

Office of the Interim Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

August 11, 2021

MEMORANDUM

To: Members of the Board of Education

From: Monifa B. McKnight, Interim Superintendent of Schools

Subject: Career Readiness Education Academy Referral Process (06-29-2021-02-E)

During the *Opening Schools in Recovery of Education* discussion, Board members requested the following information:

Question E

Ms. Silvestre requested information regarding the process for referring students to the C.R.E.A. program: Do they have to go to the home school first before being referred into the C.R.E.A. program?

Response

Students are not required to go to the home school first and may be enrolled directly by International Admissions and Enrollment (IAE). Thus, students may be referred/enrolled in multiple ways:

1. Career Readiness Education Academy (CREA) staff members can accept referrals from high school staff members at any time during the year for currently enrolled, potentially eligible students. CREA staff members evaluate the referrals to determine student eligibility and conduct intake meetings with parents/guardians and students. Upon completion of the parent/guardian authorization form, CREA staff members then contact the home school registrar to process a transfer and the student can begin attending CREA classes.
2. CREA staff members partner with IAE to receive direct referrals for eligible, newly enrolled students. CREA staff members conduct intake meetings with parents/guardians and students. Upon completion of the parent/guardian authorization form, CREA staff members will finalize the student's enrollment, in collaboration with home school staff, and the student can begin attending CREA classes. The partnership with IAE provides a direct enrollment pathway for eligible students whereby they do not attend their home high schools before beginning CREA classes.

If you have any questions, please contact Mrs. Niki T. Hazel, associate superintendent of curriculum and instructional programs, Office of Teaching, Learning, and Schools, at 240-740-2050 or via email.

MBM:RR:NTH:jpm

Copy to:

Executive Staff

Mr. Boden

Mr. Murphy

Ms. Webb