

## St. Clair TEC Application Process 2017/18

- St. Clair TEC Case Manager – Mr. Robinson will visit **all sophomore students** via their English classes on **Friday, February 3, 2017.**
- He will present the students with an overview of all the programs offered at TEC. Current TEC students will talk to the sophomores about their TEC experience. Course catalogs and student applications will be distributed. Completed applications must be returned to the Student Services Office **no later than Friday, February 10, 2017.**
- **TEC's Annual OPEN HOUSE** will be Thursday, February 9, 2017 (5:30-8:00 PM). **It is highly recommended that students** interested in St. Clair TEC attend this event with their parents/guardians. It is a wonderful opportunity to tour the facility and ask questions directly to the experts.

### Each student's application will be evaluated based on the following criteria:

1. Application is completely fill out, signed by all parties (student and parent), it is submitted in a clear, legible format by the stated deadline of 2/10/17. There is a back side to the application with information and family physician and health insurance that the parent/guardian must complete. There is a part where the parent must sign the application.
2. Next, data will be evaluated on the applicant's **attendance, behavior and credits**. For some programs (Health Careers & Robotics/Mechatronics) specific grades pertaining to those programs will be evaluated (science and math). Students who are short credits must be actively working in E 20/20 to regain those lost credits to be considered for TEC placement. Students who have not yet taken Health/Physical Education and/or Foreign Language may not be able to attend TEC because there will not be room in the student's schedule to get those requirements met should the student get selected. Students are told many times throughout 8th grade and 9<sup>th</sup> grade to make sure to take those classes in 9<sup>th</sup> or 10<sup>th</sup> grade if they are considering going to TEC.
3. Once each applicant is evaluated based on attendance, behavior, credits, all interested applicants will be interviewed.
4. Students selected for slots will be notified by February 24, 2017.
5. Those that do not secure a slot in the "first draft" may secure a slot after the "Slot Reallocation Meeting" in March. Students who secure a slot at the TEC Reallocation Meeting will be notified at the end of March or the beginning of April.
6. Students who do not secure slots are then placed on a county-wide waitlist and will be notified if/when a slot becomes available.
7. There is movement of that waitlist throughout the fall, even after school starts. Students will be notified at that time that they secured a slot and can decide whether or not they want to take it.
8. Students are guaranteed the same slot for the 2<sup>nd</sup> year, if they maintain good standing with TEC and there do not have to go through this application process again.

**The following approximate slots will be available for each program:**

- ✓ Auto Technology – 4 slots
- ✓ Collision Repair – 4 slots
- ✓ Cosmetology – 3 slots **(Student must provide transportation on Saturdays, summer and senior year because the salon is open during those times)**
- ✓ Culinary Arts – 4 slots
- ✓ Digital Media Technology (DMT) – 4 slots
- ✓ Health Careers – 9 slots
- ✓ Information Technology – 4 slots
- ✓ Robotics/Mechatronics – 4 slots
- ✓ Metal Machining – 4 slots
- ✓ Welding – 4 slots
- ✓ Employer Based Programs – HVAC, Heavy Equipment Technology, Natural Resource Management, Small Engine Repair **(Students must provide transportation)**

**Other Notes about TEC:**

- ✚ We currently only offer AM TEC in the majority of the programs. Students who attend TEC must be at AHS no later than 6:50 AM each morning. They return to AHS in time for 1<sup>st</sup> lunch and then attend 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> hours.
- ✚ Students interested in TEC are highly encouraged to do a TEC Shadow this winter and attend the TEC Open House with their parents – Feb 9, 2017. They arrange the TEC Shadow with Ms. Blair.
- ✚ For most programs TEC is elective credit. Each semester a student will earn 1.5 credit for TEC. There is only room left in the student's schedule for the required core classes, so in most cases, once the student gets a TEC slot, they no longer take any other electives at AHS. They must have Health/PE & Foreign Language done in 9<sup>th</sup> and 10<sup>th</sup> grades.
- ✚ Finally their EDP in Career Cruising should demonstrate career interest related to TEC Placement. Sophomores will work on their EDP in school during their English class with Mrs. Blair in January.
- ✚ QUESTIONS? Please email Ms. Blair ([kblair@acsk12.us](mailto:kblair@acsk12.us)) or call her at (810) 794-4911 ext 1282.