

**Connecticut Technical Education and Career System  
Admissions Policy  
and Administrative Procedures**

**2022-23**

## CTECS POLICY OF NON-DISCRIMINATION

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 admissions, vocational education, recruitment, financial aid, academic programs, student treatment and services, school and career counseling, discipline, classroom assignment, grading, recreation, physical education, and athletics) **on the basis of age, ancestry, color, criminal record (in state employment and licensing), disability (including, but not limited to, intellectual disability, past or present mental disorder, physical disability including blindness or learning disability), gender identity or expression, genetic information, marital status, national origin, race, religious creed, retaliation for previously opposed discrimination or coercion, sex (including pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems or any other basis prohibited 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 should 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, 8<sup>th</sup> Floor, Boston, Massachusetts](#) 02109-3921, Email- [OCR.Boston.ed.gov](mailto: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 Notice**
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 November \_\_, 2021*

## **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 in the State of Connecticut. Each of CTECS' seventeen technical high schools and one Educational Career Center (Bristol Tech) 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 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 CTECS 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 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, 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 students and 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 trade shop.

## 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 admission during the ninth-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 fall admission to tenth grade 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 sending school district.

### **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 sending school's transition PPT in preparation for a student's transition to the next school year.

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 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 their local or regional board of education. 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. 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.

## **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. Language Assessment Scales (LAS) scores should be submitted for all students who have received initial notice.

## **Importance of Timely Provision of School Records from Sending Schools**

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 their sending district. Parents and guardians should tell their sending school 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 for the 2022-2023 school year 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 notice. 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.

### **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 CTECS' school must be given access to students, parents and guardians. In addition, school districts have an affirmative obligation to 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**

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.

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

## **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 admissions criteria for initial notice.

### **Criteria for Initial Notification:**

#### 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 7<sup>th</sup> and 8<sup>th</sup> (or 8<sup>th</sup> and 9<sup>th</sup> grade for 10<sup>th</sup> grade applicants) with consideration given to any documented 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.

#### RECOMMENDATION:

Each applicant must provide the name, title and email address of a non-family member who is familiar with the applicant and willing to provide a recommendation. 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, interest statement, and recommendation.

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. 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 the initial notice.

After maximum enrollment for each school has been reached, remaining applicants who have met the initial notice 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 grade 9 will be maintained until October 1st.

## **5. Initial Notices: On or about February 15**

CTECS will notify all applicant parents/guardians of their status as an applicant 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 grade 9 will be maintained until October 1st.

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, and attend any required meetings, i.e. Planning and Placement Team and 504 Team meetings. 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 sending schools to ensure that the information gathering process is not delayed and that multiple methods of communication are made available to sending schools to ensure that required information is able to be 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 the following:

1. Completed release of information has been provided by the parent/guardian
2. Receipt of up-to-date educational records including:
  - i. discipline records
  - ii. attendance records for the past two school years
  - iii. IEPs for the last three school years
  - iv. 504 plans for the last three school years
  - v. Any evaluations from the past three years, including, but not limited to the following;
    - a. Assistive/Augmentative Technology Evaluations
    - b. Functional Behavior Assessment/ Behavior Intervention Plan
    - c. Neuro-psychological Evaluations
    - d. Occupational Therapy Evaluation
    - e. Physical Therapy Evaluation
    - f. Speech and Language Evaluation
    - g. Social Work Assessment
  - vi. Language Assessment Scales (LAS) scores for students for students in EL programming.
3. For students who are currently in the special education referral process or who have a current IEP or 504 plan:

The sending school district convenes a PPT or 504 meeting on or before June 10th in which the transition to the technical high school is addressed.

## **7. Final Acceptance**

### **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 behavior and discipline records. Safety will be informed by a centralized review of student discipline records during 7<sup>th</sup> and 8<sup>th</sup> grade (8<sup>th</sup> and 9<sup>th</sup> grade for 10<sup>th</sup> grade applicants). 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.

### **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<sup>th</sup>, 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 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 students are required to participate in the school's full exploratory program with all trades offered at the student's respective school. 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 two school days in each trade. Next, all grade nine students explore 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 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 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 and Student Services.

**Review:** The review will be conducted by the district's Director of Admissions and Student Services or designee and will begin promptly after receipt of the written request. The Director of Admissions and Student Services 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 and Student Services 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 and Student Services) 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 School Counseling Department Head.