



*Kelley Volunteer  
Academy*

## **Application Process, Procedures, and Protocols**

### **Overview**

The 2023-2024 Application Window will open on Tuesday, September 5.

Complete applications will be received by PKVA Professional Counselor, Dwayne Montgomery.

Any incomplete application will be returned to the base school counselor for resubmission.

All applications should be submitted by the students' base school, without exception.

### **Summary**

#### **Application Review Process**

- Complete applications, submitted by the base school, will be reviewed by the PKVA Administrative Team every Thursday.
- After reviewing each application, the team will make a recommendation to
  - Grant an interview
  - Deny the application
    - With an option to reapply (We may ask that the student complete current courses for credit a base school first)
    - With no option to reapply (often due to nature of disciplinary record)
- All information will be entered into the student tracker, and an email will be sent to schools instructing counselors to review the student tracker for updates on student status.
- All questions about denied applicants should be directed to Dr. Faulconer from the administration at the base school for further explanation.

#### **Next Steps for**

- On the Friday following the application review, the school secretary will reach out to students who have been processed for a student interview on Fridays.
- If the school secretary does not make contact with the student or guardian listed on the application, a follow-up call will be made the following Monday.

<p><b>Approved Applications</b></p>	<ul style="list-style-type: none"> <li>● Parents, guardians, and/or students will have until the end of the business day on Tuesday to set up an interview.</li> <li>● If an interview is not set by the end of the business day on Tuesday, the applicant will be listed as “not interested” on the student tracker.</li> <li>● Emails will be sent to counselors that interviews have been scheduled and to refer to the student tracker for further information about interview dates and application progress.</li> </ul>
<p><b>Student Interview Process</b></p>	<ul style="list-style-type: none"> <li>● Student interviews will occur within 5 days of the initial contact with parent, guardian, or student.</li> <li>● Interviews will take place at PKVA and will include the administration, student, and parent/guardian.</li> <li>● If the student is under 18, a parent or guardian will need to be present.</li> <li>● Following the student interviews, updates will be made to the student tracker, and communication to the school will be made to indicate student status.</li> </ul>
<p><b>Ten-Day Trial</b></p>	<ul style="list-style-type: none"> <li>● Each student who completes the interview process and agrees to attend PKVA will be placed on a 10-day trial period.</li> <li>● The tracker will be updated to confirm the applicant status at this time, and correspondence will be sent to the base school.</li> <li>● Ten-day trials start on Mondays. We will notify the base school and student of the start date.</li> <li>● Prior to a 10-day trial, the student will remain at their base school using the current base school schedule of classes.</li> <li>● During this time, the base school should ensure that the student does not have unpaid balances.</li> <li>● <b>Chromebooks will accompany the student to PKVA for the trial period, then returned once the student has been approved for enrollment.</b></li> </ul>
<p><b>Support Needed</b></p>	<ul style="list-style-type: none"> <li>● During the trial period, a strict attendance and discipline policy will be enforced.</li> <li>● At the conclusion of the 10-day trial, the student will be made aware if he/she will be accepted at PKVA. <ul style="list-style-type: none"> <li>○ If accepted, the tracker will be updated and transfer papers will transition the student from the base school to PKVA.</li> <li>○ If a student does not meet the qualifications and is denied, then the tracker will be updated and correspondence will be sent to the base school.</li> </ul> </li> <li>● All questions about denied applicants should be directed to Dr. Faulconer from administration at the base school for further explanation.</li> </ul>

**Timeline**

- September 5: Application window opens
- September 7, 14, and 21: Application Review

- September 11-September 22: Interviews
- September 25: Start Date
- **All trial students will return to their base school for the ACT Senior Retake.**
- October 6: Ten-day Trial ends

## Helpful Tips and Reminders

- Be sure to include the "Application Checklist 2023-24" as a cover sheet.
- Complete the most recent IEP in TN Pulse prior submitting the student's application
- Complete all required parts of the applications
- Include the student's story--This is often critical to approval.
- **Chromebooks will accompany the student to PKVA for the trial period, then returned once the student has been approved for enrollment.**

## PKVA Contacts



**Dr. JD Faulconer, Executive Principal--[john.faulconer@knoxschools.org](mailto:john.faulconer@knoxschools.org)**

**Julie Langley, Assistant Administrator--[julie.langley@knoxschools.org](mailto:julie.langley@knoxschools.org)**

**Dwayne Montgomery, Counselor--[dwayne.montgomery@knoxschools.org](mailto:dwayne.montgomery@knoxschools.org)**

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