

Program Admission Guidelines

1. Complete the application and return it with a non-refundable \$50.00 application fee to the Davis H. Hart Career Center at the above address (Attn: Christina Eick)
2. Complete the Criminal Record Check form and return with the application (post-secondary students only). A portion of the application fee will be used to pay for the criminal record check.
3. If you have a disability that is covered under the Americans with Disabilities Act and need accommodations for coursework or the “assessment”, complete the Disability Accommodations for Coursework and Testing form and return with the application.
4. After the application forms are received along with the \$50.00 application fee, you will be scheduled for an interview appointment and an assessment. These must be completed before you are considered for enrollment into any program.
5. Admission is contingent upon acceptable interview ratings and assessment scores.
6. Upon acceptance into the program, you must meet with the Counseling Office.

Note: Individuals with disabilities that require accommodations for course work are responsible for initiating such services. To obtain classroom accommodations you must:

**Self-Identify* – Contact the Counseling Office (573-581-5684) at the Career Center regarding the disability and the accommodations needed. This must be done in a timely manner or delays in service will be unavoidable.

**Verify* – Provide current documentation (3-5 years) obtained from a qualified professional. This documentation must clearly support the need for any requested accommodation.

**Determine* – The Counseling Office, in conjunction with others when necessary, will determine the appropriate accommodations, based on the documentation. The Counseling Office reserves the right to request updated documentation if necessary to determine the appropriate accommodations.

The Mexico School District No. 59 does not discriminate on the basis of race, color, national origin, gender, age or disability. Any person having inquiries concerning compliance with these regulations should contact the Assistant Superintendent of Schools at 920 S. Jefferson, Mexico, MO 65265, 573-581-3773.