|  |  |  |
| --- | --- | --- |
| **[Date]** |  | Choose an item. Job Corps Center Memo |
|  |  |  |

The identified applicant file is being returned to **Outreach and Admissions** for the purpose(s) checked below. Please let me know if you have any further questions related to this return. If there is supporting documentation, it is attached to this email.

|  |  |
| --- | --- |
|  | The applicant has contacted the center either via the phone or via email and stated that s/he is no longer interested in attending Job Corps. |
|  | You have requested that this file be returned to you because the applicant contacted you and has stated that s/he is no longer interested in attending Job Corps. |
|  | We have been unable to reach the applicant to complete the clinical interview and/or interactive reasonable accommodation process after multiple attempts to do so. Our attempts to contact have been documented and are included with the applicant file. |
|  | The applicant has contacted us or you and stated that he does not wish to attend our center for the following reason(s): |
|  | You have requested that this file be returned to you because the applicant has moved out of our center’s service area. |
|  | The applicant’s file is missing a PRH required vital record that you have been unable to secure and provide to the center. |

To:

, Admissions Counselor

From:

, Records Manager

Re:

Applicant:

ID#:

Comments: