



ADMISSIONS PROCESS CHECKLIST

Eligibility

- Complete the Online Inquiry Form for Program Eligibility located on our Admission page on our website www.michigan.gov/myca.
- You will receive your Admission ID and link for the student portal, where you will start your application. The email will come from **FolderWave Powering National Guard Youth Challenge**, if you do not receive within 15 minutes, please check your junk/spam email.

Application Requirements

- **Register and attend in-person orientation** - These are held across the state and locations can be found on our website under Events Page. Registration can be completed from events page. **At least one parent/guardian AND applicant MUST BE PRESENT.**
- **Complete Application Part 1, 2, 3 and Parent Consent first** - You cannot start the application until you receive your Admissions ID. You will then log into the student portal and begin the online application. To complete your application, please upload the following required documents to the student portal in PDF format. If a document has multi-pages, all pages must be combined and uploaded as one single PDF file.
- **Birth Certificate** - must contain seal.
- **Medical Insurance Card** - Front and back.
- **Immunization Records (or waiver)** - Obtain from county health department or doctor.
- **SSN (youth's social security card)** - If ordering a replacement, submit receipt until card is received. Upon receipt of card.
- **Driver's License or State ID - applicant** - If your youth does not have a Michigan driver's license or state ID, one **MUST** be obtained. Submit Michigan temporary ID from Secretary of State. Upon receipt of ID.
- **Driver's License or State ID - Parent/Guardian** - must have a copy of **ALL** parents/guardians or they will not be permitted at visitation. If applicant is 18, must still have picture ID for visitation.
- **Medical Examination** - Must be completed on our form that can be found on the student portal and MYCA website.
- **High School Transcripts (Unofficial)** - Can be obtained from current or last school of record. Copy must contain credits earned. Do not withdraw your child from their current school until you have received written confirmation of acceptance.

Additional Materials May Be Requested (based on your student's situation)

- **Custody Documentation** – Necessary if youth is from a split family, under the care of a guardian or is a Ward of the State. Please advise if special circumstances exist. If no custody paperwork but both parents are onboard, have non-custodial parent provide an email stating they are in agreement to be kept in youth's file.
- **IEP** – Must be obtained from current or last school of record. Must be **complete** and **current**. This multi-page document **must** be uploaded as one PDF document.
- **504 Plan** – Must be obtained from current or last school of record. Must be **complete** and **current**. This multi-page document **must** be uploaded as one PDF document.
- **Court Documentation** – If youth has had legal involvement, documentation must be provided showing charges have been dropped, case is closed, or that youth is on a non-reporting probation status and will not have any court dates while participating in the program. This can be obtained from current Probation Officer.
- **Discharge Release** – Necessary if youth has had a mental health hospitalization in the last 18 months. **Paperwork must include admission reason and discharge plan.**
- **Mental Health Clearance** – If youth has received mental health counseling within the last 18 months. This must be completed by provider who sees youth.
- **Authorization to Disclose Information** – This form is only needed IF your child has mental health counseling. This form is completed by youth and parent/guardian giving provider permission to communicate with Michigan Youth ChalleNGe Academy.
- **Interview is required** – Once all documents have been received and reviewed, we will contact you to schedule. You can check the status of your application at any time in your student portal.

Final Steps

- **Selection Board Review** – Once the file is complete, your application will be sent to the selection board for review. You will be notified of selection board's decision via email.
- **Acceptance** – once your youth is accepted, you will be notified via email which will include next steps for enrollment.