



**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 (CTECS)

**DATE:** May 7, 2026

**SUBJECT:** Connecticut Technical Education and Career System (CTECS) Admissions Process for Students Receiving Special Education Services

This memorandum provides updated guidance on the admissions process for incoming students receiving special education services who apply to attend a CTECS high school. This communication supersedes and replaces the June 2025 memorandum on this topic.

### **Legal Requirements Related to Enrollment**

Prior to a student's enrollment in a CTECS high school, Section 10-76q(c) of the Connecticut General Statutes (C.G.S.) requires the local or regional board of education in the town where the student resides to convene a Planning and Placement Team (PPT) meeting. The purpose of this meeting is to address the student's transition to the technical high school and ensure that the student's individualized education program (IEP) reflects the supports and services required for the student to access a free appropriate public education (FAPE) in the Least Restrictive Environment. A representative from the receiving CTECS high school must be invited to participate in this meeting.

### **Obligations of the Sending School District**

Pursuant to C.G.S. §§10-76q(c) and 10-220h, sending school districts must satisfy the following requirements for student enrollment in a CTECS school:

1. **Provide the student's educational records within ten (10) calendar days from a request by CTECS**, including all special education and Section 504 documentation, per C.G.S. §10-220h.
2. Convene a **Transition PPT meeting prior to the student's enrollment** in a CTECS high school.
3. **Invite a CTECS representative** to participate in the Transition PPT meeting.
4. **Promptly provide the finalized IEP** developed during the Transition PPT meeting to CTECS as soon as it is completed.

Sending districts should schedule the Transition PPT meeting as soon as possible after a student accepts a placement offer and make every effort to hold the meeting during the school year prior to the student's enrollment. When placement occurs after the end of the school year through CTECS' rolling admissions process, CTECS will coordinate the meeting during the summer prior to the start of the school year and invite the sending district.

## Overview of the CTECS Admissions Process

### Student Application to CTECS High Schools

Students apply to CTECS high schools through one of two application systems:

- **CTECS General Application** (for most technical high schools statewide), or
- **The Regional School Choice Office (RSCO) Application** (for Hartford-area schools: A.I. Prince, E.C. Goodwin, and Howell Cheney Technical High Schools) for applying 9<sup>th</sup> graders only.

Both processes utilize an **online application and a computerized random selection lottery**. Applications are **not scored, ranked, or evaluated based on grades, attendance, or other performance measures**.

Students who are not selected during the initial lottery are **automatically placed on a waitlist**, with the order determined by the lottery protocol. Families may receive placement offers later if seats become available. Once the student receives a placement offer, the same process applies regardless of whether the student is admitted through the CTECS General Application or the RSCO Application.

Application & Placement Process   Academic Year 2026–2027						
Application Type	Application Components	On-Time Application Period	First Round of Placements	Late Application Period	Offer Response Period	Last Round of Offers
<b>CTECS General Application</b>	Online application plus unscored student interest statement or video	Nov 15, 2025 – Jan 25, 2026	Feb 1, 2026	Jan 26, 2026 – Mar 1, 2026	14 days to accept offer	May 15, 2026 <i>Additional offers as seats become available</i>
<b>RSCO Application</b>	Single online application for CTECS, magnets & Open Choice	Dec 3, 2025 – Feb 11, 2026	Feb 25, 2026	Mar 11, 2026 – Sep 30, 2026	7–10 days to accept offer	Apr 21, 2026 <i>Additional offers as seats become available</i>
<a href="https://ctecs.org/admissions">🏠 CTECS General Application →</a> <a href="https://ctecs.org/admissions">ctecs.org/admissions</a>				<a href="https://chooseyourschool.org">🏠 RSCO Application →</a> <a href="https://chooseyourschool.org">chooseyourschool.org</a>		

1. **CTECS General Application Requirements:** Families apply to CTECS high schools outside the Hartford Region using the application available at [www.cttech.org/admissions](http://www.cttech.org/admissions). Parents e-sign the application to indicate approval of their child’s application and authorize the release of all information by the student’s current school district.

An application must be complete at the time of submission and must include:

- A **completed online application**, and
- A **Student Interest Statement**, which allows students to share why they are interested in attending a technical high school and pursuing trade education. This statement is submitted as either:
  - a written response (maximum 800 characters), or
  - a short video (1-3 minutes).

Applications that are missing required components will be considered **incomplete** and cannot be entered into the random selection lottery. CTECS notifies families when an application is incomplete. It is the applicant’s responsibility to ensure all required materials are submitted correctly and on time.

2. **RSCO General Application Requirements:** Families apply to all three Hartford area CTECS schools (A.I. Prince, E.C. Goodwin, and Howell Cheney) as a region using the school choice application available at [www.chooseyourschool.org](http://www.chooseyourschool.org). Families must complete and submit the application to be included in the placement process. Students who are not offered a seat during the initial placement round are **automatically placed on a waitlist for their school and program selections in accordance with the placement protocol and their choice order**. As seats become available, families are notified of a placement in their order on the waitlist.

### **Placement Notification and Records Request**

Throughout the placement process, CTECS or RSCO notifies families about their student placement or waitlist status. Once a family accepts a placement offer and begins the registration process, CTECS will request the student’s educational records from the sending district. Sending districts must provide these records promptly to enable CTECS staff to prepare for the required Transition PPT meeting and ensure appropriate planning for the student’s educational program.

### **Transition PPT Meeting**

After a parent confirms the student’s intent to attend a CTECS school, the sending district must schedule and convene the Transition PPT meeting and invite a representative from the receiving CTECS high school. The purpose of the meeting is to review the student’s transition to the technical high school and ensure that the IEP accurately reflects the services and supports necessary for the student to access FAPE within the CTECS environment. The CTECS representative will provide information regarding CTECS to inform the PPT recommendations regarding implementation of the IEP in the technical high school. In the rare circumstance that the PPT determines the technical high school is not an appropriate placement for the student, the PPT must recommend an alternative

placement and revise the IEP accordingly. In such cases, the student would not enroll in the CTECS school.

### **Transition to CTECS**

For students continuing in the admissions process, the sending district must promptly provide the finalized IEP to CTECS following the Transition PPT meeting in order to complete enrollment in a CTECS school.

### **Collaboration and Questions**

CTECS appreciates the continued collaboration of sending school districts in supporting student transitions and ensuring that each student's IEP reflects the services necessary for success in the CTECS high school environment. For questions or assistance regarding this process, please contact:

- **Joshua Robinson**, Assistant Superintendent of Special Education and Pupil Services, CTECS  
joshua.robinson@cttech.org
- **Patricia King**, Director of Admissions, CTECS  
patricia.king@cttech.org
- **Bryan Klimkiewicz**, Special Education Division Director, CSDE  
bryan.klimkiewicz@ct.gov

cc: Charlene M. Russell-Tucker, Commissioner of Education, CSDE  
Sinthia Sone-Moyano, Deputy Commissioner, CSDE  
Keith Norton, Chief Strategic Planning Officer, CSDE  
Dr. Alice Pritchard, Executive Director, CTECS  
Michael Crocco, Superintendent of Schools, CTECS  
Robin Cecere, Division Director, CSDE