Connecticut Technical High School System
Application for Student Admission
2018-2019
www.cttech.org

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM

Student Applicant's Name:_____School_____

Instructions

To be considered for admission to a Connecticut Technical High School, you and your child must complete this application with the appropriate signatures and return it to your school counselor, principal or teacher. Your school will complete the sending school section of this application found on page four, and forward your application, completed student interest form, transcript of grades, most recent Smarter Balanced Report, attendance, and discipline record to the **1st choice** Connecticut Technical High School. **This is the first step in the process. Incomplete applications will not be processed.**

All CTHSS schools rank students in the same manner but the number of students selected can vary based on the size of the school and the number of applicants. A "First Step" letter is sent to students who are selected to move forward in the application process. Additional student records will be requested for all students including those students receiving special education and 504 services. Please note that for students with special needs, a Section 504 or PPT meeting will determine what special education and/or related aids and services the student needs in the CTHSS environment. Upon enrollment, the CTHSS will ensure that needed services are provided to the student and that the student receives a free appropriate public education (FAPE). ***In limited instances, a 504 or PPT meeting may determine that the CTHSS is not an appropriate placement for a student to receive a FAPE.**

Applications will not be processed without the following information:

- Previous and current year transcript
- Previous and current year discipline record
- Completed Student Interest Form
- Previous and current year attendance report
- Most recent Smarter Balanced Report

The complete process is as follows:
Beginning in Early February-

1. Selected students receive a "First Step" letter from a Connecticut Technical High School
2. Technical High School receives the signed Parent Response Form (sent with the "First Step" Letter)
3. If applicable, Technical High School receives IEP/504 records as soon as possible (within ten days of request)
4. If applicable, PPT/504 meeting convenes with CTHSS staff and determines appropriate program at a Technical High School

Final Step, at the end of current school year and no later than July 6, 2018:

5. Technical High School receives health records including immunization as required by law and EL program records (if applicable) from the school in which the student is presently enrolled
6. Technical High School receives final eighth grade transcript indicating successful completion of eighth grade or ninth grade transcript if applying for tenth grade
7. Technical High School receives final discipline record that indicates no serious disciplinary infractions

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Mr. Jeffrey Wihbey, Interim Superintendent of Schools, Connecticut Technical High School System, 39 Woodland St., Hartford, CT 06105, and/or, regarding race, color, national origin, age, sex and/or disability to the Office for Civil Rights, U.S. Department of Education, Boston, MA 02110-1491, telephone 617.289.0111, fax 617.289.0150, TTY/TDD 877.521.2172. The Connecticut Technical High Schools System is an equal opportunity/affirmative action employer

Student Applicant's Name: _____ **Current Grade Level** _____

Current School Attending: _____ **List Technical High School in order of preference**

Return one completed application to 1st choice school only ➡

1. _____
2. _____
3. _____
4. _____

Home Schooled: ☐ Yes ☐ No

Grade Applying for: *(check one)*

Beginning 9 _____ **Mid-Year Grade 9** _____ **Beginning 10** _____

For mid-9th grade and 10th grade applicants, list career technology interest in rank order

1. _____ 2. _____ 3. _____

This application requests information about your national origin, gender, racial or ethnic group, and primary language spoken in the home. Providing this information is voluntary. The information you do provide will be used for record-keeping purposes only; it will not be used as a factor in any action concerning education, activities or employment.

Personal Information to be completed by the student applicant and parent/guardian

Full Name: _____

(Last) **(First)** **(Middle)**

Gender: ☐ Male ☐ Female ☐ Binary

Applicant's Date of Birth: _____ **Place of Birth:** _____

(Month/Day/Year) (City) (State)

Racial or Ethnic Group: ***All applicants should fill out both A & B***

A. Is the applicant Hispanic/Latino? ☐Yes ☐No

B. Is the applicant from one or more races? (choose all that apply)

☐American Indian or Alaska Native ☐Native Hawaiian of Other Pacific Islander ☐Asian

☐White ☐Black or African American

Residence Address: _____

(Box, Apartment, Street Name and Number)

_____

(City or Town) (State) (Zip Code)

Mailing Address: _____

(If different from residence address) (Box, Apartment, Street Name and Number)

_____

(City or Town) (State) (Zip Code)

Home Phone: _____ **Other Phone:** _____

With Whom Do You Live?

☐Mother and Father ☐Mother ☐Father ☐Legal Guardian

☐Foster Care ☐Father and Stepmother ☐Mother and Stepfather ☐Other

_____

(Last Name) (First Name) (Relationship to Applicant)

Mother/Guardian's Name _____
(Last) (First) (Middle)

Mother/Guardian's Address if Different: _____
(Number and Street)

_____
(City or Town) (State) (Zip Code)

Mother/Guardian's Employer: _____ **Phone:** _____ **Cell Phone:** _____

Mother's E-mail Address: _____

Father/Guardian's Name _____
(Last) (First) (Middle)

Father /Guardian's Address if Different: _____
(Number and Street)

_____
(City or Town) (State) (Zip Code)

Father Guardian's Employer: _____ **Phone:** _____ **Cell Phone:** _____

Father's E-mail Address: _____

Emergency Contact (1)

_____
(First Name) (Last Name) (Relationship to the Applicant) (Primary Phone) (Secondary Phone)

Emergency Contact (2)

_____
(First Name) (Last Name) (Relationship to the Applicant) (Primary Phone) (Secondary Phone)

Applicant's Primary Language: _____

What language did you learn to speak first? 1. _____

What language do you speak most at home? 2. _____

What language is spoken the most by parents/guardians or others living in your home? 3. _____

Release of Records

I approve this application and I hereby give permission for:

_____
(Current School)

To release the school records of _____ to the Connecticut Technical High School System
(Student applicant's name)

Such records include, but are not limited to, course grades, discipline records, standardized test results, student success plans, SRBI data, 504 Plans, IEP and/or PPT records, psychological reports, attendance records, school health records, and records of extracurricular activities.

_____ **Date:** _____
Signature of Parent/Guardian

By signing this I agree to continually update this student's record and forward all new information to the 1st choice school.

_____ **Date:** _____
Signature of Parent/Guardian

Information to be completed by the Sending School

One application should be submitted to 1st choice school only. Do not submit duplicate applications to additional schools.

Applicant's State Assigned Student ID (SASID) ☐☐☐☐☐☐☐☐☐☐

Academic Information to be included in application

Beginning 9th grade admission: Attach 7th grade final report card, 8th grade current completed marking period information (transcript), 7th grade Smarter Balanced Report, attendance, discipline record, completed student interest form.

***Mid 9th & beginning 10th grade admission*:** Attach 8th grade final report card, current completed marking period information (transcript), 8th grade Smarter Balanced Report, attendance, discipline record and completed student interest form.

504 plans and special education records will be required once applicant receives a "First Step" letter and indicates intent to attend. Final transcript, EL program records, full discipline record, and health records are required no later than July 6, 2018 for students enrolling in the 2018-2019 school year.

Applications will not be processed without the following information:

- Previous and current year transcript
- Previous and current year discipline record
- Completed Student Interest Form
- Previous and current year attendance report
- Most recent Smarter Balanced Report

The complete process is as follows:

Beginning in Early February-

1. Selected students receive a "First Step" letter from a Connecticut Technical High School
2. Technical High School receives the signed Parent Response Form (sent with the "First Step" Letter)
3. If applicable, Technical High School receives IEP/504 records as soon as possible (within ten days of request)
4. If applicable, PPT/504 meeting convenes with CTHSS staff and determines appropriate program at a Technical High School

At end of school year and no later than July 6, 2018 (Final Step)

5. Technical High School receives health records including immunization as required by law and EL program records (if applicable) from the school in which the student is presently enrolled
6. Technical High School receives final eighth grade transcript indicating successful completion of eighth grade or ninth grade transcript if applying for tenth grade
7. Technical High School receives final discipline record that indicates no serious disciplinary infractions

Student Applicant's Behavior

Please provide the following **required** discipline information on the above named student. **Please attach the student's complete discipline record.**

Has this student been expelled in the last two school years?	○ **Yes**	○ **No**
Has this student participated in a violent criminal offense, possession of, or distribution of drugs?	○ **Yes**	○ **No**
Does this student have any other discipline infractions?	○ **Yes**	○ **No**

School Name: _____ **Date:** _____

Print Name: _____ **E-mail Address:** _____ **Phone Number:** ( ) -

Signature: _____ **Title:** _____

By signing this I agree to continually update this student's record and forward all new information to the 1st choice school.

FOR DATA COLLECTION PURPOSES ONLY, REQUIRED: To be completed by Sending School Personnel Only

Student Name: _____ **School:** _____

Gifted and Talented

Has the student been identified as gifted or talented? If yes, please check. ☐Gifted ☐Talented

Special Education, 504 and Support Services

Does the student have an IEP?	☐Yes ☐No	Does the student have a 504 Plan?	☐Yes ☐No
Is the student currently in the referral process to determine eligibility for Special Education or 504 services?	☐Yes ☐No	Does the student receive any intervention services?	☐Yes ☐No

EL (English Learner) Support Services

Does the student receive bilingual services?	☐Yes ☐No	If yes, date bilingual services began:	
Does the student receive EL services?	☐Yes ☐No	If yes, date EL program services began:	

If you answered yes to any of the above EL support services questions, you must attach the complete Language Assessment Scale (LAS LINKS) Grade 8 Student Report.

Student Interest Form

To be completed by the applicant only

Applicant Name _____

Please answer the following questions. You may print your answer on a separate sheet and attach to the application.

1. Why do you want to attend a technical high school?

2. What technical program most interests you and why?

3. What are your future goals after high school?