

EMC Checklist (GLBEC)

REMEMBER an EMC is a Stan-alone Building

- 1 Skyward Alpha list by grade (separated from High School reports)
- 2 Student schedule by grade
- 3 List of student taking High school / versus college courses
- 4 Attendance records for all high school classes (remember High Teachers must be reported in your REP)
- 5 College credit per class
- 5 Detailed billing showing student name, course taken and amount billed per class
- 6 Parent/legal guardian Michigan resident verification
- 7 EDP
- 8 Board approval for EMC participation

Paperwork completed and submitted by _____

Date _____