



# Timeline for 2019-2020 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 2019-2020 school year.

March 2019				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**NEW - March 1 by 3 PM - NON-public applications due to KRESA EFE for slotted programs only**

### March 14 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 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 15**, the system will be unavailable to users as EFA/EFE makes the necessary updates to online slotting.

**March 19 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 27th**.

**Countywide open enrollment begins March 28 at 8AM**. Schools can **view program availability** through the online system and enroll accordingly.

April 2019				
M	Tu	W	Th	F
SPRING BREAK				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**April 5** - 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 12** - 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 or call this information to Cameron 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 13 (tentative). The online system's data builds the program class lists that support enrollment and attendance reporting.