

Auburn Career Center



Communication and Procedures for Servicing Students with Disabilities

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Auburn Career Center

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community. Our team of educators and experts has helped thousands of high school students and adult learners build skill sets and obtain expertise in their chosen fields and/or advance their careers.

Auburn Career Center offers 23 different high school career and technical programs in 11 different career fields. Our adult workforce education program offers full-time career and technical programs for the learners, Aspire classes as well as a variety of part-time classes.

The workplace and skills required to succeed are changing at a rapid pace. Our experienced and state-certified staff members provide students with the latest skills and training to meet the modern economy with confidence. Whether college or career is in their future, Auburn provides all students and adult learners with knowledge for the new economy.

Associate districts include:

- Berkshire Local School District
- Cardinal Local School District
- Chardon Local School District
- Fairport Harbor Local School District
- Kenston Local School District
- Kirtland Local School District
- Madison Local School District
- Painesville City Local School District
- Perry Local School District
- Riverside Local School District

Lakeshore Compact districts include:

- Euclid Local School District
- Mentor Local School District
- Wickliffe School District

Compact students can participate in select programs.

Additional schools include:

- Agape Christian Academy
- Cornerstone Christian Academy
- iStem Early College High School
- Home-schooled students

Auburn Career Center Contact Information

Auburn Career Center Department/Name	Position	Email	Phone
District and High School Administration			
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Career Advising			
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Career Assessment			
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Special Education			
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Enrollment

Recruitment Process

In October, Auburn Career Center sends letters to parents/guardians of sophomore students introducing Auburn Career Center as an option.

October through November, the Enrollment Specialist presents to sophomores at associate high schools to provide information on Career Technical Education, programs offered at Auburn, an explanation of the enrollment process, and an understanding of the acceptance timeline.

October to November, current Auburn students are invited to represent their program and speak during presentations at associate schools.

Sophomore Visit Day is held annually in November or December. This event is open to all in-district sophomores at associate schools and showcases the high school programs that Auburn offers. Students can select two programs to visit and learn about program expectations and the suggested skills to be most successful. Students also visit a third program selected by enrollment to expose students to a program that they may not have considered. After the visit, students are encouraged to submit an application for two programs of interest.

Following Sophomore Visit Day, a Community Open House is held and parents/guardians are invited to tour the building and get more information about Auburn's programs. Postcards are mailed to parents/guardians of freshmen and sophomores inviting them to attend this event. Program instructors are available to answer questions, demonstrate the curriculum, and share information to ensure a better understanding of the program. Students are encouraged to apply to two programs of interest.

In January, an Information Night is held for interested students and parents/guardians to learn more about programs of interest. Parents/guardians register for available time slots for each program of interest where suggested skills, potential outcomes, internship opportunities, and other important topics are reviewed. Students are encouraged to submit an application to two programs of interest.

Each week from January through April, Welcome Wednesdays are offered to interested sophomores. Students can select two programs to shadow. These field trips are arranged through the associate school counselor's office or with a parent phone call. Students are encouraged to submit an application to two programs of interest.

School counselors from associate high schools are invited to Auburn for informational meetings three times per year. The purpose of these meetings is to provide the associate school counselors with an update on issues, events, and policies that impact their students. Counselors are provided with information that includes Auburn Career Center's policies, procedures, program information, dates to remember, and other useful resources. Associate school counselors can learn more about Auburn's programs to ensure students are applying to programs that align with post-school goals outlined in their graduation plans.

As requested, the Enrollment Specialist will attend and present Auburn Career Center information at associate district events. Please contact the Enrollment Office at 440.358.8013 to have Auburn represented at your event. Auburn tours are available to any interested students and their families. Please contact Enrollment to schedule a tour.

Program instructors and staff members from the special education department are available during Auburn events to answer questions from staff, students, and/or parents. Auburn's Career Assessment Specialist is available to provide information on how a career assessment can benefit students who are unsure of their strengths and interests.

Application Procedures

Who is eligible to attend?

- Students entering their junior or senior years from associate school districts are eligible to attend. Online school, charter school, and private school students may also attend if the district they reside in is within our associate school district area. If a student resides outside of our associate school district area, administrative approval is required. Some associate districts also allow sophomores to apply.

How to apply?

- All interested students must apply online (<http://www.auburncc.org/ApplyNow.aspx>) using the Enroll Track application portal.

Next Step?

- Once a student has applied, the associate district counselor will provide transcripts. Enrollment will review transcripts to ensure students meet eligibility requirements. *Eligibility requirements include being on track for graduation and having taken and passed 2 math courses; 2 science courses; 2 English courses and 2 social studies courses by the end of the sophomore year.

Application deadlines?

- There are two application deadlines. The first deadline is the Priority Registration deadline. Any application submitted before that deadline is placed in the randomization process for the first 12 seats in a program.
- The next deadline is the General Registration deadline. All applications received between the Priority Registration deadline and the General Registration deadline are placed in a randomized process for the next 12 seats in a program.

Program Placement

All sophomores who apply to Auburn Career Center will be considered as long as they meet the eligibility requirements which include being on track for graduation by taking and passing two credits in the core content areas by the end of sophomore year.

Computer software randomizes all applications and assigns a random number to each application. Applications are placed into programs until the capacity of 24 seats has been met. Waitlists are then established for oversubscribed programs.

All applicants will receive a letter in the mail explaining their status. The status includes:

Placed – Applicant was placed in 1st or 2nd choice program. If a student is placed in their 2nd choice, they may remain on the waitlist for their 1st choice.

Waitlisted – Applicant was placed on a waitlist for the program and will remain there until/if a spot becomes available or another available program is selected.

Conditional –This option is only available in NON-OVERSUBSCRIBED programs; students can be placed after credit deficiencies have been corrected. The plan for correcting the credit deficiency is established by the associate district and communicated with Auburn Career Center’s Enrollment Specialist.

Ineligible – Applicants applying to oversubscribed programs who are not on track for graduation are notified of specific credit deficiencies.

Students who accept their seat complete an online Commitment Agreement. This online form must be completed within 2 weeks of receiving the placement letter.

Acceptance lists are shared by the Enrollment Specialist with the counselors at associate districts.

After all eligible sophomores have been placed, placement letters are mailed to freshmen, from participating districts, wishing to attend non-oversubscribed programs. Next placement letters are mailed to out-of-district students applying to non-oversubscribed programs.

New Student Orientation is hosted in May for all students who have been placed into a program.

Additional information regarding application and placement can be found on Auburn’s website <https://www.auburncc.org/Enrollment.aspx> and <https://www.auburncc.org/Forms.aspx>

School Counseling

The mission of the Auburn Career Center School Counseling Department is to provide and ensure equity of services and access to a high-quality career and technical education experience for all students. Through a data-driven comprehensive program, students will develop the skills necessary to contribute positively to their community and the emerging workplace.

Auburn Career Center’s counseling department monitors and identifies if a student is at risk for attendance issues. A letter is sent to the parents of students with excessive absences. House Bill 410 (HB 410) designated staff members at our associate districts will be notified of habitually truant students. Auburn Career Center will communicate with associate districts following the guidelines outlined in HB 410. Districts can be provided with access to Auburn’s Infinite Campus account to monitor attendance. Contact Auburn’s school counselors to obtain a username and password.

Career Development

Career Development opportunities are available to all associate school districts. This may include middle school career exploration activities, SchoolLinks Lessons, 8th-grade tours, career day involvement, and collaborative career development guidance. At the beginning of each school year, school counselors or school administrators should contact the Career Development Specialist to coordinate career exploration events.

Career Advising

Career Advising is available to all students enrolled at Auburn Career Center. Career interest surveys and career profiles are completed by current students. If a student requires additional career exploration, a day of career shadowing is available. During career planning, the student develops a post-secondary

education plan and determines how to carry it out. The career advisor assists students in identifying the requirements to obtain diploma seals.

Career Assessment

Career Assessments is a service provided to all students in grades 8-12 who attend any of our associate districts. Students do not have to be interested in attending the career center to participate in a career assessment. During a career assessment, students will complete: Auditory Directions Screening, CareerScope (interest/aptitude tool), TAPs (hands-on assessments that measure an individual's functional aptitudes and strengths), and VAAB (Numerical/Spatial/Verbal assessment). Career assessments are generally completed within a ½ day (morning) session. Please contact our Career Assessment Specialist for more information or to schedule a career assessment.

Special Education Services

Associate School and Career Center Collaboration

Collaboration and frequent communication between associate district special education staff and Auburn Career Center special education staff is essential for communicating student progress, success, or struggle and when reviewing graduation requirements including transition planning. Auburn's special education staff can attend annual IEP progress and transition planning meetings to share information about program expectations and recommended skills.

Meetings for Prospective Auburn Career Center Students

If a student with a disability is interested in attending Auburn, the Director of Special Education can be invited to meetings to answer questions regarding program standards and skills a student should possess to be most successful. The purpose of providing representation at IEP meetings before enrollment is to assist the team in making informed decisions. A "Suggested Skills" document is available at <https://www.auburncc.org/FAQs1.aspx> under the "What Skills Do I Need for Each Program" tab.

Transfer of Special Education Information for Incoming Students

School counselors and special education directors will be notified of student placement in early spring. After receiving a list from enrollment, the Director of Special Education will share the list with associate district counselors and special education directors to determine which newly enrolled students receive IEP support. Auburn's enrollment department does not ask students to disclose disability information before acceptance so it is the responsibility of the associate district to provide that information to the career center.

IEPs, Evaluation Team Reports (ETRs), disability categories, and behavior plans if applicable can be sent electronically or shared in an IEP management system such as Samegoal. All documentation must be received prior to the student's first day at Auburn Career Center. The case managers or special education directors from the associate districts will communicate with the Auburn special education department to determine if IEPs, behavior plans, etc. have been received and to schedule annual meetings.

To provide the best support to students, an Auburn representative must be invited to every special education change of placement, planning meeting, and/or annual review for Auburn students. The career center will partner with the district to ensure that Free Appropriate Public Education (FAPE) is provided.


Enrollment is ongoing until the first ten days of Auburn's school calendar. Once that ten-day period is over, enrollment is finalized. A final acceptance list will be shared with counselors and special education directors for review to ensure no student with services has been overlooked.

Special Education Team Meetings for Current Auburn Career Center Students

Notification of IEP meetings for current Auburn students must be provided. The Auburn Career Center Director of Special Education will be part of the IEP team and will collaborate with the associate district to ensure FAPE is provided. The associate district will provide copies of updated IEPs and ETRs as changes occur. It is the associate district's responsibility to provide Auburn Career Center with the most current special education documentation. Ideally, all IEPs and ETRs will be provided to the career center within two weeks of the team meeting.

Program Support and Accommodation

IEPs will be uploaded into Auburn's Infinite Campus system. Auburn program instructors will be shown how to access these documents at the beginning of each school year. Special education documents or lists of accommodations and/or modifications must be stored in a secure location. An intervention specialist is available to support students with disabilities in each Auburn Career Center program. To ensure communication, a list of programs and the intervention specialist assigned to each program will be emailed to associate district special education directors during the first two weeks of each new school year. Updates to the schedule will be communicated as they occur. **(Addendum A -**

 ACC Intervention Specialist by Program).

Auburn Career Center intervention specialists will review each incoming IEP and monitor progress on transition goals and annual goals as applicable, and assist program instructors with providing accommodations/modifications including testing accommodations listed in Section 7 of the IEP. Auburn's intervention specialists will collaborate with program instructors to provide support. If concerns arise, Auburn's intervention specialists will address concerns by consulting the Auburn Career Center Director of Special Education, scheduling a meeting with the program instructor, contacting parents, implementing additional supports, etc. If concerns continue, those concerns will be shared with the associate district.

Certification Exam Accommodations

Some credentialing exams do not allow for accommodations or modifications. Auburn Career Center intervention specialists will utilize a student's special education documentation to apply for certification testing accommodations or modifications as allowable. If an accommodation or modification is not allowed per the credentialing exam guidelines all other allowable accommodations or modifications will be provided.

WebXam Accommodations

Students enrolled in a two-year program at Auburn participate in end-of-course exams using an online testing site (WebXam). Accommodations such as extended time and use of a reader are allowable. There are no allowable modifications, alternative assessment options, or excusals for career-technical education end-of-course exams. Additional information can be found on the Ohio Department of Education website.

<https://education.ohio.gov/Topics/Career-Tech/Career-Technical-Education-Assessment-System>


Progress Monitoring

Progress monitoring data can be shared with the case managers at the associate districts. The data shared is individualized and based on a student's needs as applicable to ensure FAPE. Examples include gradebook details, behavior rating sheets, student self-monitoring data, and/or requested progress on transition goals. Data is collected through teacher observations, classroom assignments, formative and summative assessments, work samples, and/or lab work. A representative from Auburn must be invited to participate in the IEP meeting if Auburn Career Center staff is listed as the responsible party on a transition plan.

Student attendance, program grades, work completion, utilization of accommodations, certifications earned, skill level, and behavior are monitored by Auburn's intervention specialist to ensure student's needs are met within career technical courses. The Auburn Career Center Director of Special Education will be notified if a student is struggling in his or her program. The Director of Special Education will share information with associate district special education staff as appropriate.

Internal Monitoring Process

Auburn's internal monitoring team consists of staff from the special education department. The Director of Special Education will be part of the team with at least one intervention specialist. General education teachers, school counselors, and high school administration will be asked to be part of the review process on a case-by-case basis to address specific needs. The internal monitoring team will review all IEPs for incoming students at the start of the new school year. All annually updated IEPs will be reviewed upon receiving the updated document.

Auburn Career Center's Internal Monitoring Checklist (**Addendum B** -  IEP Compliance Checklist) will be used to review the IEPs to ensure FAPE is provided in all settings. The Auburn Career Center Director of Special Education will communicate with associate district special education staff if the supports outlined in the IEP create a safety concern or hinder a student's ability to be successful on a credentialing exam.

Plan Revisions and Continuous Improvement

This plan will be reviewed annually and updated as changes occur in Auburn's special education department and as the enrollment process evolves. The initial plan was created in collaboration with several Auburn Career Center staff members, reviewed by associate district special education supervisors, and shared with associate district superintendents. Each school year the updated plan will be shared with Auburn Career Center program instructors and special education staff, it will also be shared with associate district school counselors and special education staff.