th grade students can apply for academies at Toco Creek High School. Students can be zoned for any high school to apply. Home School or Private school students must first pre-register online and indicate Program of Choice in their powerschool registration.

***My family just moved to the area and the application deadline has passed. What can I do?***

There is an online application on the CTE district website page that allows new students to the district to submit an application. Many students in this situation end up placed, but you must register to be considered.

***How will I know if my application has been received?***

Verification emails for completed applications are sent before the close of the following work day. If you do not receive a verification email, please wait one day before calling the CTE office at 904-547-4870.



***How are students chosen to be in a Career Academy***

An electronic lottery system is used to determine which students get accepted when there are more applicants than openings in a program. It is important to note that completing an application does not guarantee placement and waitlists are common.

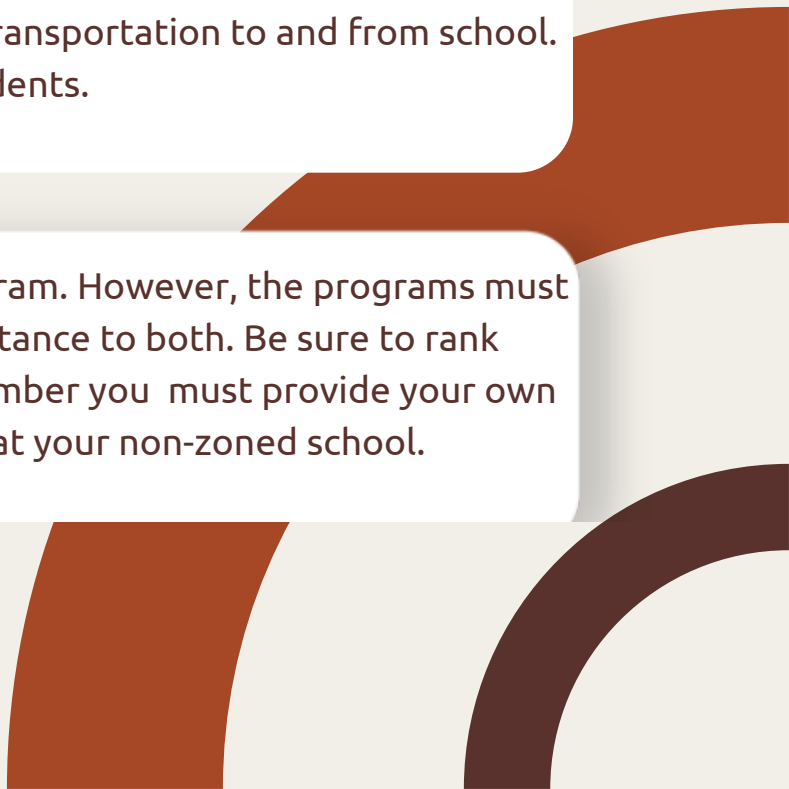
***I am interested in applying to a program that is out-of-zone. Do I also need to fill out an out-of-zone waiver?***

No! Your Academy Program of Choice application is your out-of-zone waiver. No additional paperwork is needed. Out-of-zone families are responsible for providing their own transportation to and from school. Buses do not service out-of-zone students.



***Can I apply for more than one***

Yes, you may apply for more than one program. However, the programs must be at the same school in order to get admittance to both. Be sure to rank your choices in order when applying. Remember you must provide your own transportation if accepting into a program at your non-zoned school.





# Frequently Asked Questions *about dropping an Academy*

## **CONSIDER THE BENEFITS BEFORE YOU DROP**

Because we have seen first-hand the benefits our programs bring to the lives of our students, we never want to see a student leave! However, we understand that part of the beauty of being able to experience a career field in high school is for students to decide if that career fits their interests. Below is the process for exiting an academy at TCHS.

## **STEP 1: DISCUSS THE DECISION WITH A PARENT OR GUARDIAN**

Be sure this is what is best for you. Collaborate with your parent, your current teacher, the career specialist, and your guidance counselor to make sure that this is the best option for your future. Students change their mind, and that's okay, but you want to make sure that this is the decision that will drive you where you want to go. Once you exit a program and you will not be able to return.

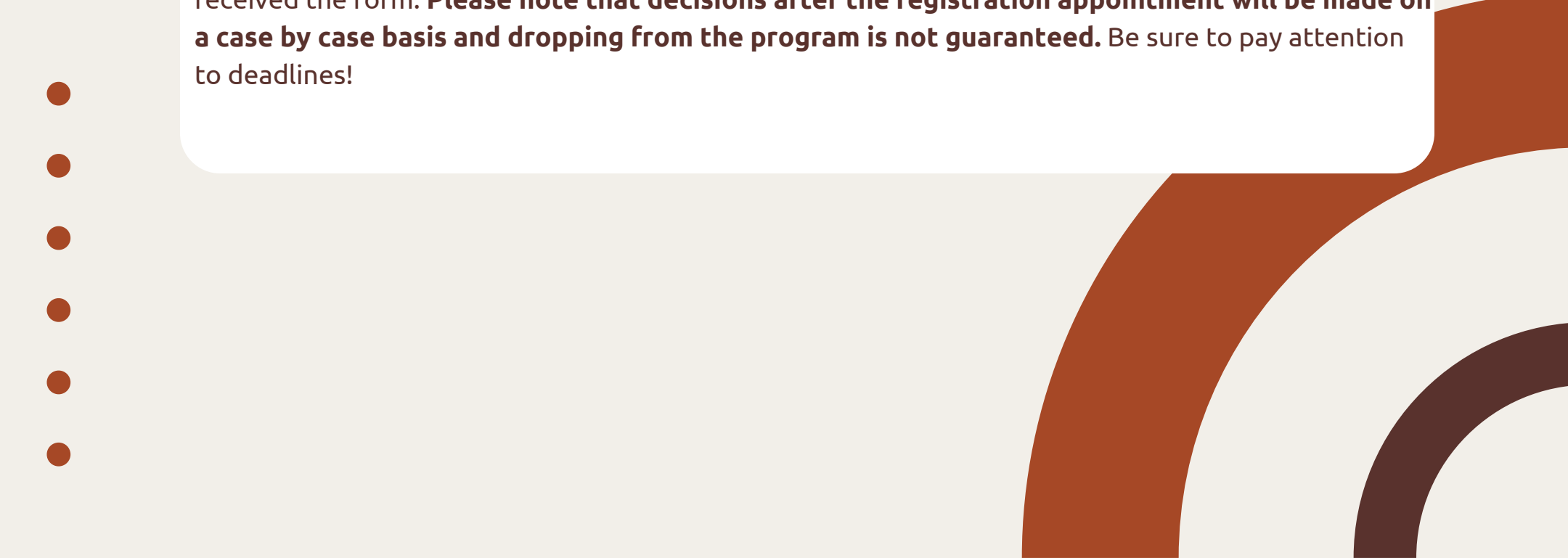
## **STEP 2: Acquire a Program of Choice Drop form from Mrs. Tavill**

In December Mrs. Tavill will visit each academy class and ask students their intent to return next year. This helps the school determine the number of students we can admit into the program for the following year. Students who do not intend to return will be given a drop form to be completed with their parent or guardian. Drop forms are due by **February 3, 2023**

## **STEP 3: Guidance Meeting & Course Registration**

Drop forms are due by **February 3, 2023**. This allows the school enough time to remove the course from your upcoming schedule prior to your 1-1 meeting with your guidance counselor. When you have your registration appointment with guidance verify that the career academy course is no longer listed from the upcoming year's recommendations.

## **What if a student hasn't turned in a form by the deadline?**



Exiting a program is a tough decision, but the best way to ensure that a student's request to drop an academy course will be approved is to return the Program of Choice Drop form by the deadline and **PRIOR** to your guidance registration appointment. If for some reason, a student hasn't gone through the process of completing the form a counselor can give the student a drop form at the appointment. However, the course will not be dropped from their schedule until Mrs. Tavill has received the form. **Please note that decisions after the registration appointment will be made on a case by case basis and dropping from the program is not guaranteed.** Be sure to pay attention to deadlines!