



**STATE OF CONNECTICUT**  
*STATE DEPARTMENT OF EDUCATION*



**TO:** Directors of Special Education and Pupil Services

**FROM:** Bryan Klimkiewicz, Special Education Division Director  
Michael Crocco, Superintendent of Schools, Connecticut Technical Education and Career System

**DATE:** June \_\_\_, 2025

**SUBJECT:** Connecticut Technical Education and Career System (CTECS) Admissions Process

This communication provides guidance on the admissions process for students who receive special education services and apply for admission to a CTECS high school. This letter revises and replaces the memorandum of April 12, 2024, on the same topic.

**Law Regarding CTECS Admissions Process**

Subsection (c) of Conn. Gen. Stat. §10-76q requires that 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 this meeting shall be to address such student's transition to the technical education and career school and ensure that such student's individualized education program (IEP) reflects the current supports and services that such student requires in order to access a free and appropriate public education (FAPE) in the least restrictive environment (LRE). A representative from such technical education and career school must be invited to such meeting.

**Overview of the Sending School District Obligations**

Based upon Conn. Gen. Stat. § 10-76q(c), sending school districts must do the following:

1. Promptly provide the student's special education records to the technical high school (within 10 calendar days from the date of the request from CTECS pursuant to Conn. Gen. Stat. §10-220h).
2. Convene a Transition planning and placement team (PPT) meeting prior to the student's enrollment at the technical high school.
3. Invite a CTECS technical high school representative to attend the Transition PPT meeting.
4. Promptly provide the Transition PPT meeting IEP to CTECS as soon as it is finalized.

**CTECS' Admissions Process**

CTECS' admissions process will progress based on the following actions in collaboration with the sending school districts:

1. **CTECS' application period is open from November to March.** CTECS provides an online application for all prospective students. The parent e-signs the application to indicate approval of their child's application and authorizes the release of all information by the student's current school district. The online application can be accessed at [cttech.org/admissions](http://cttech.org/admissions) beginning mid-November.  
**Priority Application Deadline:** Applications must be submitted by January 15, to be included during the first round of placements.  
**Application Requirements:** To be processed, all applications must meet the full requirements. This includes submitting a complete online application and a student interest artifact. Applications that do not meet the requirements will be considered incomplete and will not be placed in the applicant pool, making them ineligible for a spot at a CTECS school. CTECS will notify families if the application is ineligible before February 1. It is the applicant's responsibility to make sure all requirements are met.  
**Student Interest Artifacts:** Each applicant has the option to either submit a written essay or a video expressing their interest in attending a technical high school. For full details see [www.cttech.org/admissions](http://www.cttech.org/admissions).
2. **CTECS Sends Placement notifications to the Sending School Districts.** On or about February 15 of each year, CTECS will notify sending families and their districts that the student has been selected for placement in one of the CTECS schools or that they remain in the applicant pool in the event a second selection lottery is needed. After receipt of a placement notification, an applicant may continue the admissions process by responding directly from within the notification email.
3. **CTECS Requests Student Records.** Upon receipt of the Parent's response to accept the offered placement, which confirms the intent to attend a CTECS school in the fall, CTECS will request up-to-date education records directly from the sending school district, including all special education and Section 504 records. Records must be provided promptly and not later than ten (10) calendar days from the date of the request from CTECS pursuant to Conn. Gen. Stat. §10-220h. Sending school districts must provide these records promptly in order to ensure that the CTECS' admissions team has the most current student information in preparation for the required Transition PPT meeting, which will be scheduled by the sending school district. Although it is ultimately the responsibility of the applicant to ensure that CTECS has received the requested documentation including confirmation that the student has been promoted, a school district's failure to provide the documentation in a timely manner to CTECS may result in termination of the student's application process.
4. **Sending School Districts Convene Transition PPT Meetings.** When a parent confirms the student's intent to attend a CTECS school in the fall, the sending school district is

required by law to schedule and convene a Transition PPT meeting and invite a representative from CTECS to this meeting. The meeting will address the student's transition to the CTECS school and ensure that the student's IEP reflects the current support and services that the student requires in order to access FAPE. The CTECS representative will provide information regarding CTECS to inform the PPT recommendations regarding implementation of the IEP in the technical high school. During the Transition PPT meeting, if the PPT determines that the student can access FAPE in the technical high school, then the student continues in the application process. In the rare circumstance that the PPT determines that the student cannot access FAPE in the technical high school, then the student's CTECS application process ceases, and the student does not attend CTECS in the Fall.

5. **Transition to CTECS.** For students continuing in the application process after the Transition PPT, the sending school district will share the IEP with CTECS as soon as it is finalized. Following the receipt of the IEP developed in the Transition PPT meeting attended by a CTECS representative, the student will move forward to final acceptance.

We appreciate your collaboration with CTECS to ensure a student's IEP reflects the current supports and services to access FAPE in the CTECS environment.

Please contact Javette Giannelli-Allen ([javette.giannelli-allen@cttech.org](mailto:javette.giannelli-allen@cttech.org)), CTECS Director of Special Education and Support Services, or Patricia King ([patricia.king@cttech.org](mailto:patricia.king@cttech.org)), CTECS Director of Admissions, with any questions or assistance with implementation of this guidance.

cc: Charlene M. Russell-Tucker, Commissioner of Education, CSDE  
Sinthia Sone-Moyano, Deputy Commissioner, CSDE  
Dr. Alice Pritchard, Executive Director, CTECS  
Superintendents of Schools