

Mt. Diablo Adult Education
TRANSITION OPTIONS Program (TOPS)

APPLICATION & INTAKE PROCEDURE

1. **Telephone Interview:** Prospective students are referred or calls from interested students are received. At this time a telephone interview is done to obtain information and for initial screening purposes. Referrals are made to other programs if not appropriate for TOPS.
2. **Program Visit (or first day of quarter) and Trial Visit:** Prospective students are required to visit and participate in the program to evaluate the appropriateness of the program for him/her and to see if the program can meet the students' needs. Following the visit or trial visit (if needed), and feedback from the student, the program staff and program coordinator will determine acceptance.
3. **Application and Additional Information Packet:** Given in the classroom at the program visit (or first day of the quarter). If requested, packet can be mailed sooner.

Application Form	Entrance/Continuation Criteria
Class Daily Schedule	Termination Criteria
Release of Information Form	Student Emergency Form
Medical Report (if requested)	

All information received about the applicant will be kept confidential, and will only be reviewed by the Program Coordinator, the Vice Principal and the program's teaching staff.

4. **Additional Information:** The Program Coordinator *may* request additional information such as a most recent IPP/IEP from the Regional Care case manager, previous programs, etc. after the Release of Information Form is received.
5. **Notification of Acceptance:** At the end of the trial visit, potential students will be notified in the classroom or by telephone of the status of their application. The applicant will either be given a starting date at which time tuition is due (may be prorated), or reasons for a denial and a suggestion for other, more appropriate programs.