

November 24, 2025

Dear Parent:

Your student has indicated an interest in attending Indian Valley Vocational Center (IVVC) for the 2026-2027 school year. After I receive the completed IVVC application, I will meet with each student individually to discuss the IVVC application process.

It is important that you read through this packet to have a full understanding of the application process and what attending the vocational school involves. Please also look at the program your student is interested in at www.ivvc.net. Please sign the bottom of this page and the next page to indicate that you are aware your student plans to apply to IVVC and you understand all it involves. These two signed forms must be returned by the deadline of **December 12** in order for the student to proceed through the IVVC process. **No forms will be accepted after the deadline.**

Notification of placement in IVVC will be made to all applicants as soon as possible prior to the end of the school year. Please feel free to contact me if you have any questions. I may be reached during regular school hours by phone at 815-695-5164 ext 226 or by email at wahearn@nchs18.org.

Sincerely,

Wendy Ahearn
Counselor

Student's Name _____

IVVC Program(s) of Interest _____

Parent's Signature _____

Date _____

Indian Valley Vocational Center (IVVC) Participation and Enrollment Contract

Indian Valley Vocational Center (IVVC) provides unique learning opportunities for our students that cannot be offered by individual school districts. Students and parents must be aware that the request for IVVC services imposes a financial commitment from each member district on behalf of **each student** who requests to attend. **IVVC tuition and related costs are between \$2,500 and \$3,000 per student per year.** Students and parents need to be aware that requests for services and classes from IVVC result in a significant financial commitment from Newark High School, which we are willing to make on behalf of our students. Also please note that IVVC programs have a supply fee that the student is responsible for. The fee amount varies by program and fees have not been set yet for the 26-27 year, but please refer to the attached fee sheet for the current year.

IVVC operates on budgets that relate to the number of students served. When students commit to IVVC, Newark High School also commits to IVVC on behalf of the student. All schools districts and vocational centers need to be accountable to the continued prudent use of our financial resources.

Therefore, students and their parents who request IVVC services and programs must continue in this program for the entire school year. If a change of placement is required or requested after registration forms are submitted (February 1), the student may be required to continue in the IVVC placement as the district may not be excused from the financial commitment. **Students and parents who wish to discontinue participation in IVVC classes for the second year of their program must notify the Newark High School Counselor's Office in writing before the February 1 deadline.**

In addition to the financial commitment required by the school district, students have a significant responsibility to attend IVVC courses with very few absences. IVVC faculty members are given the authority to include attendance in grading procedures; therefore, even excused absences (such as doctor's visits) may result in a lowered grade. Students must maintain attendance and progress in their programs to earn credit for the year and to uphold the responsibility expected of Newark High School.

Enrollment at IVVC will limit the Newark courses students are able to fit into their schedule. By choosing to attend IVVC, students will have limited options for elective courses for the four class periods they are at Newark.

I have read and understand the rules/procedures regarding the services from IVVC, the financial commitment from Newark High School, and the attendance required for IVVC programs.

Student Signature

Date

Parent Signature

Date

IVVC Application Information (Revised October 2012)

The Indian Valley Vocational Center was created to provide an opportunity for students to further their education in a vocational area at an in-depth training level that cannot be provided on-site by the area high schools. Students who successfully complete an IVVC program earn four (4) credits each year that count toward the graduation requirements. The eleven high schools that feed into IVVC pay tuition established by the IVVC Board of Control for each student.

Because of the high cost involved, NCHS students must apply to attend the vocational center. The following information outlines the process used to determine how the students are selected for the privilege of attending IVVC.

Pre-Application

To begin the application process, a student must:

1. submit an updated 4-year plan to the school counselor that shows the intent to complete NCHS graduation requirements;
2. not be an early graduate;
3. indicate established post-grad career plans that relate to an IVVC program.

Application Process

If pre-application guidelines have been met, the student may then initiate the application process. This process consists of meeting with the school counselor at a scheduled time and receiving the necessary forms along with detailed instructions on what to do.

IVVC applicants accumulate points throughout the application process. The following areas are considered in the point accumulation process:

1. three teacher evaluations; one must be from a teacher of a course required for graduation, and the other two are from a teacher of the student's choice. If a second-year IVVC student is repeating the selection process, one evaluation must be from the IVVC Program Instructor and the remaining one may be from a teacher of the student's choice;
2. attendance and tardy record the previous two semesters;
3. behavior record the previous two semesters;
4. interview, which will take place at school in January;
5. forms turned in according to the established time frame and completed with accuracy and neatness. **NO LATE FORMS WILL BE ACCEPTED!**

Each student's IVVC program semester grade will be reviewed to determine whether or not the student will be allowed to continue to attend IVVC the next semester.

- If a student's semester grade is a C or higher, the student will be allowed to continue to attend IVVC without repeating the application-selection process.
- If the student's semester grade is a D+ or below, the student's continuation at IVVC will come under review.

Post-Application

After completion of the entire application process, each student's points will be tallied and a report will be submitted to the superintendent. This report will consist of a confirmation of the number of students who have successfully completed the IVVC application process. The superintendent will report to the school board how many students will be admitted to IVVC.

NEWARK HIGH SCHOOL FOUR YEAR PLAN

Students: Please write the 4 classes you plan to take at Newark in grades 11 & 12 and turn this in with your application.

FRESHMAN YEAR

Required	1st semester	2nd semester	Credit Earned	Required	1st semester	2nd semester	Credit Earned
English	Lit & Comp I	Lit & Comp I		English	Lit & Comp II	Lit & Comp II	
Science				Science			
Math				Math			
PE				PE			
Comp/Media				Dr. Ed./Health			
Electives				Electives			
Year Credit Total	Cumulative Credit Total			Year Credit Total	Cumulative Credit Total		

SOPHOMORE YEAR

JUNIOR YEAR

Required	1st semester	2nd semester	Credit Earned	Required	1st semester	2nd semester	Credit Earned
English				Cons. Ed.			
U.S. His/Gvt				English			
Math				PE			
PE				Sr Sem/C&CR			
Electives				Civics			
				Electives			
Year Credit Total	Cumulative Credit Total			Year Credit Total	Cumulative Credit Total		

SENIOR YEAR

Post-Secondary Plans:

Name of Student _____

List the three teachers you wish to receive your recommendation forms. Please remember that one must be a teacher who teaches a class required for graduation. The other two may be any current teacher of your choice.

1. _____

2. _____

3. _____