

# Open Doors / GED Flowchart

**Email referral from school district** single point of contact to:

- Instructor – Shawn Wash, shawn.wash@scc.spokane.edu and
- Case Manager – Sarah Werkman, sarahw@nextgenzone.org

With the following information attached:

- Name, address, phone, DOB, grade completed
- Transcripts
- Credits completed to date
- Signed GED testing release form

**Attend Orientation at Next Generation Zone (901 East 2<sup>nd</sup>, Suite 100)**

Wednesday from 9:00 am to 10:00 am

Students will select an E-CASAS Assessment date, either  
Thursday or Friday (9am-12pm) - or by appointment

**E-CASAS Assessment**

Student will

- Test
- Schedule an appointment to meet with the Instructor
- Set up a GED.com account

**Meet with Instructor at scheduled time**

Suite 308, Third Floor

Discuss enrollment information, make academic plan

**Student is enrolled in Open Doors**

Case management – group and 1:1	College and career navigation assistance
GED preparation/testing	GED workshops on all subjects
21 <sup>st</sup> century career skills workshop	Connections -YouthBuild, Job Corps, WIOA
College prep & academic advising	Job prep, leads, resume, application

**Communication Loop**

By COB Wednesdays, school district designees receive an emailed list of students that attended orientation. By COB Fridays, designees receive an email detailing enrollment status for that week; incomplete enrollments will receive follow up phone call.