



# A Checklist for Applying to CTECS for the 2022 – 2023 School Year

We are excited that you and your students are interested in a CTECS education. Please refer to the important dates and checklist below, which will help you gather the needed information for completing the CTECS on-line application. Please note that all applications must be submitted through our online application platform at [www.cttech.org/admissions/ctecs-applications](http://www.cttech.org/admissions/ctecs-applications)

Please contact the school counseling department at the school to which you are applying if you need support in accessing the online application. A list of contacts can be found at [www.cttech.org/admissions/ctecs-applications](http://www.cttech.org/admissions/ctecs-applications)

## Important Dates:

**On or about November 5** - access the online application at [www.cttech.org/admissions/ctecs-applications](http://www.cttech.org/admissions/ctecs-applications) The application may be translated to any language by visiting the link found in the application directions. Steps to follow are included within that link.

**December 15 - Priority Application Date** Applicants and their families are encouraged to apply on or by December 15th as that is the priority date for processing applicants for the first round of initial notices.

**On or about February 15 - Initial Notice** - Initial Notices will be sent to the one parent/guardian email address which was provided when you completed your online application. An initial notice is considered a conditional admission and 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.

---

**Mid-February through June 10- Information Gathering-** 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 applicant to ensure that the technical high school has received necessary documentation. Parents/Guardians are encouraged to keep in communication and collaborate with their student's Middle School about providing the required information to CTECS as well as any meetings that may be required if a student has an IEP or 504 plan.

## Application Checklist

What should I have when I start my on-line application?

- **Official name of school which the applicant is currently attending**
- **Official mailing address of school which the applicant is currently attending**
- **One parent/guardian email address that will be used for all email communication, including acceptance status.** Only one email will be used, so please ensure that the one email is active and remains active and accessible throughout the application process.
- **The names of up to 3 CTECS schools that the applicant is interested in attending.** Please note that transportation to CTECS schools is provided by your sending school district, not CTECS. Therefore, you should consider which CTECS schools your sending school district provides transportation to. You may contact your sending school counselor for the most up-to-date information about transportation from your town/city.
- **The top three trade areas at each school that the applicant is interested in.** Please note that not all schools offer all trades. Please visit [cttech.org](http://cttech.org) to familiarize yourself with the trades that are offered at your school(s) of interest. CTECS collects this information in order to assess student interest, however, this does not guarantee trade placement if a student is offered final acceptance.
- **A statement written by the student applicant which describes the applicant's interest in attending a CTECS school and how the applicant will use a CTECS education in the trades after high school.** Please note that there is a 500-character limit for the interest statement. Additional pages and/or links will not be considered, so it is recommended that the applicant create a draft prior to entering the text into the application.
- **Reference.** The first name, last name, title and email address of a person who will be able to complete a recommendation. The person may not be a parent/guardian or other family member.
- **First name, last name, and email address of current School Counselor, Principal or other staff providing information to CTECS** regarding attendance record, state student id number (SASID), and current programming.