

| | Steps | Staff Involved | Due Date |
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| 1 | High School Strategy Meeting to set student eligibility criteria. Recommended as either two meetings (site leadership, followed by math & counseling teams) or one large meeting with admins, math and counseling together. | Led by CB Staff Administrators Counselors Math Teachers | |
| 2 | Run Potential Student Roster (based on criteria set in Step 1) | Counselor | |
| 3 | Information Session for students who meet criteria determined in Step 1 (give interested students application and flyer) | Counselor DE Math Teacher (optional) | |
| 4 | Student Application Step 1 (student completes application and turn in to math teacher to complete Recommendation Section) | Math Teacher | |
| 5 | Student Application Step 2 (math teacher gives completed applications to Counselor) | Math Teacher Counselor | |
| 6 | Application Review (confirm criteria met, look for “No” on teacher recommendations) and Final Student Selection. Provide CB list. Notify students. | Counselor DE Math Teacher | |
| 7 | Parent &/Student Orientation Session. All Registration paperwork completed. | Counselor DE Math Teacher CCC DuE Coordinator | |
| 8 | Parent Follow Up Contacts (for parents who have pre-communicated that they are unable to attend scheduled Orientation) | Counselor | |
| 9 | Registration Paperwork Due to <person> by <date> | Counselor CCC DuE Coordinator | |
| 10 | Final Roster provided to <person>. | Counselor CCC DuE Coordinator CB Staff | |