



*McLean-DeWitt
Education for
Employment #350*

TOM FRAZIER
Director

PEGGY BOBB
Career Services Coordinator

EDWIN SARGENT
Business Community Liaison

**PARTICIPATING
SCHOOLS**

Bloomington
Blue Ridge
Calvary Baptist
Central Catholic
Clinton
El Paso-Gridley
Fieldcrest
Heyworth
LeRoy
Lexington
Normal Community
Normal West
Olympia
Ridgeview
Tri-Valley
University High

P.O. Box 5187
1202 East Locust
Bloomington, IL 61702-5187

Phone: (309) 829-8671
Fax: (309) 828-3546

www.bloomingtonacc.org

MEMO TO: GUIDANCE DEPARTMENT
MEMO FROM: Tom Frazier
DATE: October 20, 2011
RE: ***BACC ENROLLMENT APPLICATION PROCEDURE***

Please find enclosed copies of our updated application forms. These forms list programs we will be offering in 2012-2013. Please destroy any old copies you may have and use the new forms this year as you meet with your students.

When you begin the process of working with students on 2012-2013 course selection, please keep in mind the items listed below:

- The BACC pre-registration timeline for 2012-2013 enrollment applications will be November 1, 2011 – February 17, 2012, at which point a master schedule will be constructed. The February 17th pre-registration timeline is needed in order to identify our staffing needs.
- Once the schedule of course sections for 2012-2013 is determined (programs and time slots) we will continue to accept applications to enroll students in available openings.
- Waiting lists will be maintained for students requesting courses which are full at the time the application is received.
- Send in **complete** application information (transcript, IEP/504, attendance history, State SIS #, and counselor signature).
- **Second year students must complete an application for 2012-2013 and a new IEP/504 must be submitted, if applicable.**

Please help us make the best course-section-offerings decision possible by ensuring that we receive your pre-registration applications by **February 17th**. Also, keep in mind the BACC Administrative Council (our governing board) has directed us to accept applications on a first-come, first-served basis. If there are students who have strong desires for specific programs, the earlier the applications are received, the more likely we will be able to honor the requests.

We appreciate your continued participation and support of our programs. If you have any questions regarding content of this memo, please contact Cathy Ponder or myself at 309-829-8671.