2017-2018 APPLYING TO EDCAP (Edmonds Career Access Program)

Next PASS: ___________________________ P-134 Deadline: ___________________________  

*Applying to EdCAP is a 2-Step Process*

The initial application will be to determine if you meet the eligibility requirements for EdCAP. The second step is to attend PASS and complete an individualized application packet in order to register for classes.

1. Prepare P-134 & Transcripts in order to sign up for EdCAP PASS (Pre-Admission Student Seminar).
   For assistance call our Front Desk at 425-640-1593 for help and for deadlines.
     - Pages 1-3 – Complete all sections and sign page 3. Students under 18 must get parent signature on Page 3.
     - Page 4 – Counselor Recommendation: Take to Last High School attended to have Counselor/District Designee complete Sections 1-3. (This entire page must be completed by your counselor/district designee only. If you have questions about who can fill this out, or attended out of state, call The EdCAP Program Specialist at (425) 640-1669.)
   - Get transcript(s) for all credits earned in High School
     - If your last high school is outside the Edmonds School District, bring official transcript(s) showing ALL high school credits earned (official transcripts must be signed/dated by school registrar and sealed in an envelope).
     - Unofficial transcripts may be submitted for schools inside of the Edmonds School District (any additional credits may only be awarded with an official transcript).
   - Turn in P-134 and transcripts and get information for PASS
     - Submit completed p-134 and transcripts to Mukilteo Hall 403 at least one-week prior to the next PASS.

   **NOTE:** All P-134 ESD-EdCAP Registration forms/transcripts must be turned in by prospective student. We do not accept incomplete, partial or mailed paperwork.

   **NOTE:** During the summer, school offices are closed from late June through early August, so plan ahead!

When step 1 is complete, students will be contacted regarding eligibility. Please make sure all contact information is up to date, and that voicemails are set up. If a student is determined ineligible, they will be referred to other programs that may be an option. If a student is determined eligible, they will be invited to our PASS. **NOTE:** EdCAP will make every effort to contact any student who is NOT approved by the ESD prior to PASS. If student has not heard from our office prior to PASS, please call 425-640-1669 or 425-640-1593.

2. ATTEND PASS (Pre-Admission Student Seminar) AND APPLY to EdCAP
   - Attend PASS. At PASS students receive:
     - Information about what it is like to be a student in our program.
     - EdCAP application instructions for remaining required paperwork to be an EdCAP student.

   **NOTE:** Students who do not attend assigned PASS, must contact EdCAP office 425-640-1593 to see when a seat in a future PASS may be available.

   - Make and attend Registration Advising Appointment and sign up for classes.
   - Attend the MANDATORY New Student Meetup - assigned at your registration appointment.

   **NOTE:** Due to important information distribution, students who cannot attend this meetup must notify us ahead of time and make other arrangements in order to start classes as planned.

Students must submit ALL required EdCAP application paperwork and test scores to Mukilteo Hall 403 by deadline given at PASS. Time is of the essence, so if a student is unable to make the assigned deadline, they must call us to see if it’s still possible to start as planned. **Note:** Application material must be turned in by prospective student. We do not accept incomplete, partial or mailed paperwork.