



2025 - 2026

West-MEC Central Program Enrollment Timeline

October 11, 2024

Applications go live and Central Program Information Sheets are available! Access applications online at west-mec.edu. Students must turn in their signed Application Verification Form (AVF) to their counselor after submitting the online application.

January 24, 2025

Priority Application deadline. Required documents must be uploaded/entered into Focus including the signed AVF, rubric, and current transcript. When required, test scores for college programs and a signed SSAP* must also be uploaded. Applications will continue to be received after this deadline and automatically placed on a waitlist.

January 27-February 14, 2025

District applications are electronically processed, and allocations are determined. All AVFs processed by a member district counselor with a Rubric Status in FOCUS marked as "completed/approved" by the priority date of 01/24/25, are considered for allocation. AVFs are verified by West-MEC for eligible grade level and program requirements.

February 18, 2025

West-MEC sends a list of finalized allocation numbers based on eligible priority applications to Member District CTE Local Directors.

February 19-21, 2025

West-MEC ranks applications and selects students for acceptance based on highest rubric score by Member District.

February 24-28, 2025

West-MEC emails congratulations and grant information to accepted students. Grant due date is included. Waitlist students will be notified by email.

March 3, 2025

Districts can pull FOCUS application status report to identify accepted & waitlisted students.

March 5-11, 2025 | March 12

West-MEC sends electronic enrollment instructions and payment information to Priority Allocated students. On March 12th, physical acceptance letters may be distributed to MD schools to give to students.

March 28, 2025

Enrollment deadline for Priority Allocated students. Accepted students will have until March 28th to complete the enrollment process and pay the registration fee. When a student completes enrollment, a golden ticket will be emailed to the family and counselor with information for a schedule adjustment.

April 7, 2025

West-MEC updates program seat availability based on completed enrollments, reranks students by rubric score, and updates waitlists. New applications are reviewed and placed when seats are available. Waitlists will continue to be updated.

April - August 2025

Districts and schools can continue to pull their application status reports from FOCUS for real time application/enrollment data.

*Student Success Action Plan (SSAP)