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INFORMATION TECHNOLOGY SERVICES /
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BELLEVUE
COLLEGE

Open Doors/CEO Program How to Fill Out New Student Entrance Forms/Phase 3

New Student Forms and Documents

Required items to submit before entrance appointment/Phase 3:

- Variance Attendance Release form
- Recommendation for Reengagement form
- Photo ID with date of birth
- Official High School Transcript

Additional forms will be completed at your entrance appointment:

- CEO Policies form
- Request to Add/Drop classes
- FERPA Information Release form
- Major Exploration form



Career Education Options (CEO) Variance Attendance Release

OPEN DOORS [1418] YOUTH REENGAGEMENT SYSTEM APPLICATION
FOR ATTENDANCE IN A NON RESIDENT SCHOOL DISTRICT

PARENT/STUDENT REQUEST FOR TRANSFER IN ORDER TO PARTICIPATE IN REENGAGEMENT PROGRAMMING

TO BE COMPLETED BY PARENT/GUARDIAN/STUDENT

Student Information: Full Name: _____ Birthdate: _____

Address: _____ City: _____ Zip: _____

Phone: () _____ Parent/Guardian's Name: _____

Current or Last School Attended: _____ School in the _____ District.

Location of Last School: City: _____ State: _____

Last grade attended: _____ Last school year attended: _____

Reason for this transfer request: Enrollment in CEO Program Re-engagement
Program/School in the Bellevue District.

Has the student been suspended or expelled from a previous school? ☐ Yes ☐ No

Is the student currently enrolled or has the student been previously enrolled in Special Education? ☐ Yes ☐ No

It is understood that we, as parents/guardians: 1) Will assume responsibility for adequate transportation and supervision to and from the requested school, 2) May be required to reapply in order for the above student to attend the requested school in future years, 3) Retain the right for the student to re-enroll in their resident district at any time, thus voiding this agreement.

Parent/Guardian Signature for student less than 18 years old Student Signature for student 18 years old or older Date

TO BE COMPLETED BY THE STUDENT'S RESIDENT DISTRICT—DISTRICT USE ONLY

The _____ District releases the above named student and waives attendance and state apportionment claims for the period beginning _____ and ending at the end of the school year in which the student turns 21 years of age.

Has student attended school in the District during the current school year? ☐ Yes ☐ No

If yes, what was the student's official withdrawal date: _____

Signature of District Designee: _____ Date: _____ Upon signature of this agreement by all parties, the District is released from financial responsibility for the student's educational costs, unless the student chooses to reenroll in the District, in which case this agreement is voided.

TO BE COMPLETED BY NON-RESIDENT DISTRICT ACCEPTING THE STUDENT—DISTRICT USE ONLY

After reviewing the above-named student's application, the space and capacity of the district, and the requested program's enrollment policies, the request for Inter-district Transfer for the period beginning _____ and ending at the end of the school year in which the student turns 21 years of age. has been: Approved ☐ Denied ☐

Signature of District Designee _____ Date: _____

Transfer is approved with the understanding that the student retains the right to re-enroll in their resident district at any time, in which case this agreement is voided.
Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, marital status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-566-3664, Office C227, and EEOC/ADA Compliance Officer, 425-566-2178, Office #123.

Variance Attendance Release Form

After your CEO Intent form is processed and your accounts are set up you will be able to log in and submit the Variance Attendance Release Form. This is a required form to submit before the Entrance Meeting.

- You can find this form in **Phase 3: Submit Entrance Documents** of the Open Door/CEO Admissions page:
<https://www.bellevuecollege.edu/ceo/ceoadmissions/>
- Or in the New Student Forms on our **CEO Forms & Quick Links** page:
<https://www.bellevuecollege.edu/ceo/career-education-options-ceo-forms-quick-links/>



How to Fill Out The Variance Attendance Release Form

*Top Portion Completed by New Student

OPEN DOORS [1418] YOUTH REENGAGEMENT SYSTEM APPLICATION
FOR ATTENDANCE IN A NON RESIDENT SCHOOL DISTRICT
PARENT/STUDENT REQUEST FOR TRANSFER IN ORDER TO PARTICIPATE IN REENGAGEMENT PROGRAMMING

TO BE COMPLETED BY PARENT/GUARDIAN/STUDENT

Student Information: Full Name: Your Legal Name Here Birthdate: Month/ Day/Year

Address: Your Address City: Zip:

Phone: () Parent/Guardian's Name: First & Last Name

Current or Last School Attended: Name of School School in the Name of District District.

Location of Last School: City: State:

Last grade attended: Last school year attended:

Reason for this transfer request: Enrollment in CEO Program Re-engagement Program/School in the Bellevue District.

Has the student been suspended or expelled from a previous school? ☐ Yes ☐ No

Is the student currently enrolled or has the student been previously enrolled in Special Education? ☐ Yes ☐ No

It is understood that we, as parents/guardians: 1) Will assume responsibility for adequate transportation and supervision to and from the requested school, 2) May be required to reapply in order for the above student to attend the requested school in future years, 3) Retain the right for the student to re-enroll in their resident district at any time, thus voiding this agreement.

signed if less than 18 years old student signature month/day/year

Parent/Guardian Signature for student less than 18 years old **Student Signature** for student 18 years old or older **Date**

- New Student completes all fillable sections on the top portion of the form

***NOTE** Answering yes or no to either question does not impact your ability to join.

How to Fill Out The Variance Attendance Release Form

Remaining Fillable Sections

TO BE COMPLETED BY THE STUDENT'S RESIDENT DISTRICT—DISTRICT USE ONLY

The _____ District releases the above named student and waives attendance and state apportionment claims for the period beginning _____ and ending at the end of the school year in which the student turns 21 years of age.

Has student attended school in the District during the current school year? ☐ Yes ☐ No

If yes, what was the student's official withdrawal date: _____

Signature of District Designee: _____ Date: _____ Upon signature of this agreement by all parties, the District is released from financial responsibility for the student's educational costs, unless the student chooses to reenroll in the District, in which case this agreement is voided.

- Student Resident School District completes the middle section of the form

TO BE COMPLETED BY NON-RESIDENT DISTRICT ACCEPTING THE STUDENT—DISTRICT USE ONLY

After reviewing the above-named student's application, the space and capacity of the district, and the requested program's enrollment policies, the request for Inter-district Transfer for the period beginning _____ and ending at the end of the school year in which the student turns 21 years of age has been: Approved ☐ Denied ☐

Signature of District Designee _____ Date: _____

***NOTE** Bottom section will be completed by our office/Please leave blank

Transfer is approved with the understanding that the student retains the right to re-enroll in their resident district at any time, in which case this agreement is voided.
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RECOMMENDATION FOR REENGAGEMENT PROGRAMMING

The following student: _____ is requesting a recommendation in support of his/her application to enroll in an educational program in the Washington State Reengagement System.

Background:

The Open Doors [1418] Reengagement System is designed to provide educational services for students, ages 16 - 21, who are unlikely to earn a high school diploma before age 21. All reengagement programs provide instruction appropriate to each student's skills levels and goals, basic academic skills instruction, high-school equivalency certificate preparation, college and work readiness training and case management. Students receive high school credit for all academic work completed and are not required to take only the courses they need to complete in order to graduate. They can work toward other academic goals which may include: a high-school equivalency certificate, post-secondary degree, or industry recognized certificate.

Eligibility for reengagement programming usually depends on a student's credit deficiency ratio: the number of credits earned divided by the number of credits earned. The system is designed to serve students who have a low ratio, i.e. those who are significantly behind in credits needed for graduation.

However, there are some students who are not significantly behind in credits but have other barriers or life circumstances that make it unlikely that they will be successful in earning a diploma before age 21. WAC 392-700-035 created an alternative way for these students to be determined eligible. The law allows certain authorized professionals, familiar with the student, to provide information regarding other barriers or circumstances and to recommend that these students be enrolled in reengagement programming despite the fact that they are not significantly behind in credits.

Information Requested:

The student named above is not eligible for enrol. This student is requesting that you, as an authori: are unlikely to obtain a high school diploma by ag being asked to indicate if you:

1. Believe that it is unlikely that the student will ear age 21; and
2. Recommend enrollment in a reengagement program traditional or alternative high school).

Student Authorization to Release Information:

I authorize: _____
Name of Person Making Recommendation
information based on their professional history o information related to academic or personal barr age 21 and to provide their recommendation reg:

Student name _____ Signature (if stu _____

Parent/guardian name _____ Signature (if stu _____

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Recommendation for Reengagement Programming

Recommendation for _____ provided by:

Student Name	
Name of Professional Providing Recommendation	Title
Organization or Agency	Phone

- 1) What is your professional association with this student?
 - ☐ Court assigned counselor, officer, advocate, or other court staff working directly with student.
 - ☐ DSHS case worker or staff working directly with the student.
 - ☐ School district counselor, truancy/dropout specialist, teacher, or other district approved staff.
 - ☐ Community, public agency case manager or counselor.
(Agency must offer services dedicated to helping youth (16-21 years old) make educational progress.
- 2) Based on your association with this youth, do you believe it is likely that the student will earn a high school diploma before age 21?
 - ☐ Yes
 - ☐ No
 - ☐ Unsure
- 3) Based on your association with this student, do you recommend that this student be allowed to enroll in reengagement programming? In answering this question, please note that:
 - a. This action will require the student to withdraw from traditional or alternative high school.
 - b. This student may not be significantly deficient in credits required for high school graduation.
 - ☐ Yes, I recommend that this student be enrolled in reengagement programming for educational services. I understand that this student will be engaged in academic coursework but that acquisition of a high school diploma will not, necessarily be the primary measure of success.
 - ☐ No, I do not recommend that this student be enrolled in reengagement programming.

Please briefly indicate the reason for your recommendation:

Signature of Professional Providing Recommendation

Date

For more information about the reengagement program to which the student has applied, please contact:

CEO	ceo@bellevuecollege.edu	425-564 2026
Contact	email	Phone
Career Education Options (CEO)	Bellevue College	
Reengagement Program Name	College/Agency operating the Reengagement Program	

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Recommendation for Re-engagement Form

After your CEO Intent form is processed and your accounts are set up you will be able to log in and submit the Recommendation for Re-engagement Form. This is a required form to submit before the Entrance Meeting.

- You can find this form in **Phase 3: Submit Entrance Documents** of the Open Door/CEO Admissions page: <https://www.bellevuecollege.edu/ceo/ceoadmissions/>
- Or in the New Student Forms on our **CEO Forms & Quick Links** page: <https://www.bellevuecollege.edu/ceo/career-education-options-ceo-forms-quick-links/>



How to Fill Out The Recommendation for Re-engagement Form

Portion Completed by New Student/Page 1

OPEN DOORS [1418] YOUTH REENGAGEMENT SYSTEM



RECOMMENDATION FOR REENGAGEMENT PROGRAMMING

The following student: Student's Legal Name is requesting a recommendation in support of his/her application to enroll in an educational program in the Washington State Reengagement System.

- New Student completes all fillable sections on Page 1 of the form

Student Authorization to Release Information:

I authorize: Recommender Name from Organization Name to provide
Name of Person Making Recommendation Agency/Organization Name
 information based on their professional history of working with me. Specifically, I authorize them to provide
 information related to academic or personal barriers that may prevent my graduation from high school prior to
 age 21 and to provide their recommendation regarding my application for reengagement programming.

Legal Name		month/day/year
Student name	Signature (if student is 18 years old or older)	Date
		Month/day/year
Parent/guardian name	Signature (if student is less than 18 years old)	Date

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Recommendation for Reengagement Programming

Recommendation for Legal Name provided by:
Student Name

<u>Recommender Name</u> Name of Professional Providing Recommendation	<u>Recommender's Role (counselor, pastor, etc.)</u> Title
<u>Recommender's Organization</u> Organization or Agency	<u>Recommender's Contact Number</u> Phone

- 1) What is your professional association with this student?
- ☐ Court assigned counselor, officer, advocate, or other court staff working directly with student.
 - ☐ DSHS case worker or staff working directly with the student.
 - ☐ School district counselor, truancy/dropout specialist, teacher, or other district approved staff.
 - ☐ Community, public agency case manager or counselor.
(Agency must offer services dedicated to helping youth (16-21 years old) make educational progress.
- 2) Based on your association with this youth, do you believe it is likely that the student will earn a high school diploma before age 21?
- ☐ Yes ☐ No ☐ Unsure
- 3) Based on your association with this student, do you recommend that this student be allowed to enroll in reengagement programming? In answering this question, please note that:
- a. This action will require the student to withdraw from traditional or alternative high school.
- b. This student may not be significantly deficient in credits required for high school graduation.
- ☐ Yes, I recommend that this student be enrolled in reengagement programming for educational services. I understand that this student will be engaged in academic coursework but that acquisition of a high school diploma will not, necessarily be the primary measure of success.
- ☐ No, I do not recommend that this student be enrolled in reengagement programming.

Please briefly indicate the reason for your recommendation:

Recommender writes their reasons here. This must reflect a compelling or extenuating reason.

Signature of Professional Providing Recommendation month/day/year
Date

For more information about the reengagement program to which the student has applied, please contact:

<u>CEO</u> Contact	<u>ceo@bellevuecollege.edu</u> email	<u>425-564 2026</u> Phone
<u>Career Education Options (CEO)</u> Reengagement Program Name		<u>Bellevue College</u> College/Agency operating the Reengagement Program

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How to Fill Out The Recommendation for Re-engagement Form/Page 2

The second page must be signed by a recommender who has a professional relationship with the student (e.g., teacher, mental health counselor, etc.). The recommender must answer all questions, provide a statement as to why traditional schooling is not a good fit for the student, and sign the document.



Submit a Copy of a Photo ID with Date of Birth

Please submit the student's photo ID with date of birth.

We accept scans or images of the following:

- State ID
- Drivers License
- Green Card
- Passport

***NOTE:** If students have none of the above, please submit a copy of their birth certificate.

Submit Your High School Transcript

**Request an official high school transcript from your last school.
Please make sure you send it to one of the following:**

- See if your high school counselor can email you directly to our office
- Order transcripts to be sent electronically to ceo@bellevuecollege.edu
- Or physical copies mailed directly to:
Bellevue College
Attn: CEO Program
3000 Landerholm Circle SE U-112
Bellevue, WA 98007
- Visit the school or district to request sealed, official transcripts. Do not open it and bring it to the Center for High School Programs front desk in U building, 2nd floor

Submit Your High School Transcript

Request an official high school transcript from your last school.

Please Be Aware:

- Do not send transcripts to Bellevue College in general, otherwise the CEO Program will not receive it. Refer to the last slide on how to submit transcripts.
- Some schools use parchment.com to deliver their transcripts.
- We cannot accept emailed transcripts delivered by students or their family members – they must come from a school official.

How to Electronically Sign Your Documents

Click here to download free [Adobe Acrobat Reader DC](#)

- After downloading, go to your Downloads folder on your computer to locate the Adobe Reader Installer file, for example: “readerdrc_en_wa_cr....install.exe”
- Double-click on the installer to complete the installation.
- Open our online .pdf documents in Adobe Reader DC
- On the right side of the page, click “more Tools, then find the Certificates link with the pen icon.
- Click on the Digitally Sign icon at the top and follow the instructions to create your signature – draw a box on the page where you want to sign.
- Fill out the small form and hit “Continue” and your signature will be placed where you want

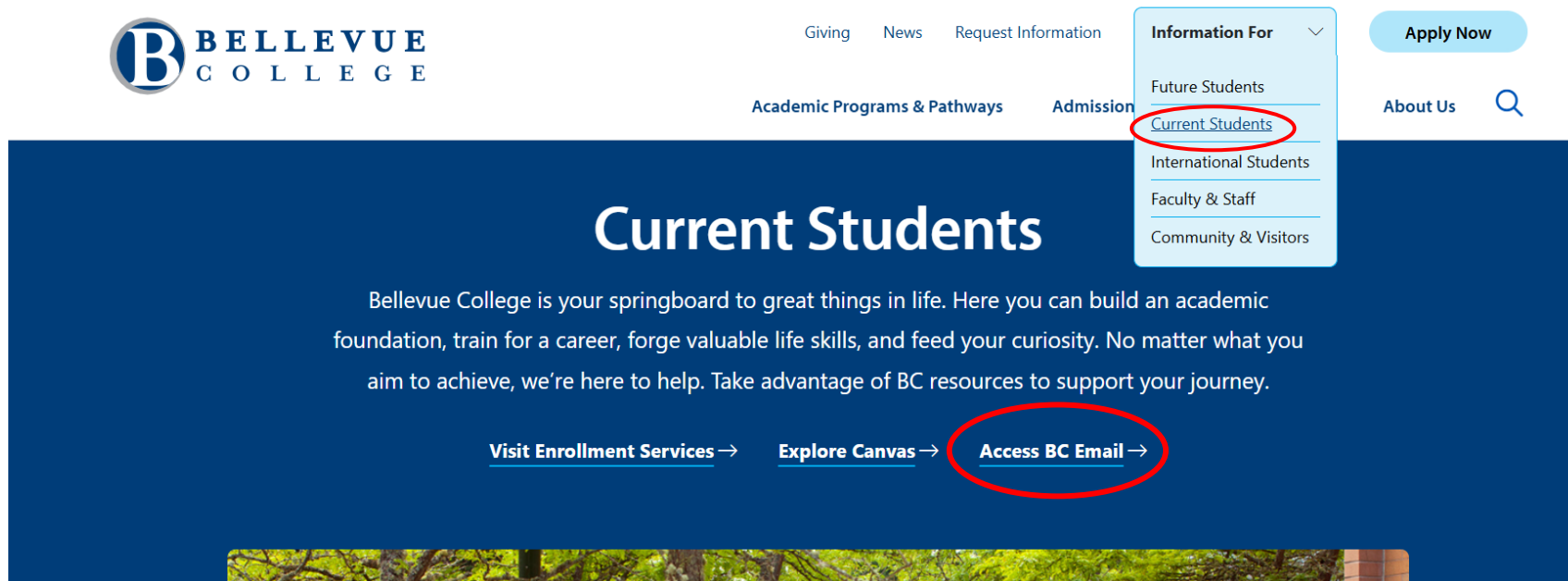
Documents/Forms are Complete & Ready to Submit

- Email your documents to either:
 ceo@bellevuecollege.edu
 or to the CEO Program staff that you have been in contact with
- If you need to drop off forms in person, go to the Center for High School Programs front desk in building U, 2nd floor. If you drive to campus, use parking lot #4 and park in a spot reserved for “Prospective Students” or purchase a day permit. Parking is enforced for everyone 24/7 at Bellevue College
- All forms and entrance testing must be completed before enrollment is considered complete. Students will be dropped from classes if paperwork and/or testing is incomplete, with no exceptions

Next Steps

Watch your personal email for the Next Steps Information. This may go to your junk mail, so be vigilant in checking that part of your email as well.

***NOTE:** Further communications with us will take place via your BC email only.



How to access
your BC email On
the Bellevue
College website



Next Steps Continued

After we complete the legal paperwork, we will reach out to the student to set up entrance testing and provide more information. Then, we will follow up with an entrance appointment to go over program paperwork and registration.

All students must complete state law-required entrance testing as per Open Doors WAC. The reading and math test must be completed either (1) within six months before enrollment or (1) within one month of starting classes.

<https://app.leg.wa.gov/WAC/default.aspx?cite=392-700-065>

***NOTE:** The self-assessment tool at Bellevue College for English placement is not a test; it does not meet state law requirements.

Contact Us:

Contact our office with questions, or concerns, or to request assistance:

- Email us at ceo@bellevuecollege.edu
- Or if you need an in-person meeting, email us to schedule one

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