



Non- Public School and Home Schooled Student Enrollment Guidelines

Non- Public and Home Schooled students are eligible for enrollment in EFE programming. EFE doesn't allocate separate slots for these individuals, due to funding limitations; therefore these students need to be counted in the pool of applicants associated with the public high school of residence. In turn, this requires selected non-public/home schooled students to enroll in a public high school for the duration of their EFE class.

All EFE courses have a limited number of openings available. Each public school is given a percentage of seats in programs based on the size of their school district. The EFE budget timeline dictates how long the district has these seats, before their seats are open to countywide public school enrollment. Consequently, non-public and home schooled students need to submit their application according to the *public school deadline associated with their residence.

EFE applications are made available to all area schools during the annual counselor meeting held in January. EFE applications are also available for download at www.kresa.org/efe. EFE asks non-public and home schooled student applications be submitted according to the following steps:

Non- Public Student Enrollment

- 1. Students are to complete an EFE application and return it to their non-public guidance office. (In order to be considered in the initial pool of candidates, the EFE application MUST be submitted one week PRIOR to their *public high school of residence's deadline.)**
- 2. The non- public guidance office sends (electronic or fax) the application to the EFE main office. Subsequently, the EFE office will send the non- public applications to the appropriate public high school.**
- 3. EFE enrolled non - public students will need to enroll in the public high school of residency for the time of the EFE program according to the public school's guidelines. Students will be contacted in regard to this procedure.**

Home School Student Enrollment

- 1. Students are to complete an EFE application and return it to the EFE office. To be considered in the initial pool of candidates, the EFE application MUST be submitted one week PRIOR to their *public high school of residence's deadline.**
- 2. If home school students are not already enrolled with a public school district, the home school students will need to enroll in the public high school of residency for the duration of the EFE program.**
- 3. The EFE office will send the application to the appropriate enrolled public high school.**
- 4. Students will be contacted in regard to this procedure.**

EFE programs maintain wait lists. Students not receiving a slot during the initial slotting process will be placed on a waiting list and contacted should an opening occur. Enrollment could conceivably take place through the second week of the school year.

*A schedule of application due dates for each public high school and the EFE application is posted on the EFE website at www.kresa.org/efe. Applications should be sent to:

Kalamazoo RESA
Education for Employment
1819 E. Milham Avenue
Portage MI 49002-3035