



General Application Information 2022-2023 For School Counselors/School Officials

Thank you for supporting your students' applications to CTECS.

Priority application dates: November 1, 2022 - December 15, 2022

- ❖ All applications must be submitted electronically - links are found on the CTECS websites. Follow the link to “Apply.” (See information included on the student application below.)
- ❖ Electronic applications should be completed by any interested students, even after the priority application deadline.
- ❖ Electronic applications submitted after December 15, 2022, are reviewed only as seats are available at individual schools.

Beginning in November: School Counselors/school officials will receive emails from CTECS directly including a link to a Google Survey requesting a recommendation and school information. (See information included in the Survey below.)

Mid February: Emails will be sent directly to families and notifications to sending schools.

- ❖ **Initial Notice** emails will include a link to a “Parent Response” form. This includes a 10-day parent/guardian response deadline to indicate their intention to continue in the application process.
- ❖ **Waitlist** emails will be sent directly to families and notification to sending schools.

End of February: Emails will be sent to sending schools requesting educational records.

Mid-March: If seats are available, a second round of Initial Notice and Waitlist emails will be sent to families, including applications through February 28, 2022.

June 10, 2023: Deadline for sending schools to conduct required transition meetings.

Recommendation survey questions:

Information not being scored:

- ❖ Identifying Information counselor and student
- ❖ First choice school - provided in email request
- ❖ Does the student receive services: SPED, 504, EL, bilingual, SRBI, in referral process.
- ❖ Behavior during the last two years:
 - expelled, suspended, violent criminal offense, possession of or distribution of drugs, weapons major discipline infractions
- ❖ Absences of more than 45 days from in-person instruction during 7th and 8th grade.

Information being scored:

- ❖ Unexcused absences during all of 7th and 8th grade, September and October only
- ❖ Leadership/Responsibility
- ❖ Involvement in school and community
- ❖ Work ethic and habits
- ❖ Trade interest

Student application questions:

- ❖ Demographic Information of student and parent/guardian (including contact priority)
- ❖ Important: parent/guardian email to be used for all communication regarding application.
 - Contact information must be kept current by contacting CTECS school.
- ❖ Student grade level on 10/1/22; Grade they are applying to
- ❖ Schools they are applying to (only one is required, but they can enter up to 3 choices)
- ❖ Top Trade Interests (two are required, but they can enter up to 3 choices)
- ❖ Ethnicity/Race Report (required by State Department of Education)
- ❖ Current and Previous School Information
- ❖ Family Military Status; Home Language Information
- ❖ “Student Interest Statement” written by the student. Rubric included in application:
 - 500-character limit
 - Why do you want to attend a technical high school?
 - Do you have a desire to learn a trade?
 - Why - explain previous knowledge, experience, understanding?
 - What are your long-term goals connected with your trade education?
- ❖ Name and email address of school counselor (if none, other school official)
- ❖ Sibling enrollment; Legacy information; How did you hear about us?

Student application Introduction:

Welcome to Connecticut Technical Education and Career System's Admission Application. Please follow these steps to continue.

For steps to translate this document please navigate to: <http://shorturl.at/uBI24>

Para conocer los pasos para traducir este documento, vaya a: <http://shorturl.at/uBI24>

Para obter as etapas para traduzir este documento, navegue até: <http://shorturl.at/uBI24>

Please note that if you are applying to either Howell Cheney, E.C. Goodwin, or A.I. Prince you will need to apply on a separate application. Information is available on the RSCO site at <https://portal.ct.gov/SDE/School-Choice/RSCO/Regional-School-Choice-Office-Home-Page>. This application will be open December 5, 2022. The priority deadline for CTECS applicants using RSCO application is January 13, 2023.

The CTECS School District is very different from traditional high schools. We recommend students genuinely be interested in earning a technical education, learning a trade, and have a deep understanding of the rigor and demands of a CTECS education, including:

- A 182-day academic curriculum being taught in 91 days each year.
- The number of hours required to learn trade skills (both during school hours, after school, and beyond graduation in some instances).
- Requirements of earning credentials, certifications, and licensure for specific trades.

We recommend that you examine the CTECS website to understand some of the details of successfully earning a trade certification in conjunction with an academic high school diploma, which is offered to students who choose to attend a technical high school.

If you decide that a technical high school education is right for your child, please follow these steps to complete the admission application.

1. **Select "Next" on this page, and enter the information requested by the online form.** Note: Required fields are marked as "Required", and the Connecticut Technical Education and Career System will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. **On the "Summary" page, check your data.**
3. **Select "Submit"** Select "Submit" only once you are sure everything is correct and complete! **YOU WILL NOT BE ABLE TO EDIT YOUR APPLICATION ONCE YOU SELECT SUBMIT!**

Special Education and 504 Students: In order to ensure that students with disabilities receive the support that they need to be successful, CTECS' schools follow a process established by state law. Prior to a student's enrollment in a Connecticut Technical Education and Career System (CTECS) school, the local or regional board of education for the town in which the student resides shall convene a planning and placement team meeting with a representative from the CTECS in attendance. The transition meeting must be held prior to June 10, 2023. An "Initial Notice" email will require the local/regional board of education to plan and facilitate a transition

meeting as the next step in the CTECS admissions process. The purpose of such meeting shall be to address the student's transition to a CTECS school and ensure that the student's individualized education program reflects the current supports and services that the student requires in order to access a free and appropriate public education in the least restrictive environment. In some cases it may be determined that programming within CTECS does not meet the identified needs of the child. In such cases, CTECS will collaborate with the family and the sending towns to explore varying programmatic options that allow for a meaningful career and technical education experience while meeting the requirements to provide a free and appropriate public education.

Students with disabilities are encouraged to apply to CTECS schools and may self-identify for the purpose of requesting reasonable accommodations during the admissions process. CTECS schools will implement a student's IEP and/or 504 Plan and provide free appropriate public education to students eligible for special education. Applicants and their parents should be aware that for some students, CTECS schools are a less restrictive educational environment than a traditional high school.

Transportation: CTECS does not provide transportation to and from any school. Sending school districts are required to provide transportation. Questions about transportation should be made to a student's sending school by the student applicant's parent/guardian directly.

Trades: Not all trades are available at each CTECS school. Please visit the CTECS website at cttech.org for a list of available trades by school.

Admission Application for Additional Students: An Admission Application must be submitted for each student in your family. Once you have successfully submitted one Admission Application, you will have the opportunity to begin another from the "Submission Confirmation" page.

The CTECS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTECS does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical Education and Career System's nondiscrimination policies and practices should be directed to:

Dr. Ellen Solek, Interim Superintendent of Schools, Connecticut Technical Education and Career System, 39 Woodland St., Hartford, CT 06105, and/or, regarding race, color, national origin, age, sex and/or disability to the Office for Civil Rights, U.S. Department of Education, Boston, MA 02110-1491, telephone 617.289.0111, fax 617.289.0150, TTY/TDD 877.521.2172. The Connecticut Technical Education and Career System is an equal opportunity/affirmative action employer.