

# Youth Options Application Process



Mid-State Technical College encourages you to use the following checklist to assist you with the Youth Options application process.

- Pick up the *Youth Options Student Information Packet* from the Guidance Office at your high school.
- Share the packet with your parent(s)/guardian(s). Together decide if the Youth Options Program would benefit you.
- Meet with your high school guidance counselor to discuss how Youth Options will fit into your regularly scheduled high school courses.
- Complete the *Youth Options Program Plan and Report Form*, PI-8700-A (Rev. 8-03). Complete the *Students with Disabilities Form*, if applicable.

If you are a senior and would like to apply for admission to a full-time program, please contact Mid-State Technical College's Student Affairs Office at 715.422.5445.

- Submit the completed *Youth Options Program Plan and Report Form*, PI-8700-A, to your high school guidance counselor or Youth Options district contact person for school board approval. Attach a copy of your high school transcript.

Your local school board must be notified by **March 1** for fall classes and by **October 1** for spring classes.

- Once approved, your local school district submits the completed *Youth Options Plan and Report Form*, PI-8700-A, along with a copy of your transcript to:

Stacy Keding, Tech Prep Specialist  
Mid-State Technical College  
500 32<sup>nd</sup> Street North  
Wisconsin Rapids, WI 54494

- You will receive a letter notifying you when to come to Mid-State Technical College for course registration and orientation.
- After you complete the registration and orientation process, a copy of your schedule and information regarding picking up your books will be mailed to you.
- Report to the designated room number on the first day of class; refer to your student schedule. You are expected to follow MSTC guidelines with regard to attendance and conduct as stipulated in the MSTC Student Handbook. You also must abide by the MSTC school calendar. (NOTE: MSTC classes typically start before your high school classes start.)
- At the end of the semester a copy of your grade(s) will be mailed to you and to your high school guidance counselor.

For more information regarding Youth Options, please visit our website at [www.mstc.edu](http://www.mstc.edu) or contact:

Stacy Keding, Tech Prep Specialist  
715.422.5521  
[stacy.keding@mstc.edu](mailto:stacy.keding@mstc.edu)