

BROOKWOOD

Citizen Application and Enrollment steps:

1. Family attends a Family Tour
2. Family submits an Application
3. Family receives acknowledgment that application was received by the Admissions Counselor
4. The Admissions Counselor sets an interview. *Depending on the current calendar of interviews, it may be month or longer before we are able to schedule this meeting.*

If it is determined that Brookwood may be able to meet the applicant's needs, the next steps begin:

5. The Admissions Counselor sets a Volunteer Day, 9:30 am – 3 pm for the applicant for an informal screening. *Again, depending on the current calendar of Volunteer Days, it may be a month or longer before we are able to schedule this day.*
6. The Admissions Committee discusses the feedback from the shop teachers at the weekly Admissions meeting following the applicant's Volunteer Day.
7. If it is determined that Brookwood is unable to meet the needs of the applicant, the Admissions Counselor notifies the family
8. If it is determined that Brookwood has a work (and residential if applicable) assignment that may meet the applicant's needs, Brookwood notifies the family of a plan for further evaluation OR an offer of enrollment.
9. The Admissions Counselor sends an Enrollment Packet for either the Day Program or Residential Program.
10. After the **completed** Enrollment Packet is received by the Admissions Counselor, he or she will set an intake date

www.brookwoodcommunity.org

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