

**West-MEC Student Success Action Plan for Central Program Candidate 2023-2024
(Complete Only the Areas That Apply to You)**

Applicant - Rubric Score <42

The staff and administration at West-MEC are pleased with your interest in the _____ Program. We are strong supporters of students seeking success both in high school and in a career pathway. Your application to West-MEC scored below the minimum rubric score of 42 points needed for placement in the program at this time. There is still time for you to focus on areas for improvement which will help you be a stronger candidate for your program should an opening become available for you to enroll. Your focus for the remainder of the school year on the areas listed below will better demonstrate that you are ready to succeed in school and a career.

- Maintain grades of C or higher in your high school courses
- Maintain fewer than 3 total absences and/or tardies (for any reason)
- Maintain a clean discipline record with no incidents
- Visit the Central Program (ex: schedule a virtual tour, meet with recruiter in person/zoom meeting)

Applicant – Grade Requirement(s) Not Met

- **Application must score 42 or higher on the rubric**
- **Students do not qualify for enrollment into the following programs under a Student Success Action Plan: Aesthetics, Biomedical Science, Culinary Arts, Emergency Medical Technology, Fire Science, Hairstyling, and Nursing Services due to college and/or industry requirements.**

The staff and administration at West-MEC are pleased with your interest in the _____ Program. We are strong supporters of students seeking success both in high school and in a career pathway.

Your application to West-MEC did not meet the requirements in one or more areas, therefore your application is being submitted under Action Plan Status. Students on Action Plans will not be allocated a seat in the program in the priority allocation, and instead will be added to the waitlist. Should a seat in the program become available, the West-MEC Campus will contact the student to initiate an interview/portfolio review,* at which time each student's portfolio is individually evaluated.

Please see the reverse side of the letter for components of the portfolio/interview.

*Interview/Portfolio review does not guarantee placement in a West-MEC Program.

If you are contacted for an interview/portfolio, please be prepared to present the following information.

Academics

- Earn grades of C or higher in your high school courses related to noted application deficiency(s) for third and fourth quarters of current academic year

Attendance

- Maintain fewer than 3 total absences and/or tardies (for any reason) for the remainder of the spring semester of the current academic year

Discipline

- Maintain a clean discipline record with no incidents for the remainder of the spring semester of the current academic year

ECAP/Interview/Portfolio Review

- Written Personal Statement addressing your career and college plan related to the West-MEC program. Topics you may wish to include:
 - Any personal obstacle that you may have struggled with that impacted your eligibility for the program
 - What you have learned from the struggles
 - How you plan to overcome these matters and be successful in the program
 - Skills, work, volunteer, or other experience related to the West-MEC program
 - If applicable, bring work/portfolio samples

We wish you much success in your endeavors and look forward to the opportunity to work with you in the future.

Sincerely,

Marilynn Babyar
West-MEC
Director of Student Services
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Counselor Signature

Student Signature