

KCTC APPLICATION PROCESS

FOR STUDENTS OF COMSTOCK PARK HIGH SCHOOL/FLEX ACADEMY

Applying to KCTC requires some **student initiative**, so we've outlined steps below.

VISITS

**(TUESDAYS AND THURSDAYS,
11/5/24 - 03/06/25)**

An opportunity to visit programs within one pathway. KCTC favors those who have attended a program visit OR open house.

- Obtain KCTC VISIT FORM (in the counseling office).
- Decide on a program to visit:
 - <https://www.thetechcenter.org/programs/>
- Check your email - you'll be notified when your visit is scheduled and the permission slip is ready for pickup.
- Return Permission Slip.
- Mark your calendars for the scheduled visit.
- Attend school on your scheduled day and catch the bus to KCTC (bus info will be given to you).

OPEN HOUSE

(FEB 5 & FEB 6, 5PM-7PM)

An OPTIONAL opportunity for students and families to tour all programs. KCTC favors those who have attended a program visit OR open house. You only need to attend on one of these dates.

- This is not required if you have done a visit (above). It's simply another opportunity to explore.
- Be sure you can get a ride as this happens in the evening. Families can attend. Visit your preferred programs first, it's hard to see it all!
- Be sure to sign in that evening so that you get credit for the visit!

APPLICATION

(FEB 10 - MARCH 13)

Students must complete an application after selecting their desired program(s)

- Obtain a paper application from the counseling office.
- Choose a 1st (and possibly a 2nd) choice program, and indicate your session preference.
- If applying to Criminal Justice, complete the additional steps listed on their website by March 6.
- All other applications must be submitted to the counseling office no later than March 13.
- Parents and students check emails frequently to be sure they complete any necessary extra steps required by KCTC.

ENROLLMENT DECISIONS (STARTING MAY 2025)

KCTC controls placement, and applying does not guarantee a spot.

- Students will receive letters by mail regarding their acceptance or waitlist status at the address provided on their application. Letters go out at the end of May.
- Students on the waitlist should reach out to their counselor to revise their schedule requests, ensuring it reflects full-time status at CPHS.
- Waitlisted students *MAY* receive updated notification over the summer *if* a spot becomes available. This is not a guarantee.

IF YOU HAVE QUESTIONS, CONTACT YOUR COUNSELOR!