



## Directions for Online Application Process

1. The KCCC application is at [www.knoxcc.org](http://www.knoxcc.org). Select the **High School** tab, select **Apply Now**, then select **Online Application**.
2. The Knox Career Center OneView Portal will allow you to **create a new account**. You will need an email when setting up your account.  
  
The KCCC will use this email for all communication regarding your application. Students should check with their counselor before using their school email.
3. Parent/Student will receive an email from the KCCC confirming the new account with OneView Parent Portal. Please keep this email confirmation since it will have your login information and password.
4. The parent/student will click on **Application For Admission**. Follow the directions to submit an application for admissions. Click the blue button to begin the **Student Application For Admission**.
5. Once the required fields are complete, the application can be submitted.
6. The parent/student, KCCC, and High School Counselor will receive an email confirming your Online Application submission from the KCCC.
7. KCCC will mail a "Thank You for Applying" postcard.
8. KCCC will review students' transcript, current grades, and attendance records to determine a provisional acceptance, hold, or denial status.  
  
Priority application deadline is January 31, 2019, and February 28, 2019. All applications will be processed within two weeks from date of receipt.
9. The parent/student will be notified via email if provisionally accepted or on hold. Parent/student will be mailed a letter if denied.
10. Final acceptance will be determined once final transcripts are received from the high school counselors. Parent/student will receive a letter in the mail notifying student of final acceptance or denial status.
11. All required forms are online and need to be completed before the first day of school.
12. The parent/student can pick up their schedules from the KCCC on schedule pick up day, Tuesday, August 6, 2019.