



Timeline for 2017-2018 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 2017-2018 school year.

MARCH 2017				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March 16 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 17**, the system will be unavailable to users as EFA/EFE makes the necessary updates to online slotting.

March 21 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 29th**.

Countywide open enrollment begins March 30 at 8AM. Schools can **view program availability** through the on-line system and enroll accordingly.

APRIL 2017				
M	T	W	Th	F
SPRING BREAK				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

April 14 - 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** – At the very least, 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 15 (tentative). The online system's data builds the program class lists that support enrollment and attendance reporting.