



CTECS Student Admissions Administrative Procedures

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CTECS is committed to a policy of affirmative action / equal opportunity for all qualified persons and equal access to the Boy Scouts of America and other designated youth groups. CTECS does not discriminate in any employment practice, education program, or educational activity, including vocational opportunities and admissions, on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (including pregnancy or sexual harassment), sexual orientation, veteran status, workplace hazards to reproductive systems, or any other status protected by law unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut Technical Educational and Career System's nondiscrimination policies may be directed to:

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Inquiries and/or complaints related to federal nondiscrimination laws (race, color, national origin, sex, disability, age and Boy Scouts of America and other designated youth groups) may be directed to the U.S. Department of Education, Office for Civil Rights, Boston Office, 5 Post Office Square, 8th Floor, Boston, Massachusetts 02109-3921, Email- OCR.Boston.ed.gov, Telephone- 617-289-0111, Fax-617-289-0150.

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CTECS Administrative Procedures for Admission to Technical High Schools

The following admissions procedures have been developed pursuant to guidelines established by the CTECS Board Policy for the Admission of Students.

Introduction

CTECS technical high schools are a state-wide, public-school choice offering in the State of Connecticut. Each of CTECS' seventeen technical high schools are separate, regional schools that serve students across the entire State of Connecticut. These admissions procedures are a centralized process ensuring fidelity across all seventeen technical high schools. It is the responsibility of the District Director of Admissions or designee to supervise the administration of the Admissions Policy and Procedures. The Admissions and School Counseling Department Head serves as the liaison from each school to the District Director of Admissions and is responsible in part for implementing these procedures.

Each year, applicants to CTECS' 17 high schools exceed the number of available student seats available. It is the responsibility of the CTECS District Director of Admissions to ensure that all qualified applicants are treated fairly and equitably in an admissions process that follows the guidelines established by CTECS Board policy as well as applicable state and federal law.

Guiding Principles

Student Interest in Trade Instruction

CTECS schools play an important role in providing for the future workforce needs of the State of Connecticut. Therefore, to improve the likelihood that students will ultimately work in the trade that they learn, our admissions process emphasizes student interest in the trades. CTECS seeks applicants who have a desire to pursue their trade, either in the workforce or in continuing education, upon graduation. Although applicants' qualifications are considered through an education lens, including academic readiness and grade level promotion, they are also assessed through a career and technical education lens, including interest in trade instruction, attendance, and recommendations.

Safety

All of CTECS programs and offerings are focused on career and technical education (CTE) and the schools are designed and equipped to safely serve a specific number of students. Many of the CTE shops (i.e., carpentry, manufacturing, automotive) are equipped with powerful and dangerous equipment. Safety dictates that our learners must be responsible and capable of operating and moving safely in our CTE shops. Consequently, a critical component of CTECS Admissions Procedures is a review of a student's pattern of behavior relative to safety concerns within the school setting.

Maximizing Enrollment and Access

CTECS strives to maximize enrollment at each of its technical high schools. In doing so, CTECS provides an equal educational opportunity to all of its applicants for admission. In particular, CTECS' technical high schools are committed to ensuring that students with disabilities receive appropriate support and accommodations to enable them to apply, enroll and access a career pathway.

Preliminary Considerations

Eligibility to Apply to CTECS Technical High Schools

Any eighth-grade student who is a resident of the State of Connecticut who expects to successfully complete eighth grade is eligible to apply for fall admission to ninth grade during the eighth-grade school year, subject to the availability of open seats at a CTECS technical high school.

Any ninth-grade student who is a resident of the State of Connecticut who expects to successfully complete ninth grade is eligible to apply for 9th grade mid-year transfer or fall admission to tenth grade subject to the availability of open seats at a CTECS technical high school. Applicants for entry into tenth grade may be required to satisfy career pathway remediation plans to learn skills that were taught in ninth grade.

Student's applications may be considered for admission through October 1 of their 10th grade year.

Notwithstanding the foregoing, if a 10th, 11th, or 12th grade student has attended an out-of-state technical high school and provides evidence of competencies learned in their trade, they may be considered for enrollment by transfer at will.

Requests to transfer between CTECS schools are facilitated by the schools according to the CTECS Student Handbook and are not subject to these admissions procedures.

Successful completion of the current grade is defined as:

- Promotion to Grade 9 for current Grade 8 students; or
- Completion of a minimum of 7.0 high school credits for Grade 9 students, satisfying CTECS promotion requirements to achieve Grade 10 status.

When a Student Moves during the Application Process

Students who begin their application as residents in one town and move to another town during the application process may continue without interruption in the process. However, moving during the application process may impact the provision of transportation by their new local or regional board of education.

Transportation

CTECS does not provide transportation to and from school. Local and regional boards of education where students reside are required by law to provide transportation to a state technical high school. Decisions regarding transportation to a CTECS school are made by those boards of education, and CTECS is not a decision-making partner in the process.

Specialized transportation such as curb-to-curb transportation is dictated by a student's IEP and is a decision made at a PPT meeting at the student's district of residence during a transition PPT in preparation for a student's transition to the technical high school.

If a student's IEP does not indicate that specialized transportation is required for the year in which a student is starting at CTECS, proper documentation must be provided by the parent/guardian, and a PPT must be held at the technical high school to consider the request. The process for determining the need for specialized transportation is independent from the CTECS Admissions and Procedures Process. In the event that a PPT determines that a student requires specialized transportation, said transportation is provided by the school district where the student lives.

Homeschooled Students

Homeschooled students may apply for admission to a CTECS technical high school, including admission during the school year. Homeschooled students must provide residency verification, health and immunization requirements, and an anticipated entrance grade from the local or regional board of education where the student resides. The homeschooled student's parent/guardian must submit a copy of the homeschool approval letter from the local or regional board of education superintendent or provide documentation and other evidence of work reflecting academic progress and grade level. As with any student applicant, students who are homeschooled may apply for admission to a CTECS technical high school provided all admissions criteria are satisfied.

Students with Disabilities

Students with disabilities are encouraged to apply to CTECS technical high 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 technical high schools are a less restrictive educational environment than a traditional high school.

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 technical education and career school, the local or regional board of education for the town in which such student resides shall convene a planning and placement team meeting (PPT). The purpose of such meeting shall be to address such student's transition to such technical education and career school and ensure that such student's individualized education program reflects the current supports and services that such student requires in order to access a free and appropriate public education in the least restrictive environment. A CTECS representative must be invited to such meeting.

CTECS will make every effort to collaborate with the school district where a student applicant resides in order to provide access to career and technical education. For some students, a PPT may determine that they remain enrolled in their home district and attend a CTECS school part time for instruction in a career pathway. Additional career and technical programs can be found under the CTECS Admission website Frequently Asked Questions link.

Students who are Multilingual Language Learners

Student applicants with limited English proficiency may request the assistance of a qualified representative who will help them interpret and complete the application process. Information disclosed voluntarily by a student applicant about their English proficiency in order to receive assistance and accommodations in the admissions process will not affect the student's admission. Language Assessment Scales (LAS) scores should be submitted for all students who have received an Initial Notice.

Importance of Timely Provision of School Records from Applicant's District of Residence

Timely provision of records is extremely important to the admissions process. Parents and guardians can help expedite the provision of records by communicating directly with the school district where they reside. Parents and guardians should tell their home district that the student is seeking to enroll in the technical high school and that the records are necessary to complete this process.

Regional School Choice Office (RSCO) Participation at Select Schools

Students who apply to Prince Technical High School in Hartford, Goodwin Technical High School in New Britain and Cheney Technical High School in Manchester will apply through an alternative online application process through the Regional School Choice Office (RSCO). The online RSCO process only impacts these schools during the Application Period, Review of Applications, and Initial Notice. The remaining elements of the CTECS Admissions Policy apply to all CTECS schools, including the three CTECS' RSCO Schools. These elements include awareness, recruitment, information gathering, final acceptance, and onboarding. If these three schools are removed from the RSCO selection process, the entire admissions process will apply including all components and timeline.

Components of the Admissions Process

1. Marketing, Advertising and Information– January 1 to December 31

During this on-going phase, CTECS will advertise state-wide to spread recognition of CTECS and increase the awareness of our technical high school programs and school locations. Brochures with application information and directions will be made available by CTECS to all eighth-grade students through their middle schools' school counselors. Information will be made available on district and school websites and other social media.

2. Recruitment– September 1 to December 31

During recruitment, the CTECS' School Counseling Department Heads will reach out to middle schools' school counselors, hold recruiting events, hold open houses, provide student tours, attend school choice fairs, etc. The recruitment phase is intended to add depth of program knowledge to any student awareness created through advertising. Recruitment allows for a personal connection between prospective students and CTECS school personnel.

Prior to applying to CTECS, students have several opportunities to gain information about the CTECS including: Programs of Study that describe the academic and technical programs. All potential applicants have the opportunity to attend school fairs and open houses generally held in late October and/or early November or available virtually. Open Houses may include school tours, information sessions and presentations describing career pathways, and introductions to school staff members. Shadowing is not permitted for safety reasons. School offices, school websites and the District Director of Admissions are available year-round to provide information to prospective applicants and families. Information about the school and applications are available online.

[Access to Connecticut Public School Districts for Recruitment](#)

By law, each school district in Connecticut must provide “full access” to the technical education and career schools for the recruitment of students. This obligation means that recruitment personnel from the CTECS school must be given access to students, parents and guardians. In addition, school districts have an affirmative obligation to annually inform students and parents of students in middle and high schools of the availability of educational programs and opportunities at technical and career schools.

3. Application Period – Early November to December 15

CTECS provides a virtual, online application for all prospective students. The application, will be filled out online by the student and the parent/guardian. The parent will e-sign the application to indicate approval of their child’s application and authorize the release of all information by the student’s current school district. The online application can be accessed at cttech.org/admissions.

Applicants are strongly encouraged to apply by the priority deadline of December 15. Applications received on or before December 15 will be processed first for the first round of initial notices.

Applications submitted after December 15 through March 15 will be processed for a second round of initial notices for schools which continue to have enrollment availability.

After this March 15, submitted applications may continue to be considered and processed on a rolling basis only for schools which continue to have enrollment availability.

Parents and guardians should not rely on the possibility that applications submitted after the priority deadline will be accepted and plan accordingly.

4. Centralized Review of Applications

The District Director of Admissions or designee screens each application to determine if an application is complete and on time. Complete and timely applications are then reviewed and considered according to established admissions criteria for Initial Notification.

[Criteria for Initial Notification](#)

Student Interest Statement

Applicants must provide a Student Interest Statement through their online application. The applicant will also attest that the Student Interest Statement is their own work and conveys their desire to attend a CTECS school. The assessment of the Student Interest Statement will be

based on standard elements that are applied to all applicants.

Attendance

Regular attendance is a fundamental need for both hands-on trade instruction as well as success in the work environment. The assessment of an applicant's attendance history is based on total number of absences in all of 7th grade and for the first two months (September and October) of 8th grade. Grade 10 applicant's attendance history will be assessed on total number of absences in 8th grade and the first two months of 9th grade. Consideration will be given to any documented mitigating medical or similar factors.

Recommendation Survey

Each applicant must provide the name, title and email address of their School Counselor (or if none, another school official). CTECS will provide a link directly to the recommender that will allow the recommender to provide feedback and information regarding the applicant's interest and potential to succeed in a technical high school.

Each of the initial notification criteria is assigned a numeric value and a total is calculated, resulting in the applicant's admission application score. The applicant score is a composite point value for all complete and timely applications based on attendance, student interest statement, and recommendation survey. Priority consideration may be given to student applicants who have a sibling who currently attends a technical high school. ("**Sibling**" means a brother or sister related to the applicant by blood, marriage, adoption, or foster care placement and who lives in the same household as the applicant.)

For applicants to 9th grade: all applicants will be ranked from the highest admissions score to the lowest. Applicants will be sent an Initial Notice for their first-choice technical high school from the top score down to the maximum enrollment number for each school.

For applicants to 10th grade: based on the career pathway availability, applicants will be ranked from the highest admissions score to the lowest overall and by trade interest. Applicants may be contacted to ascertain interest in the available career pathways, records are requested and a preliminary review by the Director of Admissions is conducted. Applicants will be sent an Initial Notice for their first-choice technical high school, first choice trade interest, from the top score down to the maximum enrollment number for each school.

If two applicants' scores are tied at the maximum enrollment number, the District Director of Admissions or designee will make a random selection to determine which student will be offered the Initial Notice.

Once maximum enrollment for each school has been reached, remaining applicants who have met the initial notification criteria will be placed on a waiting list. Students on the waiting list will

have their applications reviewed as seats become available. The waiting list for grades 9 and 10 will be maintained until October 1.

5. Initial Notices: On or about February 15

CTECS will notify all applicant parents/guardians of their student's status via the email provided on the submitted application. Some students will receive an Initial Notice which notifies applicants that they are invited to continue in the application process. Other students will be notified that they have been placed on a waiting list. The waiting list for grades 9 and 10 will be maintained until October 1.

If an applicant receives an Initial Notice from their first-choice school, they will not receive a notice from their second or third choice school.

If an applicant is placed on a waiting list for their first-choice school, they will receive a communication regarding their second school choice which will be either an Initial Notice or a Waitlist Notice.

If an applicant is placed on a waiting list for their second-choice school, the student applicant will receive a communication regarding their third-choice school which will be either an Initial Notice or a Waitlist Notice.

The Initial Notice is a conditional acceptance. In order to complete the admissions process and enroll at a CTECS technical high school, student applicants must satisfy the criteria for final acceptance. Such criteria are assessed during the information gathering process.

6. Information Gathering: Mid-February to June 10

During information gathering, CTECS will gather promotion confirmation, discipline records, attendance records, attend any required meetings, i.e., Planning and Placement Team and 504 Team meetings, and review the information gathered.

Although CTECS staff will gather this information, in order for the admissions process to move forward, it is ultimately the responsibility of the applicants to ensure that the technical high school has received necessary documentation including confirmation that the student has been promoted.

CTECS will make every effort to work collaboratively with applicants' home school districts to ensure that the information gathering process is not delayed and that multiple methods of communication are made available to ensure that the required information is sent to CTECS.

Moving Forward in the Admissions Process after Initial Notice

A CTECS applicant will be able to move forward in the admissions process for consideration for full acceptance if:

- Completed release of information has been provided by the parent/guardian
- Receipt of up-to-date educational records have been provided, including:
 - Discipline records and attendance records for the past two school years
 - IEPs for the last three school years
 - 504 plans for the last three school years
- Any evaluations from the past three years, including, but not limited to the following;
 - Assistive/Augmentative Technology Evaluations
 - Functional Behavior Assessment/ Behavior Intervention Plan
 - Neuro-psychological Evaluations
 - Occupational Therapy Evaluation
 - Physical Therapy Evaluation
 - Speech and Language Evaluation
 - Social Work Assessment
 - Language Assessment Scales (LAS) scores for multilingual learner students has been provided.
- For students who are currently in the special education referral process or who have a current IEP or 504 plan:

Prior to a student's enrollment in a technical education and career 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 CTECS in attendance. In order to ensure timely planning, the transition PPT meeting should be held prior to June 15 of the current enrollment year. An "Initial Notice" letter will require the local/regional board of education to plan and facilitate a transition meeting as the next step in the CTECS admissions process.

7. Final Acceptance

Criteria for Final Acceptance

Promotion

Eligibility for final acceptance is dependent upon earning promotion to the next grade. Every eighth-grade applicant must anticipate promotion to ninth grade. For students applying during ninth grade, applicants must have earned enough credits to be considered a tenth grader by the CTECS school district. During the information gathering phase of admissions, applicants must provide confirmation that they have been promoted. Applicants who are not promoted will not be eligible to enroll.

Safety

During the information gathering phase of admissions, CTECS will review applicant behavior and discipline records. Safety will be informed by a centralized review of student discipline records during 7th and 8th grade (8th and 9th grade for 10th grade applicants). Standard guidelines will be used to assess applicants and consideration will be given to any mitigating circumstances. Any student who is denied admission due to safety concerns arising from discipline records shall be provided with notice and an opportunity to appeal the decision.

Final Acceptance on or Before June 30

Notification of Final Acceptance occurs when applicants have successfully fulfilled all admissions criteria.

Final Acceptance after June 30/ Summer

Some students may receive notification of Final Acceptance after June 30. Although every effort is made to determine Final Acceptance by June 30, there may be instances in which a CTECS school is not at full capacity and/or in which a student has not successfully completed all admissions criteria and met all the documentation requirements in a timely manner.

Final Acceptance may be Rescinded

In the event that any application is found to be fraudulent or a student is accepted under false pretenses, the applicant will be deemed ineligible to enroll and any final acceptance may be rescinded. If any fraud in the application process is discovered after the applicant is in attendance at a school, the District Director of Admissions will determine the appropriate action. The appeal process will apply to this aspect of admissions.

Admissions Review and Appeal Process

Notice

Any letter to a parent/guardian notifying them that a student applicant was not admitted or was unable to move forward or had a final acceptance rescinded shall include information about CTECS' admissions review and appeal process. Upon receipt of such notice, an applicant's parent/guardian may request a review of the decision by sending a written request to the District Director of Admissions. A parent/guardian's request for review of the decision must be in writing and made within 10 days of the date of the notice.

Review

The review will be conducted by the District Director of Admissions or designee and will begin promptly after receipt of the written request. The District Director of Admissions or designee will review all available application information including any additional information submitted by the parent and respond in writing within a reasonable period of time after the request.

Appeal

If parent/guardian wishes to appeal the decision of the District Director of Admissions or designee, they may do so by sending a written request to the CTECS Superintendent. The Superintendent (or designee other than the District Director of Admissions) will respond in writing with the findings of his/her review within a reasonable period of time after the receipt of the appeal letter. The decision of the Superintendent (or designee) is final.

All appeals decisions will be shared with the Director of Special Education, Special Education Supervisor/Consultant assigned to the school, the principal, and the Admissions and School Counseling Department Head.

8. Onboarding - Summer

Onboarding is a range of activities to build connections to our new students and provide them multiple opportunities to see and experience our schools and staff. Onboarding may include summer team building, Freshman Academy, parent nights, attendance at sporting events, open houses, meetings with school administration, etc.