



Student Name: _____

JAC³ E/MC: Student Required Documents and Next Steps Checklist

1. Official Transcript received to the Career Center by **June 30, 2021**
2. Updated EDP on Xello and sent by **June 30, 2021**
3. Two (2) letters of recommendation plus one (1) by high school counselor, by **June 30, 2021**
4. Commitment Statement identifying why you want to be enrolled in the JAC³ E/MC program
5. Updated Résumé, recommended to use Google Docs templates for creating
6. Completed and Returned JAC³ E/MC Application by **June 30, 2021**
7. Mr. Draper completes a course audit outlining when all required classes will be taken
8. Successfully completes the summer pre-college course
9. Interview and tour with sponsoring companies; pair student with company

Successful completion of above Steps 1-9 are considered for acceptance

10. Received official acceptance letter into the JAC³ E/MC program
11. Official meeting with student, parent, and employer to tour facility, discuss expectations; sign Reimbursement Training Agreement/Contract
12. Work-Based Learning Training Agreement signed by instructor, employer, parent, and student; this will also establish a work schedule
13. School-to-registered apprenticeship form completed for Department of Labor
14. Other: _____