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 Director Counselor Student Services

Application and Acceptance Process

1. Students tour the CTC in January to see the programs offered.
2. The CTC Counselor and SSC visit the schools in January-February to answer any questions students may have and have interested students complete an application.
3. After gathering applications, the CTC Counselor and SSC print historical grades, discipline, and attendance records for review by the CTC Director.
4. Accepted Students are then placed in their first choice of program, if possible.
5. If the accepted student’s first choice is full, they will be placed in their second choice.
6. In February, after all of the information has been reviewed numerous times, the CTC Counselor compiles a list of accepted students from each school and emails the list to each school counselor.
7. The school will then identify students with IEP’s.
8. The SSC or another CTC representative must be invited to ALL IEP meetings for students that have been accepted by the CTC. The process allows for the CTC representative to further explain the requirements for the specific program. The SPED teacher at the school, parent, student and CTC representative will then determine if the program is a good choice for the student.
9. The SSC must have a current IEP on file at the CTC. The SSC will then give the program instructor a copy of the classroom accommodations to be filed in a locked cabinet.
10. The files will be shredded after 5 years.
11. If there is a student that enrolls after acceptance process is complete, contact the CTC for guidance.
12. NO student can attend a CTC program without approval from the CTC.