



CEO NEXT STEPS

After attending the information session and submitting the CEO online application, your next step is to complete the CEO Admissions Packet. Obtain signatures on every form in the packet and acquire your official transcript, then submit in one of the following ways:

- Bring completed packet to Bellevue College, Building B, 2nd Floor, B233 (directly above the bookstore). There is a designated CEO drop box between offices B233A and B233B. The Center for High School Programs front desk is happy to assist with any questions.
- You may scan and email to lori.smith-berry@bellevuecollege.edu
- Fax the documentation to **425 564 6137** (minus the official transcript, which must remain sealed).

When packet has been reviewed for completeness, an email will be sent to the address you provide in your registration form. You must respond in order to schedule your entrance interview and assessment testing.

Incomplete packets will not be processed.

ITEMS REQUIRED (10) *****

Included in Packet:

- Variance Attendance Release form** Get this from your home school district office.
- Recommendation for Re-Engagement form** from school district official, counselor, therapist, etc.
- FERPA Student Information Release Authorization Form**
- CEO Drop/Add Consent Form**
- CEO Student Contract**
- Career Education Options Release of Information form**
- Photo & Interview Release form**

Items to obtain:

- Visit CEO Website <https://www.bellevuecollege.edu/ceo/forms/> and print out the **State Reporting Registration form** (a 4-page fillable form online which you must print out and add to the packet)
- Official Transcript** from last high school attended (This comes in a sealed envelope from either the school district or your high school)
- Copy of Photo ID** with date of birth

*A "Choice Transfer Request" or official withdrawal documentation from high school may be needed if you have moved from your last school to a new school district. Request this from your old high school,