



## ADMISSION POLICY

### I. ADMISSIONS INTRODUCTION

Massachusetts state regulations ([603 CMR 4.00](#)) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

An admissions process, intended to comply with Massachusetts state regulations 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. All applicants to grades 9, 10, 11, and 12 at Greater Lowell Technical High School (GLTHS) will be evaluated using the criteria contained in this Admission Policy.

When Greater Lowell Technical High School receives more applications than it has available seats, GLTHS applies selection criteria to determine which students it will admit.

The criteria Greater Lowell Technical High School applies have been approved by the GLTHS School Committee on December 16, 2021, and the School Committee will approve the use of these criteria annually. The Greater Lowell Technical High School admission policy is on file at the Department of Elementary and Secondary Education.

### II. EQUAL EDUCATIONAL OPPORTUNITY

Greater Lowell Technical High School does not discriminate on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Greater Lowell Technical High School is committed to providing a work and learning environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint.

If a student's primary home language is not English, Greater Lowell Technical High School will provide them with an application form in their home language. Please contact our Admissions Office at (978) 441-4951, [admissions@gltech.org](mailto:admissions@gltech.org) if you have questions or need help filling out the application form.

250 Pawtucket Boulevard  
Tyngsboro, Massachusetts 01879-2199  
TEL: (978) 454-5411 FAX: (978) 441-5344  
[gltech.org](http://gltech.org)

Serving the communities of Lowell, Dracut, Tyngsboro, and Dunstable

Greater Lowell Technical High School is committed to providing educational opportunities to students experiencing homelessness. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure students experiencing homelessness and in foster care, and military children have access to high-quality, stable educational practices. Please contact the McKinney Vento Homeless Liaison/Foster Care/Military Liaison Tracy Encarnacao at [tencarnacao@gltech.org](mailto:tencarnacao@gltech.org), (978) 441-4955, Fax (978) 441-5399 and 250 Pawtucket Blvd, Tyngsborough, MA 01879 with any questions.

Students with disabilities may voluntarily identify themselves to Greater Lowell Technical High School to request reasonable accommodations during the application and admission process.

Neither a student's disability nor the primary language of their home will have any effect on their admission to Greater Lowell Technical High School.

Consistent with Massachusetts [regulations](#), Greater Lowell Technical High School has created a plan with deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile.

### III. ELIGIBILITY

#### RESIDENT STUDENTS:

Any 8th, 9th or 10th grade student who is a resident of the Greater Lowell Regional Vocational School District (Dracut, Dunstable, Lowell, Tyngsborough) 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.

Students may only be admitted to Greater Lowell Technical High School if they have been promoted to the grade they are seeking to enter. Students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Greater Lowell Regional Vocational School District resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students according to the District Agreement.

#### SCHOOL CHOICE/NON-RESIDENT STUDENTS:

Greater Lowell Technical High School does participate in the inter-district school choice program. The inter-district school choice program, [M.G.L. c. 76, § 12B](#), allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

Students who are not residents of Greater Lowell Regional Vocational School District (Dracut, Dunstable, Lowell, Tyngsborough) are eligible to apply for fall admission to Greater Lowell Technical High School as a school choice student or a nonresident student subject to the availability of openings to Greater Lowell Technical High School.

Students may only be admitted to Greater Lowell Technical High School if they have been promoted to the grade they are seeking to enter. Students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded.

Nonresident students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9, 10, 11, and 12 at Greater Lowell Technical High School provided they expect to be promoted to the grade they seek to enter by their current school. Nonresident students under (Chapter 74) will be evaluated using the criteria contained in this Admission Policy. [603 CMR Section 4.03\(6\)\(b\)](#): Non-resident students shall submit an **application of admission** to the receiving school no later than **March 15th** of the preceding school year and shall be subject to the admissions criteria of the receiving school. A non-resident student must submit the **Chapter 74 Vocational Technical Education Program Non-resident Student Tuition Application** to the district of residence no later than **April 1** of the preceding school year. If a student moves to a non-resident district after April 1, the student shall submit a new Chapter 74 Vocational Technical Education Program Non-resident Student Tuition Application to their district of residence as soon as practicable.

Please be aware that residents of Greater Lowell Regional Vocational School District (Dracut, Dunstable, Lowell, Tyngsborough) who meet the minimum admission requirements will be admitted before any non-residents. School choice students and nonresident students will be evaluated using the criteria contained in this Admission Policy.

Students and families can find information on the [Chapter 74 Nonresident Student Tuition Program](#) online.

#### TRANSFER STUDENTS:

Transfer students from other Chapter 74 state-approved vocational technical education programs, who relocate away from their current school into the Greater Lowell Regional Vocational School District (Dracut, Dunstable, Lowell, Tyngsborough) **and wish to pursue the same program of study at Greater Lowell Technical High School**, are eligible to apply for fall admission or admission during the school year to grades 9, 10, 11, or 12 at Greater Lowell Technical High School.

Students may only be admitted to Greater Lowell Technical High School if they have been promoted to the grade they are seeking to enter. Students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded.

Transfer students will be considered on a space available basis and will be evaluated using the criteria contained in this Admission Policy.

#### HOMESCHOOLED STUDENTS:

Homeschool applicants may apply for admission to Greater Lowell Technical High School including admission during the school year, provided all Admission Policy criteria are followed. The Home School students' parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent and if grades are not

available, a representative sample or portfolio of the student's grade-level body of work in English Language Arts or its equivalent, Mathematics, Science, and Social Studies must be submitted.

Students may only be admitted to Greater Lowell Technical High School if they have been promoted to the grade they are seeking to enter. Students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded.

#### MCKINNEY - VENTO:

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness eligibility. Upon determining that the student is homeless, the school shall immediately enroll the student pursuant to district policies without the other typical required documentation such as immunizations.

#### FOSTER CARE STUDENTS:

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the students' best interest to enroll in and attend school in the district in which a foster care provider is located (if different). To minimize disruption of the student's education, the law requires that the district enroll the student in the new school immediately. The McKinney Vento-Homeless/Foster Care liaison will contact the student's school or origin immediately to obtain relevant records and documentation.

#### MILITARY STUDENTS:

In an effort to facilitate placement and enrollment for students transferring into or out of the districts because of their parents/guardians being on active duty in the U.S. Armed Services, the District will support and implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children.

#### **IV. ORGANIZATIONAL STRUCTURE**

Greater Lowell Technical High School is a New England Association of Schools and Colleges (NEASC) accredited public regional vocational technical school located on a scenic 72-acre campus located on the Tyngsborough/Lowell line, in Tyngsborough, Massachusetts. Greater Lowell Technical High School is a member of the Greater Lowell Regional Vocational School District that serves the four communities of Dracut, Dunstable, Lowell, and Tyngsborough. Greater Lowell Technical High School is committed to providing quality vocational technical programs.

The Superintendent-Director of Greater Lowell Regional Vocational School District is:

*Jill Davis, [jdavis@qltech.org](mailto:jdavis@qltech.org), (978 ) 441-4800*

The Assistant Superintendent/Principal of Greater Lowell Regional Vocational School District is:

*Michael Barton, [mbarton@qltech.org](mailto:mbarton@qltech.org), (978) 441-4807*

The Director of Technology, Enrollment, and Information of Greater Lowell Regional Vocational School District is:

*Lisa Martinez, [lmartinez@gltech.org](mailto:lmartinez@gltech.org), (978) 441-4948*

It is the responsibility of Greater Lowell Regional Vocational School District Superintendent-Director to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

Greater Lowell Technical High School has an admissions committee appointed by the Superintendent-Director. The committee is chaired by the Director of Technology, Enrollment and Information and includes the Director of School Counseling, Director of Special Education, ELE Chairperson, and admissions staff. Responsibilities of the Admission Committee include:

1. Review of admissions data from current and previous school years and all relevant data regarding our sending communities to ensure equitable access pursuant to [603 CMR 4.00](#) and all applicable state and federal regulations.
2. Determination of standards for admission.
3. Development and implementation of admission procedures.
4. Processing of applications.
5. Ranking of students.
6. Acceptance of students according to the procedure and criteria in the admission policy.
7. Establishment and maintenance of waitlist of acceptable candidates.

#### V. ADMISSIONS COMMUNICATION POLICIES

The Director of Technology, Enrollment and Information and The Director of School Counseling are responsible for disseminating information about Greater Lowell Technical High School through local school tours, presentations, and press releases, and for collecting applications and necessary official enrollment documents from the local schools. Admissions, resources, and promotional materials will be made available in the student/family's home language whenever possible.

Greater Lowell Technical High School maintains a calendar of events on its website <http://www.gltech.org> where it provides information on the admissions process, a link to our online application, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the Admissions Office at (978) 441-4951, [admissions@gltech.org](mailto:admissions@gltech.org).

Greater Lowell Technical High School also shares recruitment information, in several languages, with potential applicants in the following ways:

- a. Greater Lowell Technical High School offers tours of its facilities to interested applicants. Visitations of District eighth-grade students to Greater Lowell Technical High School are scheduled when possible with sending schools from October through December of each year. To request a tour, please call or email our Admissions Office at (978) 441-4951 or [admissions@gltech.org](mailto:admissions@gltech.org).

- b. Presentations at the sending schools are scheduled throughout the year at the request of the sending school.
- c. An Open House is scheduled during the winter of each year. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational-technical programs, speak with vocational and academic teachers and school counselors, and view a presentation about all offerings.
- d. Brochures and videos that describe application processes and vocational-technical programs including academic courses, athletics, cooperative education, English Language Education (ELE), and special education resources are distributed during the eighth-grade visitations, the Open House, and through local school counseling offices and community centers.
- e. A copy of the approved Admissions Policy and Program of Studies will be posted annually on the school website and will be provided in hard copy or electronically upon request.

If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Such tours may not be counted as unexcused absences by sending districts. Transportation is provided for all chaperoned sending school tours provided they are scheduled during the school day.

## VI. APPLICATION PROCESS

### APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH, ELEVENTH, AND TWELFTH GRADE

1. Students interested in applying to Greater Lowell Technical High School for fall admission to the 9th, 10th, 11th, or 12th grade (if applicable) must:
  - a. Complete and submit an electronic application through our website or print an application from our website at <http://www.glttech.org/admissions>, obtain an application from their local school counselor, or contact the Admissions Office at [admissions@glttech.org](mailto:admissions@glttech.org), (978) 441-4951 to request a paper application as early in the school year as possible. Applications are offered in student/family's home language.
  - b. Applications for Grade 9 Fall Admission must be submitted either electronically or by paper copy to Greater Lowell Technical High School by the priority admission deadline of February 1st. Applications for Grades 10, 11, and 12 (if applicable) need to be submitted by the end of the school year.
2. It is the responsibility of the local school counselor to:
  - a. Upon notification that a student has applied, complete and submit their portion of the application, including required signatures to the Greater Lowell Technical High School Admissions Office on or before February 1. If a late application is submitted after February 1, the sending school

counselor/staff should complete and submit their portion of the application, including required signatures, to the Greater Lowell Technical High School as soon as possible.

b. Complete applications include:

- (i) Completed application form (including required signatures), official school record of grades, attendance, discipline, and a school counselor recommendation.
- (ii) For application to grade 9 (fall admission), the final grades for grade 7 and 1st and 2nd Quarter/Trimester grades for grade 8 in English Language Arts, Mathematics, Science, and Social Studies from the local school report card/transcript are required.

For application to grades 10, 11, and 12 (fall admission if applicable), the final grades of the previous two school year's grades in English Language Arts, Mathematics, Science, and Social Studies from the local school report card/transcript are required.

For application to grade 9 (fall admission), the sum of grade 7 and 1st and 2nd Quarter/Trimester grade 8 unexcused absences from the local school report card/transcript are required.

For application to grades 10, 11, and 12 (fall admission if applicable), the sum of the previous two school year's unexcused absences from the local school report card/transcript is required.

For application to grade 9 (fall admission), an official school record of disciplinary infractions for grades 7 and 8 are required.

For application to grades 10, 11, and 12 (fall admission if applicable) an official school record of disciplinary infractions from the previous two school years is required.

For application to grades 9, 10, 11 & 12 (fall admissions if applicable), recommendation from the local school counselor is required.

3. If incomplete applications are received, the following procedures will be followed:

- a. The Greater Lowell Technical High School Admissions Department will notify the local school 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 Admissions Department in the event that the problem is not resolved by the local school counselor.
- c. If after notifying the local school counselor and parent(s)/guardian(s), the

application remains incomplete for twenty calendar days, the application will be voided.

APPLICATION PROCESS – FOR ADMISSION TO THE NINTH TENTH, ELEVENTH AND TWELFTH GRADES FOR THE CURRENT SCHOOL YEAR

1. Students interested in applying to Greater Lowell Technical High School for current school year admission to the 9th, 10th, 11th, or 12th grade (if applicable) must:
  - a. Complete and submit an electronic application through our website or print an application from our website at <http://www.gltech.org/admissions>, obtain an application from their local school counselor, or contact the Admissions Office at [admissions@gltech.org](mailto:admissions@gltech.org), (978) 441-4951 to request a paper application as early in the school year as possible. Applications are offered in student/family's home language.
  - b. Applications for admission must be submitted either electronically or by paper copy to Greater Lowell Technical High School as early in the school year as possible.
  
2. It is the responsibility of the local school counselor to:
  - a. Upon notification that a student has applied, complete and submit their portion of the application, including required signatures, to the Greater Lowell Technical High School Admissions Office as soon as possible.
  - b. Complete applications include:
    - (i) Completed application form (including required signatures), official school record of grades, attendance, discipline, and a school counselor recommendation.
    - (ii) For application to grades 9, 10, 11, and 12 (admission during the school year if applicable), the previous and current school year to date in English Language Arts, Mathematics, Science, and Social Studies from the local school report card/transcript are required.  
  
For application to grades 10, 11, and 12 (admission during the school year if applicable), the sum of the previous and current school year to date unexcused absences from the local school report card/transcript are required.  
  
For application to grades 9, 10, 11, and 12 (admission during the school year if applicable), an official school record of disciplinary infractions for the previous and current school year to date is required.  
For application to grades 9, 10, 11 & 12 (admission during the school year if applicable), recommendation from the local school counselor is required.
  
3. If incomplete applications are received, the following procedures will be followed:



- a. The Greater Lowell Technical High School Admissions Department will notify the local school 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 Admissions Department in the event that the problem is not resolved by the local school counselor.
- c. If after notifying the local school counselor and parent(s)/guardian(s), the application remains incomplete for twenty calendar days, the application will be voided.

**LATE APPLICATIONS**

Applications received after February 1st will be evaluated using the same criteria as other applications, and the composite score will be integrated in rank order, high to low, on the established waitlist.

Please be aware that residents of Greater Lowell Regional Vocational School District (Dracut, Dunstable, Lowell, Tyngsborough) who meet the minimum admission requirements will be admitted before any non-residents. School choice students and nonresident students will be evaluated using the criteria contained in 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.

**VII. SELECTION PROCESS**

When more students apply to Greater Lowell Technical High School than available seats, GLTHS uses the following system to select students for admission. Completed applications are processed by the Admission Team using weighted admission 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

Maximum 10 points per course in English Language Arts, Mathematics, Science, and Social Studies.

<b>Grade Averages</b>	<b>Points</b>
90-100 (A)	10
80-89 (B)	8
70-79 (C)	5
60-69 (D)	2
0-59 (F)	0

For application to grade 9 (fall admission), the final grades for grade 7 and 1st and 2nd Quarter/Trimester grades for grade 8 in English Language Arts, Mathematics, Science, and Social Studies from the local school report card/transcript are used.

For application to grades 10, 11, and 12 (fall admission if applicable), the final grades of the previous two school year's grades in English Language Arts, Mathematics, Science, and Social Studies from the local school report card/transcript are used.

For application to grades 9, 10, 11, and 12 (admission during the school year if applicable), the previous and current school year to date in English Language Arts, Mathematics, Science, and Social Studies from the local school report card/transcript are used.

b. Attendance: Maximum 40 points

<b>Number of Unexcused Absences</b>	<b>Points</b>
0-2	40
3-5	35
6-8	30
9-11	25
12-14	20
15-17	15
18-20	10
21+	0

For application to grade 9 (fall admission), the sum of grade 7 and 1st and 2nd Quarter/Trimester grade 8 unexcused absences from the local school report card/transcript are used.

For application to grades 10, 11, and 12 (fall admission if applicable), the sum of the previous two school year's unexcused absences from the local school report card/transcript is used.

For application to grades 9, 10, 11, and 12 (admission during the school year if applicable), the sum of the previous and current school year to date unexcused absences from the local school report card/transcript are used.

c. School Discipline/Conduct: Maximum 15 points

An official school record of student discipline must be submitted as part of the application process. Points will be deducted only for infractions that resulted in suspensions or expulsion pursuant to [M.G.L. c.71, § 37H](#) or [M.G.L. c.71, § 37H-½](#), or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to [M.G.L. c.71, § 37H-¾](#).

<b>Suspensions/Expulsions</b>	<b>Points</b>
0 Suspensions/Expulsions	15
1 or more infractions that resulted in suspensions or expulsion pursuant to <a href="#">M.G.L. c.71, § 37H</a> or <a href="#">M.G.L. c.71, § 37H-½</a> , or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to <a href="#">M.G.L. c.71, § 37H-¾</a> .	0

For application to grade 9 (fall admission), an official school record of disciplinary infractions for grades 7 and 8 are used.

For application to grades 10, 11, and 12 (fall admission if applicable) an official school record of disciplinary infractions from the previous two school years is used.

For application to grade 9, 10, 11, and 12 (admission during the school year if applicable), an official school record of disciplinary infractions for the previous and current school year to date is used.

d. Local School Counselor's Recommendation: Maximum 5 points

A member of the School Counseling Department in each member town will complete a recommendation based on a rubric in the application packet.

<b>Rating</b>	<b>Points</b>
Ability To Benefit	1
Classroom Participation	1
Perseverance	1
Study/Work Habits	1
Positive Collaboration	1

For application to grades 9, 10, 11 & 12 (fall admissions and admission during the school year if applicable), recommendation from the local school counselor is required.

Members of Greater Lowell Technical High School’s Admission Team will assemble to review all completed applications received by February 1. The team will check each application for accuracy before awarding rating points in each category. A maximum total of 100 points can be earned. After awarding rating points, each category will be totaled. The resident applicants will be ranked by point total from high to low and will be selected for admission by rank order until all seats are filled. Those below the cut-off point will be placed on a waiting list. The cut-off point is determined annually by ranking all resident applicants point totals from high to low and selecting the number of applicants necessary to fill the Freshman Class.

If openings occur, seats are filled by applicants from the waiting list by rank order from high to low.

Applicants that are waitlisted will remain on the waitlist for the remainder of the school year and will need to reapply each year if they remain interested in attending Greater Lowell Technical High School.

Non-resident applicants are evaluated using the criteria in this Admission Policy and will be placed on the applicant list after the resident applicants. Non-resident applicants on the list will only be accepted if all resident applicants have been accepted.

All students and their local school counselors are advised of their admission status (accepted or waitlisted) by the end of the first full week in April.

Applications received after February 1 will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established applicant waitlist.

## ENROLLMENT

To enroll at Greater Lowell Technical High School for the fall, applicants must have been promoted by their local district to the grade they wish to enter. Acceptance and enrollment at Greater Lowell Technical High School are conditioned upon the accuracy and completeness of the student's application. Greater Lowell Regional Vocational School District reserves the right to revoke its conditional acceptance of any student, at any time, if it is determined that the student's parent(s)/guardian(s) or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process.

Any student who is accepted but fails to respond to the offer or register, after repeated notifications to the parent(s)/guardian(s) and the local sending school principal, and the registration remains incomplete for twenty calendar days, the student's acceptance may be rescinded and considered a declined acceptance.

Prior to the first day of school, and in accordance with Massachusetts State Law, updated immunization records of all accepted, incoming students must be forwarded to Greater Lowell Technical High School.

## **VIII. EXPLORATORY PROGRAM**

Because Greater Lowell Technical High School offers 5 or more Chapter 74 state-approved programs, GLTHS provides a full year exploratory program for ninth-grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

All ninth-grade students who enroll in Greater Lowell Technical High School participate in a technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational-technical programs, including some that are non-traditional for their gender.

Students who enroll in Greater Lowell Technical High School after grade nine may select to explore a vocational technical program (shop) based upon available openings. Students are evaluated using the following criteria: Maximum 100 points.

Safe Use of Equipment, Efficient Use of Shop Specific Tools, and Material Use	10
Performance Assessment	50
Coursework/Project Completion	20
Employability Skills	20

If the number of enrollees seeking a particular technical program (shop) exceeds the number of openings, the evaluative exploratory grades would determine the enrollee or enrollees who are placed in the particular technical program (shop). In the case of tie scores, the cumulative average of all exploratory grades will be used as the first tiebreaker with attendance being used as the second tiebreaker after adjusting for documented excused absences.

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

## IX. REVIEW AND APPEALS PROCESS

### ADMISSION TO GREATER LOWELL TECHNICAL HIGH SCHOOL

If Greater Lowell Technical High School does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the Assistant Superintendent/Principal of Greater Lowell Technical High School review that decision within 30 days. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
<a href="mailto:mbarton@gltech.org">mbarton@gltech.org</a>	250 Pawtucket Boulevard, Tyngsborough, MA 01879

The Assistant Superintendent/Principal will respond, within thirty days, to these requests for review in writing and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. The Director of Technology, Enrollment and Information shall maintain documentation as to the specific admission requirements that were used to deny admission and shall provide such documentation for the Assistant Superintendent/Principal to review.

If after the review, the parent/guardian wishes to appeal the decision of the Assistant Superintendent/Principal, the parent/guardian may request that the Superintendent-Director of Greater Lowell Technical High School review that decision within 30 days. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
<a href="mailto:jdavis@gltech.org">jdavis@gltech.org</a>	250 Pawtucket Boulevard, Tyngsborough, MA 01879

The Superintendent-Director will respond, within thirty days, to these requests for review in writing and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. The Director of Technology, Enrollment and Information shall maintain documentation as to the specific admission requirements that were used to deny admission and shall provide such documentation for the Superintendent-Director to review.

**ADMISSION TO SPECIFIC PROGRAMS WITHIN GREATER LOWELL TECHNICAL HIGH SCHOOL**

Students who have been admitted to Greater Lowell Technical High School will need to apply to a specific program of study (also known as a “technical major” or “shop”) during freshman year/2<sup>nd</sup> semester.

If the student applies to a program and is denied or waitlisted, the student may appeal their rejection to the Assistant Superintendent/Principal in the following ways:

By e-mail	By hard-copy mail or hand delivery
<a href="mailto:mbarton@gltech.org">mbarton@gltech.org</a>	250 Pawtucket Boulevard, Tyngsborough, MA 01879

In making this determination, the Assistant Superintendent/Principal will review the following information: Verification of exploratory grade in student’s first technical program choice, overall exploratory grade average in all exploratories, and unexcused absences.

**X. MAINTENANCE OF RECORDS**

Greater Lowell Technical High School maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Greater Lowell Technical High School will provide this information to the Department upon request.