

## Placer County High School Student Enrollment Checklist

**(FEB-MAR)** Visit the [CLASS OFFERINGS](#) menu item at CTEWORKS.com and learn about courses available to you as well as their specific learning experiences and requirements.

**(FEB-MAR)** Request your course **starting Feb. 1<sup>st</sup>** following your schools instructions found at CTEWORKS.com under [REQUEST A COURSE](#) menu option.

**(APRIL)** Attend a Parent/Student Spring Orientation if required by the class. Orientation schedule is at CTEWORKS.com under [Dates and Events](#).

**(MAY)** Students can [review instructions and login to the course request system to view enrollment status](#). Enrollment status will NOT be provided by phone or email to protect student privacy.

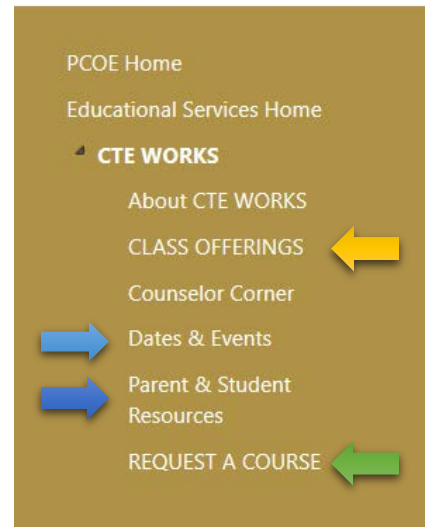
**(MAY)** Download Academic Calendar for your course. Calendars for each location are available at CTEWORKS.com under [Dates and Events](#) and on the course website under CLASS OFFERINGS.  
*(CTE COURSE CALENDAR MAY BE DIFFERENT THAN YOUR SCHOOL CALENDAR WITH DIFFERENT START/END DATES AND HOLIDAYS)*

**(MAY)** Begin immunization processes as required by course. Information about required immunizations can be found under [Parent and Student Resources](#) menu item at CTEWORKS.com or on the course website under CLASS OFFERINGS.

**(JUN-JUL)** Purchase necessary dress code items as required by course. Information about dress code requirements can be found under [Parent and Student Resources](#) menu item at CTEWORKS.com or on the course website under CLASS OFFERINGS.

**(JUL-AUG)** Teachers will send a welcome letter with information about the first day in late July or Early August to the email on file when the course request was made.

**(AUG)** Courses start. Complete and return paperwork provided by teachers. Information about online access to [CTEWORKS Aeries Portal](#) will be sent via email.



### High School Enrollment Frequently Asked Questions

**Do students enrolled at a Placer County high school or public charter pay a fee to attend a CTE WORKS course?**

**In most cases no.** High school student fees are paid by their district. See the course offerings page at CTEWORKS.com for classes offered at your specific district/school.

\*Some classes may have small additional fees associated with field trips.

**What is the enrollment selection process for CTE WORKS?**

A CTE WORKS Admissions Team comprised of various stakeholders reviews each course request and enrolls students using a regional selection process that ensures equity for the various schools and programs we serve.

**Do I need to submit a course request even if I requested it at my high school?**

Yes, CTE WORKS enrollment will not be considered without a request in the CTEWORKS.com Online Course Request system.

**Who makes the decision for enrollment?**

Enrollment in CTE WORKS is decided by an Admissions Team comprised of various stakeholders and confirmed by CTE WORKS administration. The selection process ensures regional equity and accessibility of our programs.

**What is considered in the selection process?**

CTE WORKS is a unique hands-on learning environment where students apply their academic skills into practical work based skills. Students are considered based on several proprietary indicators that determine their likelihood of success in our programs. Selection is also based on providing equitable student enrollment to all schools and programs we serve.

**Do the instructors or counselors decide who gets into the course?**

NO. Instructors do not select students enrolled in the course.