



## Bloomington Graduation School Application Process

Step 1: The parent(s)/guardian(s) of the student must complete an online application form on the B.G.S. website. [www.mccsc.edu/bgs](http://www.mccsc.edu/bgs). The B.G.S. application form can be found in the "For Students" or the "For Parents" tab.

Step 2: Once the application is received, the administrative assistant at B.G.S. will send a Request for School Records to the student's previous school(s).

Step 3: Once B.G.S. receives the school records, the principal will review both the application and the school records to determine if the student is a good candidate for B.G.S. If the principal decides that the student would be a good candidate for B.G.S., he will contact the student's parent(s)/guardian(s) to arrange a meeting with student and his/her family. If the principal decides that the student would NOT be a good candidate for B.G.S., he will contact the student's parent(s)/guardian(s) to recommend alternative ideas for the student. *An example of a student who would NOT be a good candidate for B.G.S. would be an 18 year old student with less than a dozen high school credits. This student would be recommended to contact Adult Education about earning a High School Equivalency Diploma.*

Step 4: The student and his/her parent(s)/guardian(s) will meet with the principal to discuss the student's application and school records. The principal will provide the student and his/her family with an orientation of B.G.S. which will include expectations regarding attendance, academics, and discipline. The student and his/her parent(s)/guardian(s) will be able to ask questions if needed.

Step 5: The principal will determine his decision on the student's application.

Step 6: The principal will contact the parent(s)/guardian(s) with his decision.

Step 7: If accepted, the student and his/her parent(s)/guardian(s) will need to complete all of the B.G.S. enrollment documents. This includes both the student and his/her parent(s)/guardian(s) signing the Enrollment Agreement indicating that they understand and agree to abide by the conditions of enrollment at B.G.S. All of the completed B.G.S. enrollment documents will need to be returned to the school before the student's first day (which will be determined by the principal).

Note: For students with an IEP, the parent(s)/guardian(s) must request a case conference with their child's existing Teacher of Record prior to applying to B.G.S. A committee, which will include the B.G.S. principal, will determine whether or not B.G.S. is an appropriate option for the student based on his/her needs. B.G.S. does NOT provide all of the services and supports that every student needs. If B.G.S. is an appropriate option, the student and his/her family begins with Step 1 above.

