

## **Non-Partner School Resident Student/Open Enrollment Student Application Directions**

1. Students/counselors cannot submit electronic applications.
2. Go to <http://www.mvctc.com/apply> , click on the area marked *Paper Application*.
3. The first page needs to be completely filled out by the parent/guardian and student.
4. The second page needs to be completed by the school counselor.
5. Attach a transcript that has the following on it:
  - a. Grades for all of the 9<sup>th</sup> grade year and the first semester of the sophomore year.
  - b. Results for the end-of course exams.
6. Complete a course request form for each of the programs for which the student has applied
7. Attach all of the information together and mail to MVCTC and mark it "application enclosed".
8. When the school year is over, the school counselor will need to send a final transcript for the 9<sup>th</sup> and 10<sup>th</sup> grade years

**Applications that are not complete cannot be acted upon.**

***Note: Students must be enrolled at a partner district or another public or private school in Ohio for admission and continued enrollment at MVCTC.***

The Miami Valley Career Technology Center is dedicated to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status.