Directions for Completing the 2024-2025 STEP Application Packet

1. **To be eligible for STEP, the student must meet the following criteria:**
   a. Minimum of 16 years old by the first day of the 2024-2025 school year
   b. Junior status or beyond
   c. Appropriate behavior in school and in the community
   d. Passing all classes
   e. Acceptable attendance (10 or fewer absences per semester)
   f. The desire to participate in the program

   <mark>When referring a student(s) to the STEP program, the expectation is that the student is appropriate to work independently in a community-based training site.</mark>

2. **To access the 2024-2025 STEP Application Packet:**
   a. www.sese.org
   b. Program and Services tab
   c. Transition
   d. You will need to print one copy of the packet for each student who is applying to the STEP program.

3. **Student and Parent/Guardian should be given:**
   a. **The Parent/Guardian letter**
   b. **STEP Program Description**
   c. **Application form** - In order for the student to be considered for the STEP program, the form **MUST** contain the student's social security number and the parent/guardian and student's signature.
   d. **The Request and Consent for Release of Records Form** - This form must be signed by the parent/guardian or student if over age 18 before the application can be processed. ***Applications submitted without the social security number and/or parent/guardian signature will be returned to the referring teacher.**

4. **The student needs to complete:**
   a. A letter of introduction
   b. Obtain **two** letters of reference - will need to print two copies

5. **The referring teacher needs to complete:**
   A. The Student Vocational Information Packet

6. <mark>**Complete STEP applications are due no later than Friday, April 5, 2024.**</mark>
   Complete packets may be turned in anytime before that date. A complete packet consists of: the application, consent for release of records form, letter of introduction, and vocational information form. The two letters of reference may be turned in with the packet or mailed directly to me.

7. **Students who are currently in the STEP Program do not need to reapply.**

8. **STEP applications are due by <mark>Friday, April 5, 2024.</mark> Any applications received after this date will be considered for placement in the STEP program in January 2025.**