

Connecticut Technical Education and Career System
Admissions Policy
and Administrative Procedures

OCTOBER 2020

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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.

Connecticut Technical Education and Career System Board Policy on the Admission of Students

In accordance with Connecticut General Statutes §10-95(b), the CTECS Board has recommended this admissions policy to the Superintendent to govern the admission of students to any technical education and career school. This admissions policy guides the recruitment, application, and enrollment process for new students.

Admission to CTECS' technical high schools is a centralized, state-wide process that ensures fidelity and coherence throughout all components of the admissions process. CTECS provides equal educational opportunities to all qualified students in compliance with state and federal law.

The basic components of the admissions process are:

1. **Awareness**
2. **Recruitment**
3. **Application Period**
4. **Review of Applications**
5. **Initial Acceptance**
6. **Information Gathering**
7. **Final Acceptance**
8. **Onboarding**
9. **Exploratory**
10. **Trade Assignment**

The CTECS Board recognizes that only half of the student applicant pool for its technical high schools can be admitted due to high interest coupled with limited seats. CTECS' adult programs also have limits to enrollment. Therefore, the CTECS Board authorizes the Superintendent to develop and maintain administrative procedures that establish a fair and equitable admissions process in alignment with CTECS' mission and the workforce needs of the State.

Additionally, the administrative procedures must ensure that the admissions process shall:

- Maximize enrollment at all CTECS technical high schools
- Encourage students to apply who have a genuine interest in trade instruction that will prepare them for successful careers and support Connecticut business and industry
- Maintain the safe operation of CTECS trade shops
- Make certain that students who enroll will be able to access a trade shop
- Ensure that students with disabilities are provided with appropriate supports to be successful
- Provide a centralized admissions review and appeal process for applicants who are not accepted
- Enable CTECS to provide its Board with an annual summary of applicant data

Approved by CTECS' Board October 21, 2020

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 in the Admission of Students.

Introduction

CTECS' technical high schools are a state-wide, public school choice offering created and maintained by the State of Connecticut. Each of CTECS' seventeen technical high schools are a separate, regional school that serves 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 Director of Admissions or designee to supervise the administration of the admissions policy and procedures. The School Counseling Department Head serves as the liaison from each school to the Director of Admissions and is responsible in part for implementing these procedures.

Each year, applicants from across the state of Connecticut exceed more than twice the number of available student seats. It is the responsibility of the 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, our admissions process puts an emphasis on student interest. CTECS wants students who have a vocational and technical employment career focus. Therefore, our admissions process is career focused. Although applicants' qualifications are considered through a school lens, including academic readiness and school success, they are also assessed through a vocational lens, including motivation/interest in trade instruction, attendance, and recommendations.

Safety

All of CTECS' programs and offerings are focused on career and technical education programs. The technical high schools are designed and equipped to safely serve a specific maximum number of students. Many of the shops are filled with powerful and dangerous equipment. Safety dictates that our learners must be responsible and capable of operating and moving safely in our trade shops. Consequently, CTECS' admissions procedures address student safety concerns.

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 students and applicants for admission. In particular, CTECS' technical high schools are committed to ensuring that students with disabilities

receive appropriate supports and accommodations to enable them to apply, enroll and access a trade shop.

Preliminary Considerations

Eligibility to Apply to CTECS' Technical High Schools

Any eighth or ninth grade student who is a resident of the state of Connecticut who expects to successfully complete their current grade is eligible to apply for fall admission or admission during the school year subject to the availability of open seats at a CTECS technical high school. Successful completion of the current grade is defined as promotion to the next grade for current Grade 8 or grade 9 students by the student's local or regional board of education.

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. CTECS does not provide transportation to and from school. Local and regional boards of education authorities are required to provide transportation to a state technical high school.

Application by Home-Schooled Students

Home-schooled students must provide residency verification, health and immunization requirements, and an anticipated entrance grade from their local or regional board of education. Home Schooled Students may apply for admission to a CTECS technical high school, including admission during the school year, provided all admission criteria are followed. The home-schooled student's parent/guardian must submit a copy of the home school 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. Home-schooled students will be accepted to the CTECS technical high school according to the selection criteria in this admission policy and procedure. Students who are home-schooled may apply for admission to a CTECS technical high school provided seats are available and all admissions policy criteria are followed.

Students with Disabilities

Students with disabilities are encouraged to apply to CTECS' technical high schools. CTECS schools will implement a student's IEP and/or 504 Plan and provide free and 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 supports that they need to be successful, during the information gathering period following a student's initial acceptance, CTECS' schools follow the procedural safeguards outlined in the memo dated May 29, 2020 entitled "Connecticut Technical Education and Career System Revised Admissions Process," (Attachment 1). In addition, student applicants with disabilities may self-identify for the purpose of requesting reasonable accommodations during the application and admissions process.

Students who are English 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.

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 will apply to these schools during the application period, review of applications, and initial acceptance. The remaining elements of our admissions policy apply to ALL schools, including the three CTECS RSCO Schools. These elements include awareness, recruitment, information gathering, final acceptance, onboarding, exploratory, and trade assignment. 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. Awareness - August 1 to December 31

During the awareness phase, CTECS will advertise state-wide to spread recognition of the CTECS and increase the awareness of our technical high school programs and school locations. Brochures and postcards 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.

2. Recruitment- September 1 to December 31

During recruitment, the CTECS School Counseling Department Heads will reach out to middle schools' School Counselors, 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 and an application is available online with links available in all marketing materials and in the sending schools' counseling offices. 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. Students may tour a school, learn about available trade shop areas, and listen to presentations describing career pathways. School Offices are open year-round to provide information to prospective applicants and families. Information about the school and applications are always available online.

3. Application Period - November 1 to December 31

The application period is the open enrollment period. CTECS provides a state-wide online application for all prospective students. The application will only be open to enrollment during this time. Late applications may be considered in alignment with this procedure in schools that continue to have enrollment availability. Parents and guardians should not rely on the possibility that late applications will be accepted and plan accordingly. The application, requesting personal information and program choices 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 sending school. The application is virtual and submitted online.

4. Review of Applications -January 2 – February 14

The Director of Admissions or designee screens each application to determine if it is complete and on time. Complete and timely applications are then reviewed and considered according to established selection criteria for initial acceptance.

Selection Criteria for Initial Acceptance:

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 the nature (excused v. unexcused) and total number of absences in 7th and 8th grade with consideration given to any mitigating medical or similar factors.

INTEREST:

Applicants must provide a letter of interest through their online application. The applicant will also attest that the letter of interest is their own work and conveys their desire to attend a CTECS school. The assessment of the letter of interest will be based on standard elements that are applied to all applicants while also ensuring that any learning or technological barriers are taken into consideration.

LETTER OF RECOMMENDATION:

Each applicant must submit a letter of recommendation from an employee of the school where they attend or a non-family member who is familiar with the applicant. The letter of recommendation should address the student's interest and potential to succeed in a technical high school and must include the name, title and contact information of the reference.

Each of the selection criteria is assigned a numeric value. The total of the selection criteria is calculated, resulting in the applicant's admission application score. The applicant score is a composite point value for all complete and on time applicants based on anticipated promotion, attendance, letter of interest, and letter of recommendation.

All applicants will be rank ordered from the highest admissions score to the lowest. Applicants will be offered a seat to attend their first choice technical high school 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 Director of Admissions or designee will conduct a random selection to determine which student will be offered initial acceptance.

After maximum enrollment for each school has been reached, remaining applicants who have met the initial acceptance criteria will be placed on a waiting list. Students on the waiting list will have their applications reviewed as seats become available.

5. Initial Acceptance – On or about February 15

CTECS will notify all applicants of their status as an applicant. Some students will receive initial acceptance offers notifying them of the needs to continue in the process. Other students will be notified that they have been placed on a waiting list.

The initial acceptance is a conditional admission based upon a portion of the selection criteria. In order to enroll at a CTECS technical high school, students must also satisfy the promotion and safety criteria and complete the information gathering process.

6. Information Gathering - February 15 to June 30

During information gathering, CTECS will gather promotion confirmation, discipline records, attendance records, and hold any required meetings, i.e. Planning and Placement Team and 504 Team meetings. Although CTECS' staff will gather this information, 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.

Selection criteria for final acceptance:

PROMOTION:

Eligibility/readiness will be determined by 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 their local 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 discipline records. Safety will be informed by a centralized review of student discipline records during 7th and 8th grade. Standard guidelines will be used to assess all 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.

7. Final Acceptance - June 30 and after

Final Acceptance occurs when applicants have successfully fulfilled all selection criteria and met all the documentation needs and all remaining meetings have occurred.

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 Director of Admissions will determine the appropriate action. The appeal process will apply to this aspect of admissions.

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, etc.

9. Exploratory - First semester ninth grade

The exploratory component is a multi- stage process where newly enrolled students experience many trade shop areas and then select a few to explore more deeply to assist them identify their first three preferred trade choices.

All grade nine CTECS enrolled students are scheduled into our exploratory program. The exploratory program is the final phase of admissions and is established to assist new students identify their preferred trade areas. During exploratory, all grade nine students explore many trade shops for a short term of at least two class periods each. Next, all grade nine students explore at least three trade shops of their choice for a minimum of four meetings. Then, each student is scored based on a rubric of measurable outcomes, creating an exploratory score. At the completion of exploratory, students will identify their top three trade shops in order of preference. Finally, trade shop enrollments are awarded based on space available determined by each technical high school's counseling department.

When more students select a trade shop than there are spaces available, then the student's second and third choices are considered. For highly desirable shops, exploratory scoring will be considered for final shop area placement. Unfortunately, not all students may be enrolled in their top trade shop choice. The student's School Counselor will meet with any student who does not receive their first choice and review options. Then, waiting lists will be created and openings filled in the same manner outlined above.

Students who are enrolled in a CTECS technical high school who wish to transfer from one trade shop to another during the school year and after the exploratory period may apply for a transfer in their school counseling office. This transfer is not a function of admissions. Transfer requests will be considered subject to the availability of openings in the requested trade shop. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for that student.

10. Trade Assignment (No later than the start of second semester ninth grade)

Since gaining an education in a trade area is the fundamental purpose of the CTECS, permanent placement in a shop area is the completion of the admissions process and establishes the pathway within CTECS for each new student to succeed.

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 placed on a waiting list 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's Director of Admissions.

Review: The review will be conducted by the district's Director of Admissions or designee and will begin promptly after receipt of the written request. The 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 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 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.