



Timeline for 2018-2019 Enrollments



EFE and EFA follow an operational timeline to set the countywide enrollment matrix and budget. The following timeline must be followed to ensure a smooth transition into the 2018-2019 school year.

MARCH 2018				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 15 at 3PM – Enrollment Cut-off date for holding seats

EFA/EFE enrolled and WAIT LISTED students must be entered in the online system by this time.

- If schools do not use all of their allotted seats by this date, seats may be given to students on a waiting list from another district.
- EFA/EFE may request schools adjust their enrollments if other schools are unable to enroll students.
- **On March 16**, the system will be unavailable to users as EFA/EFE makes the necessary updates to online slotting.

March 20 at 8AM – The online system reopens for editing of wait lists, filling newly opened seats, and continued enrollments. Additional seats given to districts will be reserved **until 3PM on March 28th**.

Countywide open enrollment begins March 29 at 8AM. Schools can **view program availability** through the online system and enroll accordingly.

APRIL 2018				
M	T	W	Th	F
SPRING BREAK				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

April 6 - Last day to use online system to enroll in EFE dual enrolled classes. Enrollment after this time requires contacting Karen Robyn or Cameron Buck.

April 13 - Per Superintendent request, in-house counts are due.

- Communicate to the KRESA EFE office the **number** (we do not need names) of students **enrolled in each non-transfer EFE program** (BMA, Accounting, Marketing, etc.) by **class times** of each section.
- Email, mail or call this information to Cameron, Jason or Karen.

Before you leave for summer break

Please send to the EFA/EFE office:

1. EFA/EFE Applications for enrolled students.
2. Master schedule – We would appreciate the entire year class schedule for each EFE teacher. Electronic copies are preferred.

Mid-August

EFA and EFE will send enrolled students a memo introducing students to program locations, transportation, etc. Copies of this mailing will be sent to the high school front office and counseling departments.

NOTE: Buildings MUST continue to update the online system, through September 14 (tentative). The online system's data builds the program class lists that support enrollment and attendance reporting.