

GREATER LOWELL TECHNICAL HIGH SCHOOL

ADMISSION POLICY

I. INTRODUCTION

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to grades nine through twelve at Greater Lowell Technical High School will be evaluated using the criteria contained in this Admission Policy. The Greater Lowell Regional Vocational Technical School District Committee approved this policy on January 8, 2004

II. EQUAL EDUCATIONAL OPPORTUNITY

Greater Lowell Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation or disability.

If there is a student with limited English proficiency, a qualified representative from Greater Lowell Technical High School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

III. ELIGIBILITY

Any eighth, ninth or tenth grade student who is a resident of the Greater Lowell Regional Vocational Technical School District (Lowell, Dracut, Tyngsboro, Dunstable) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to Greater Lowell Technical High School. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Greater Lowell Regional Vocational Technical School District residents according to the District Agreement.

Students who are not residents of the Greater Lowell Regional Vocational Technical School District are eligible to apply as School Choice students for fall admission subject to the availability of openings to Greater Lowell Technical High School provided they expect to be promoted to the grade they seek to enter by their local district. School Choice students will be evaluated using the criteria contained in this Admission Policy.

Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-12 at Greater Lowell Technical

High School provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

IV. ORGANIZATIONAL STRUCTURE

Greater Lowell Technical High School is a public regional vocational technical school located on a scenic campus in Tyngsboro, Massachusetts. Greater Lowell Technical High School is a member of the Greater Lowell Regional Vocational Technical School District and is accredited by the New England Association of Schools and Colleges. Greater Lowell Technical High School is committed to providing quality vocational technical programs.

It is the responsibility of the Greater Lowell Technical High School Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Greater Lowell Technical High School has an Admission Committee appointed by the Superintendent. The committee consists of the Director of Guidance, Director of Special Needs and Guidance Staff. Responsibilities of the Admissions Committee include:

- A. determination of standards for admission
- B. development and implementation of admission procedures
- C. processing of applications
- D. ranking of students
- E. acceptance of students according to the procedure and criteria in the admission policy
- F. establishment and maintenance of a waiting list of acceptable candidates

The Director of Guidance is responsible for disseminating information about Greater Lowell Technical High School through local school assemblies and press releases, and for collecting applications from the local schools.

Greater Lowell Regional Vocational Technical School District Agreement:

The Greater Lowell Regional Vocational Technical School District governs the admission of school district residents. Greater Lowell Technical High School is comprised of the City of Lowell and Towns of Dracut, Tyngsboro and Dunstable. Enrollment vacancies for each member city/town are determined by the total student population within the Greater Lowell Regional Vocational Technical School District. Enrollment percentage for each community is derived by applying total District student population to calculate a capital budget percentage which is applied to each city/town. The capital budget percentage assessed to each community represents the number of students to be accepted.

Greater Lowell Technical High School participates in the School Choice Program. School Choice students may apply in the spring for fall enrollment. School Choice students will be accepted on a first come, first serve basis starting on or after May 1st and placed into existing programs as vacancies exist in accordance with the prescribed admissions policy. School Choice students will be considered for enrollment after all in-District applicants have been reviewed for admission.

V. RECRUITMENT PROCESS

1. Greater Lowell Technical High School disseminates information about the school through a variety of methods.
 - a. Visitations of District 8th grade students to Greater Lowell Technical High School are scheduled in October and November of each year.
 - b. An Open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational-technical programs and speak with teachers as well as view a presentation about all offerings.
 - c. Brochures, which describe vocational technical programs including academic courses, sports, cooperative education, and special education resources, are distributed during the 8th grade visitations, Open House and through local school guidance offices.

VI. APPLICATION PROCESS

APPLICATION PROCESS-FOR FALL ADMISSION* TO THE NINTH, TENTH & ELEVENTH GRADE

1. Students interested in applying to Greater Lowell Technical High School for fall admission to the ninth, tenth or eleventh must:
 - a. obtain an application during their visit to Greater Lowell Technical High School in the Fall if applying for ninth grade. Tenth and eleventh grade applicants may obtain an application from their local school Guidance Counselor or by contacting the Greater Lowell Technical High School Guidance Office as early in the school year as possible.
 - b. return the completed application form to their local school Guidance Counselor by the deadline set by the Guidance Counselor.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. complete their portion of the application form.
 - b. forward the completed applications to the Director of Guidance at Greater Lowell Technical High School by Thanksgiving. Complete applications include:
 - (i) Completed application form (including required signatures).
 - (ii) For applications to grade 9 (fall admission), the average of grade 7 and term 1 grade 8 marks in English language arts, social studies, math and science from the local school report card/transcript are required. For applications to grades 10 & 11 (fall admission) the average of the previous school year and term 1 of the current school year marks in English language arts, social studies, math and science from the local school report card/transcript is required.

For applications to grade 9 (fall admission), the sum of grade 7 and term 1 grade 8 unexcused absences from the local school report card/transcript are required.

* applying for admission during the winter and spring to begin classes the following fall

For applications to grades 10 & 11 (fall admission) the sum of the previous school year and term 1 current school year unexcused absences from the local school report card/transcript is required.

For applications to grade 9 (fall admission), the sum of grade 7 and term 1 grade 8 suspensions verified by the local school principals are required. For applications to grades 10 & 11 (fall admission) the sum of the previous school year and term 1 of the current school year suspensions verified by local principals are required.

For applications to grade 9, 10 & 11 (fall admission), the local school Guidance Counselor's recommendation is required.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Greater Lowell Technical High School Guidance Department will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Greater Lowell Technical High School Guidance Department in the event that the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

APPLICATION PROCESS - FOR ADMISSION TO THE NINTH, TENTH AND ELEVENTH GRADES FOR THE CURRENT SCHOOL YEAR*

1. Students interested in applying to Greater Lowell Technical High School for admission for the current school year must:
 - a. obtain an application from their local school Guidance Counselor.
 - b. return the completed application form to their local school Guidance Counselor by the deadline set by the Guidance Counselor.
2. It is the responsibility of the local school Guidance Counselor/Principal to:
 - a. complete their portion of the application form.
 - b. forward the completed applications to the Greater Lowell Technical High School Guidance Department. Complete applications include:
 - (i) completed application form (including required signatures)
 - (ii) For applications to grades 9, 10 & 11 (admission during the school year) the previous and current school year to the date of the application marks in English language arts, social studies, math and science from the local school report card/ transcript are required.

For applications to grades 9, 10 & 11 (admission during the school year) the previous and current school year to the date of the application unexcused absences from the local school report card/transcript are required.

For applications to grades 9, 10 & 11 (admission during the school year) the sum of the previous and current school year suspensions to the date of the application verified by the local school principals are required.

For applications to grades 9, 10 & 11 (admission during the school year) the local school Guidance Counselor 's recommendation is required.
3. If incomplete applications are received, the following procedures will be followed:
 - a. The Greater Lowell Technical High School Guidance Department will notify the local school Guidance Counselor responsible for submitting the application, that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Greater Lowell Technical High School Guidance Department in the event the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS

Applications received after Thanksgiving will be evaluated using the same criteria as other applications. Late applications will be evaluated based upon the date the completed application was received by the Greater Lowell Technical High School Guidance Department in accordance with available vacancies.

* applying for admission during the school year to begin classes during the same school year, as opposed to applying for admission one school year to begin classes the next school year in the fall

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Greater Lowell Technical High School. Their applications will be evaluated according to the provisions of this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from Greater Lowell Technical High School and who are attending or not attending another high school may reapply to Greater Lowell Technical High School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy. Withdrawn student applications will be placed on the Late Waiting List in the event that no vacancies exist.

VII. SELECTION CRITERIA

Completed applications are processed by the Admission Committee using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. Scholastic Achievement: Maximum 40 points

Grade Averages	Points
90 – 100 (A)	8
80 – 89 (B)	6
70 – 79 (C)	4
60 – 69 (D)	2
0 – 59 (F)	0

For applications to grade 9 (fall admission), the average of grade 7 and term 1 grade 8 marks in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 10 & 11 (fall admission) the average of the previous school year and term 1 of the current school year marks in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9, 10 & 11 (admission during the school year) the previous school year and current school year to the date of the application marks in English, social studies, mathematics and science from the local school report card/transcript are used.

B. Attendance: Maximum 40 points

Number of Unexcused Absences	Points
0-2	40
3-5	35
6-8	30
9-11	25
12-14	20
15-17	15
18-20	10
Over 20	0

For applications to grade 9 (fall admission), the sum of grade 7 and term 1 grade 8 unexcused absences from the local school report card/transcript are used. For applications to grades 10 & 11 (fall admission) the sum of the previous school year and term 1 current school year unexcused absences from the local school report card/transcript are used. For applications to grades 9, 10 & 11 (admission during the school year) the previous school year and current school year to the date of the application, unexcused absences from the local school report card/transcript are used.

C. School Discipline/Conduct: Maximum 40 points

Number of Suspensions	Points
0	40
1	25
2	10
3 or More	0

Suspension data will be collected from local principals. The number of suspensions will be utilized to measure student discipline/conduct.

For applications to grade 9 (fall admission), the sum of grade 7 and term 1 grade 8 suspensions will be utilized to measure discipline/conduct. For applications to grades 10 & 11 (fall admission) the sum of the previous school year and term 1 current school will be used to measure discipline/conduct. For applications to grades 9, 10 & 11 (admission during the school year) the previous and current school year to the date of the application suspension totals to be completed by local principals will be utilized.

D. Local Guidance Counselor's Recommendation: Maximum 10 points

Rating	Points
Ability to Benefit	2
Classroom Participation	2
Perseverance	2
Study/Work Habits	2
Positive Attitude	2

VIII. SELECTION PROCESS

The Admission Committee at Greater Lowell Technical High School will examine, discuss and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school behavior, and local Guidance Counselor's recommendation. Applications are reviewed, processed and assigned points by grade level.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their "point total". Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on until all seats are filled. All resident applicants are accepted, declined, or placed on a waiting list. If openings occur, the seats are filled by accepting resident applicants from the waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the date the application was received and total points given according to the selection criteria.

School Choice applicants are evaluated using the criteria in this Admission Policy and will be placed on the waiting list after the resident applicants. School Choice applicants on the waiting list will only be accepted if all resident applicants on the waiting list have been processed.

Applications received after Thanksgiving will be placed on the Late Waiting List and evaluated as of the date the completed application was received by the Greater Lowell Technical High School Guidance Department using the same criteria as other applications.

All applicants whose applications are received by Greater Lowell Technical High School by Thanksgiving are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor by March 1st. Applicants whose applications are not received by Greater Lowell Technical High School by Thanksgiving will receive a letter each school quarter informing them of their status.

IX. ENROLLMENT

In order to enroll at Greater Lowell Technical High School for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, they must have passed courses in English language arts or its equivalent and mathematics for the school year immediately preceding their enrollment at Greater Lowell Technical High School.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in Greater Lowell Technical High School participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational-technical programs. Students initially explore six vocational-technical programs from September through January. After the students have completed the six exploratory programs, they select two technical

programs (Sublevels) in which they are most interested. Each student then meets with his/her guidance counselor in March. Students are evaluated and scored (0-100 points) by each sublevel teacher. Students are ranked based upon the points they have achieved (0-100) in his/her sublevel class. In the event students select a technical program which exceeds the number of allotted vacancies, placement will be based upon the point total earned in the respective sublevel class. For example, a student with a point total of 95 in Carpentry Sublevel would be admitted before a student with a point total of 73 in Carpentry Sublevel. If a shop fills, based on point total, before a student gets his/her first choice, the guidance counselor then moves to the students' second choice depending upon whether there is an opening in the shop. Again, the student is admitted based upon the Sublevel point total. If a student's point total is filled by students with higher point totals, the guidance counselor will meet with the student and present a list of the shops with openings which the student explored and ask the student to choose one of them. Again, students selecting shops from among the shops with openings, which the student explored, will be admitted based on their point totals. The process continues until all students are placed.

Students who enroll in Greater Lowell Technical High School after grade nine may select to explore a vocational technical program on a one-week basis based upon openings. Students are evaluated and graded by each shop teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank ordered would determine the enrollee or enrollees who are placed in the particular shop.

Students who wish to transfer from one shop to another during the school year may apply for transfer by contacting his/her guidance counselor. Transfer requests will be considered subject to the availability of openings in the requested shops. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

XI. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Greater Lowell Technical High School indicating that the applicant was not accepted or placed on a waiting list, may request a review of the decision by sending a letter requesting a review to the Director of Guidance within thirty days of the receipt of the letter. The Director of Guidance will respond in writing to the letter with the findings of the review within thirty days. If after the review, the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter requesting that they be scheduled to appear before the Superintendent-Director of Greater Lowell Technical High School to appeal the Director of Guidance's findings. The Superintendent-Director will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter. The Superintendent-Director will respond in writing to the letter with his decision on the appeal within thirty days of the meeting when the appeal was presented.

The applicant's parent/guardian, upon receipt of a letter from Greater Lowell Technical High School indicating that the applicant was not accepted or placed on a waiting list for a particular technical program list, may request a review of the decision by sending a letter requesting a review to the Director of Guidance within thirty days of the receipt of the letter. The Director of Guidance will respond in writing to the letter with the findings of the review within thirty days.