



Dear District Director for Inclusive or Special Education,

ACHIEVE values our partnerships with school districts. We offer priority enrollment to students referred to us by district partners. With this in mind, we hope to have all district referrals confirmed prior to general enrollment. This letter outlines the process for referring students to ACHIEVE.

In an effort to deliver a consistent message to district-referred students and families, and to ensure that we have the correct information on all of our district-supported students, ***we are asking that districts follow the steps below to refer students:***

1. Schedule an ACHIEVE informational session for your potential students and families by calling (206) 592-3526 by 2/15/2018
2. Support referred students with completing and submitting their ACHIEVE application materials
3. Complete and return the attached form with a list of referred students and applications by Friday, March 30, 2018.

If you have students who are already attending ACHIEVE that will be continuing with district support, please include those students on the attached form (Please include the total number of years remaining the district plans to support). This confirms the amount of time the district intends to support participation.

Since the ACHIEVE program may be much different than what students and families are accustomed to, it is imperative that potential students attend an informational session prior to application. To minimize confusion, we prefer to host private information sessions for district groups. Your session can be scheduled by calling (206) 592.3526 or by emailing achieve@highline.edu. In addition to privately scheduled informational meetings, we hold information sessions for the general public January through March.

Our orientation class will be scheduled in early September, prior to the start of fall quarter at Highline. In many cases, students attend their district program for the first week of school in order to solidify their transportation plans and prepare to start college.

We are looking forward to working with all of you to support student's success in college, career and beyond! Please see the back of this page for a sample application and enrollment schedule. Thank you,

Julie Pollard
Associate Director
ACHIEVE
Highline College

Sample Referral and Enrollment Schedule:

January-March

- Hold info session at district site or at Highline College
- Students, families and districts decide if ACHIEVE will support student's goals
- Students begin ACHIEVE application process (Applications are available at information session and at achieve.highline.edu)

March 30

- District provides ACHIEVE with completed referral form and completed ACHIEVE applications for all referred students

April-June

- Complete admissions process and initial planning with students, families and district teams
- Students work with districts and families to start planning transportation

July

- School-to-Work services begin for eligible students (For information on School-to-Work, see <http://www.kingcounty.gov/depts/community-human-services/developmental-disabilities/services/school-to-work.aspx>. ACHIEVE is a King County School-to-Work vendor.)