

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
2017-2018 REGISTRATION TIMELINES**

January 18, 2017 Counselor/Special Education Meeting	<ul style="list-style-type: none"> ▪ Registration timeline distributed ▪ Distribution of 2017-2018 programs ▪ List of potentially returning and graduating students to be given and emailed to participating school representatives ▪ Admission guidelines for half-day programs ▪ Enrollment Forms available for each participating school
January 27, 2017	<ul style="list-style-type: none"> ▪ Verified list of potentially returning and graduating students due to your Student Success Coordinator, either Veronica Stanley or Rebecca Ashworth <p>(Participating schools may indicate session preference for returning students at this time)</p>
April 19, 2017 Counselor/Special Education Meeting	<ul style="list-style-type: none"> ▪ All new Enrollment Forms for half-day programs to EASTERN are due ▪ Enrollment Forms will still be accepted after April 19th for all programs.
Week of April 24	<ul style="list-style-type: none"> ▪ Programs that are oversubscribed in either the AM or PM will be balanced in cooperation with participating High Schools and waitlists will be created.
April 26, 2017	<ul style="list-style-type: none"> ▪ Registration lists for all programs and waiting lists for oversubscribed programs will be shared with High School Counselor Liaisons. ▪ Participating schools to tell Student Success Coordinators those new students who may need support
April 27, 2017 High School Principals Meeting	<ul style="list-style-type: none"> ▪ Registration lists for all programs and waiting lists for oversubscribed programs will be shared with HS Principals.
April 28, 2017	<ul style="list-style-type: none"> ▪ Enrollment Forms received after April 28th in oversubscribed programs will be placed on the bottom of the waitlist.
May 12, 2017	<ul style="list-style-type: none"> ▪ Participating schools to verify and return registration list to their Student Success Coordinator ▪ Students with a grade of less than 70 who are returning to EASTERN need to have a plan for improvement
June 1, 2017	<ul style="list-style-type: none"> ▪ Review of 2017-18 registration list by participating schools and return verified, signed copy to Supervisor's office at EASTERN
June 6, 2017	<ul style="list-style-type: none"> ▪ Superintendents to make staffing recommendations
Week of June 12	<ul style="list-style-type: none"> ▪ Adjustments if necessary
June 21, 2017	<ul style="list-style-type: none"> ▪ Joint Operating Committee to approve staffing
By July 28, 2017	<ul style="list-style-type: none"> ▪ Request Student Template from Child Accounting