GRADUATE READY GUIDE

WORKFORCE DEVELOPMENT

If your student plans to enter a workforce development program after graduation, follow this checklist of important actions to help them prepare for their next step.

- **Select a top program:** Throughout their senior year, your child has explored the many workforce training programs available in the region. Now is the time to select the program that best fits their interests and career goals.
- **Connect with an admissions representative:** Once you've decided on a program to pursue, your next step is to contact the program's admissions representative. This information can be found on the program's website or can be provided by your student's postsecondary advisor.
- **Secure enrollment documents and complete the admissions application:** Applications for workforce development programs vary by program. Some programs require a placement test, typically administered on-site. Your child may also need a copy of their birth certificate, social security card, and state ID to complete their application. They will also need these if they are seeking gainful employment. Connect with the admissions representative for your program to learn about what you need and when it's due to ensure your child's application is submitted on time.
- **Confirm a start date:** Your child should check in with their admissions representative or hiring manager to confirm all entry requirements have been completed and identify a start date.
- **Plan for success:** Work with your child to ensure they are well-prepared for success in their program. Help them think through plans for things like transportation, how they will manage their work schedule, and any other factors that could hinder their full participation.

Get ready

Over the summer, your child will continue to be supported by a representative from Mastery. They will be in regular touch to ensure that your child is on track to begin their program by their start date.

Students with accommodations

After your child has submitted their enrollment paperwork, they will need to request accommodations from the disability services office at their intended program.

Discuss with your student's case manager the accommodations they have received during high school and how they have benefited them. Make sure to include your child in that conversation. Then have your child schedule an initial meeting.

If you have any questions, reach out to your child's postsecondary advisor. Their contact information can be found on the Graduate Ready page masterycharter.org/graduateready on Mastery's website.

Mastery Schools