

CTECS Application Process for Students Entering in the 2020-2021 School Year

General Application Information:

The goal of the Application Process for the Connecticut Technical Education and Career System (CTECS) is to assemble a student body in each school that is representative of both the regional community the schools serve and the town in which the school is located; to graduate students who have 21st Century Skills that address the business, industry and labor needs of the state and are prepared for post-secondary education. For information on how our educational programming differs from a traditional high school please see the Comparison of CTECS Program to Traditional High School document posted on our admissions site.

The CTECS is advised by a CTECS Board and operates as a state agency. Enrollment is not based on residence as long as the student applicant resides in Connecticut. For these reasons as well as others an interested student must make application to attend.

How Admission is Determined:

Students are assigned points based on the grade information submitted with their application, scaled scores earned on the Smarter Balanced assessment and their response to questions related to the student's interest in a Technical High School. This can vary from year to year. The applicants' total score determines their placement on a ranked list. A ranked list is a roster of applicants sorted in order from the highest total score to the lowest total score. All CTECS schools rank students in the same manner but the number of students selected can vary based on the size of the school and the number of applicants. Students who meet the initial admissions criteria receive a "First Step" letter which indicates the steps the student must take for enrollment. Student applicants who do not meet the initial admissions criteria are placed on a wait list.

If your child meets the first step of the application process and the Parent Response Form is received indicating intent to attend, we will notify your school of required additional information as identified in the student application. We ask that you assist in the prompt submission of your child's records. If your child has an Individualized Education Program (IEP) or 504 Plan, we will request the records from the school in which he or she is presently enrolled as soon as possible. Once records are received, a Planning and Placement Team (PPT) or 504 Meeting will be convened to determine what special education and/or related aids and services the student needs in the CTECS environment. **In order to ensure appropriate supports are in place, these meetings must occur before student placement in the CTECS. In limited instances, a Section 504 or PPT meeting may determine that the CTECS is not an appropriate placement for a student to receive a free appropriate public education (FAPE). Upon enrollment, CTECS will ensure that needed services are provided to the student and that the student receives a FAPE.**

Steps Needed to Complete the Enrollment Process Once a First Step Letter is Received:

- Return Parent Response Form
- Convene PPT or 504 meeting (for students who have a current IEP or 504 Plan)
- Receipt of complete school records that indicate:
 - No serious disciplinary infractions;
 - Successful completion of current grade;
 - Record of immunization as required by law;

You will be notified if the enrollment process can't be completed for one of the above reasons.

We urge families to consider the process above before purchasing uniforms and dismissing options at other schools.