



ADMISSIONS PROCESS CHECKLIST

Applicant Name:

Conf. #

Steps 1 and 2 can be done in any order but must be done to get to step 3.

Step 1: Register and attend mandatory information session.

- Register/Attend** – applicant and parent/legal guardian **must** both attend.
 - To register, visit Michigan.gov/MYCA
 - **ATTENDED** -
- Youth questionnaire** – completed at event.

Step 2: Submit online application with required documents.

(If you do not have copies at time of completing application, documents **MUST** be emailed as a PDF attachment.)

- Apply online.**
 - This is a **ONE-TIME** application. ALL documents that are not uploaded at time of applying **MUST** be submitted via email to DMVA-Apply-MYCA@michigan.gov as PDF **attachments**. If documents are received in any other format, they will not be processed.

Required documents (these documents can be uploaded when completing online application):

- Birth certificate** - must contain state seal.
- Custody paperwork** – Necessary if youth is from a split family or under the care of a guardian. Please advise if special circumstances exist.
- Current IEP/504** - Must include ALL evaluations, including REED.
- Insurance or Medicaid card** - Front and back.
- Legal follow-up** – if your child has had legal involvement, documentation must be provided showing charges have been dropped, case is closed, or that youth is on a non-reporting status and will not have any court dates while participating in program.
- Hospitalization paperwork** – Provide if youth has had a mental health hospitalization within the last six months. Must include admission reason and discharge plan.
- Parent/Guardian ID.**
- Shot records/Shot waiver** – Obtain from county health department or doctor.
- Youth's social security card** – if ordering a replacement, submit receipt until card is received. Upon receipt of card, submit via email.
- Youth's state ID** – If your youth does not have a Michigan driver's license or a Michigan state ID, one **MUST** be obtained. Temporary ID will be accepted, upon receipt of ID, submit via email.

Complete supporting documents (Blue forms are online forms, others may be printed or saved to your computer, completed and emailed to DMVA-Apply-MYCA@michigan.gov):

- Mentor application** – Youth must have **at least** one mentor. The mentor must complete the [mentor application](#).
- Mentor reference response form** – **Each** mentor is required to have two [mentor](#)



[reference response forms](#) completed. These cannot be completed by applicant or the mentor themselves. They must be completed by two separate individuals. All mentor paperwork must have the name of the youth or will not be processed .

Complete supporting documents (CONT.)

- Mental health summary** – If applicant has had mental health counseling **within the past 18 months**, a [mental health summary](#) must be completed by therapist/counselor.
- Authorization to disclose information** – If mental health summary is needed, an [authorization to disclose information](#) must be completed by parent/legal guardian and youth, giving the provider permission to talk to us.

Complete required disclosures (Blue online form)

- Disclosures** – includes privacy act, release of liability and parent questionnaire.

Required medical forms.

- Power of attorney packet** which includes special power of attorney for medical care form and medical department patient information form.
- Physical** (must be on our form, signed and dated by medical provider).
- Medical history questionnaire** (must be printed IF you are having physical completed at Urgent Care). If your regular medical provider is completing, you may save to computer, complete and email directly to DMVA-Apply-MYCA@michigan.gov
- UNOFFICIAL** transcripts from current or last school of record. Do **not** unenroll your child.

Step 3: Interview

- Interview**
 - Once all required documentation has been received, a recruiter will schedule a virtual interview with the youth. This interview is with the youth only and privacy is mandatory.

Step 4: Review board

- Selection board review**
 - Selection Board consisting of five different departments will review and make a decision. All applicants are notified via email.

Step 5: Acceptance

- Acceptance**
 - Once youth is accepted, completion of acceptance packet and enrollment in Marshall Public Schools is required. Instructions will be provided.