

SUBJECT: STUDENT ATTENDANCE AT REIMBURSABLE CAREER/ TECHNICAL EDUCATION PROGRAMS

1. Recommended Course Majors and Course Offerings beginning 2010-2011

Courses will be reviewed yearly to determine that they meet the needs, interests and capabilities of those desiring for preparatory training. Recommended courses may change based upon in-district course offerings and how programs meet present and projected employment opportunities and emerging technologies.

CAREER MAJOR	COURSE NAME
Business/Information Systems	Business Service Skills
	Retail Skills
Health Services	Dental Assisting
	Health Skills
	Medical Assisting
	Nurse Assisting
	Pharmacy Technician
	Physical Therapy Aide
Engineering/Technologies	Auto Body/Auto Collision
	Auto Skills
	Automotive Technology
	Aviation Operations
	Carpentry
	Construction Electricity
	Construction Trades
	Construction Trades Skills
	Heating, Ventilation, and Air Conditioning
	Plumbing
	Small Engine Repair
	Small Engine Repair Skills
	Welding
	Human and Public Services
Cosmetology	
Cosmetology Skills	
Culinary Arts	
Natural and Agricultural Sciences	Culinary Arts Skills
	Animal Care
	Animal Care Skills
	Horse Science and Management

**SUBJECT: STUDENT ATTENDANCE AT REIMBURSABLE
CAREER/TECHNICAL EDUCATION PROGRAMS, Cont'd**

2. Application Procedures and Timeline

Students interested in participating in reimbursable Career/Technical Educational Programs must strictly adhere to the procedures below in order to be considered for placement in the program.

- a) Tenth and Eleventh grade students must notify their guidance counselors in writing by the first school day in December of their interest in attending a reimbursable career/technical educational program for the following school year.
- b) Students and/or parents will meet with the guidance counselor to discuss the requirements for participation, the advisability of the student's attendance in these programs to attain career goals and to arrange through the counselor a visit to observe the program of interest.
- c) Counselors will arrange a scheduled visitation for students to the school and program being considered for admission.
- d) Students are required to complete the visitation scheduled by the counselor by December 15 of the school year.
Note: Only appointments scheduled by the counselor will meet this requirement.
- e) After completing the visitation the student must complete the written application available in the guidance office and submit it to his or her counselor no later than January 15 of the school year.
- f) The high school principal will make the final recommendation to the Superintendent by January 31.
- g) Counselors will arrange/schedule with the reimbursable school program the opportunity for students to meet any additional requirements of the

**SUBJECT: STUDENT ATTENDANCE AT REIMBURSABLE
CAREER/TECHNICAL EDUCATION PROGRAMS, Cont'd**

career/technical program as the case may be for students recommended by the high school principal for participation.

Under Development	11-28-05
Revised:	12-14-05
Updated	02-07-06
Revised:	02-14-06
Published/Updated	02/06/06
Revised:	01/14/10
Circulated:	01/27/10
Revised:	03/22/10