



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

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November 6, 2020

Superintendent John Lavoie
Greater Lawrence Technical School
57 River Road
Andover, MA 01810

Dear Superintendent-Director Lavoie:

The Office for College, Career and Technical Education reviewed Greater Lawrence Technical School's most recently revised admission policy for secondary career and technical education (accompanying this letter), and the ***policy is Approved***. This approval is pursuant to M.G.L. c. 74 s.1, 603 CMR 4.03 (6) and the Guidelines for Admission Policies of Vocational Technical Secondary Schools and Comprehensive Secondary Schools.

If you have questions or concerns, please contact Ramona Foster in the Office for College, Career and Technical Education at 781-338-3945 or Ramona.B.Foster@mass.gov.

Sincerely,

A handwritten signature in black ink that reads "Cliff Chuang".

Cliff Chuang
Senior Associate Commissioner
Center for Educational Options

C: Ramona Foster, OCCTE
Elizabeth L. Bennett, Associate Commissioner, OCCTE
Brenda Richardson, Director of Admissions & Counseling, Greater Lawrence Tech

Addendum to Admissions Policy - October 2020
Proposed changes to Admissions Policy for SY 20-21 (Class of 2025)

Recruitment Process

In light of the ongoing issues with COVID-19, changes to the recruitment process will include virtual visits scheduled with prospective incoming 7th and 8th grade students through their sending middle schools (in place of in-person visits). In addition, the guidance and admissions staff will schedule a virtual presentation with a question and answer session in the evening to help parents better understand the admission process. Guidance staff will also attend community events such as virtual open houses as requested. A Virtual Open House will be planned in lieu of our traditional Open House event. Updated videos, brochures and other admissions materials will be created and will be made available in both English and Spanish whenever possible.

Application Process

An online application system will be implemented this year in lieu of the traditional paper application. The application system will be accessible in a number of different languages. Support will be made available to any prospective students or families who are unable to access the electronic application system. Guidance staff members will be available to assist families with accessing the online application in their home language, including creating an email account if needed and/or completing all required fields on the application. This assistance will be provided virtually whenever possible due to the school's Visitor Policy which is currently limiting in-person visits due to the Coronavirus. GLTS Guidance staff will work collaboratively with middle school staff members in situations where prospective students and families have limited access to an online platform due to technology and/or other limiting factors.

The admissions timeline will be set as soon as possible and will be communicated to prospective students and families, as well as middle school Guidance Counselors and other staff. Completed applications will continue to require the application form, along with 7th and 8th grade academic grades, attendance, discipline records, and counselor rating.

Selection Criteria

Applicants are scored in four separate areas with maximum allotted point totals as part of the Greater Lawrence Technical School Admissions Policy. These areas are as follows:

Scholastic Achievement - 25 points

Attendance - 20 points

School Discipline/Conduct - 20 points

Local Guidance Counselor's Recommendation - 10 points

Due to the extenuating circumstances that existed in 2019-2020, the areas of attendance and scholastic achievement will only be scored for the time leading up to March 13, 2020. These two categories will not be scored from this date through the end of the '19-'20 School Year. Pass-Fail grades from 2019-2020 (Semester 2) will not be utilized. A return to regular attendance and grading has been reinstated effective Fall 2020, per Guidance from the Commissioner of Education, and will be utilized as part of the admissions process moving forward.

GREATER LAWRENCE TECHNICAL SCHOOL

ADMISSION POLICY

1. 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. All applicants to grades 9, 10, 11 and 12 at Greater Lawrence Technical School will be evaluated using the criteria contained in this Admission Policy.

This policy is intended to comply with the directives and procedures of the Massachusetts Department of Elementary and Secondary Education. See 603 C.M.R. 4.03(6).

2. EQUAL EDUCATIONAL OPPORTUNITY

Greater Lawrence Technical School admits students and makes available to them its advantages, privileges, courses of study and support services without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, or limited English speaking ability.

If there is a student with limited English proficiency, a qualified representative from Greater Lawrence Technical 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 applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

3. ELIGIBILITY

Any eighth, ninth, or tenth grade student who is a resident of the Greater Lawrence Regional Vocational Technical School District (Andover, Lawrence, Methuen and North Andover) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission, subject to the availability of openings to Greater Lawrence Technical School. Resident students will be evaluated using the criteria contained in this Admission Policy.

Note: Non-resident applicants must submit an application of admission no later than March 15 of the preceding school year and will be subject to the admissions criteria of the Greater Lawrence Regional Vocational

Technical School District. Non-resident students will be evaluated using the criteria contained in this Admission Policy. However, priority for admission is given to Greater Lawrence Regional Vocational Technical School District residents according to the District Agreement.

Transfer students from other Chapter 74 state-approved vocational technical education programs are eligible to apply for fall admission or admission during the school year to grades 9, 10, 11, or 12 at Greater Lawrence Technical 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.

School Choice Eligibility

The Greater Lawrence Regional Vocational Technical School District Committee, upon recommendation from the Superintendent-Director, votes every year prior to June 1st on the participation in the school choice program. If the District School Committee votes in favor of participating in the school choice program for the next academic year, school choice students will be eligible to apply for fall admission subject to the availability of openings to Greater Lawrence Technical School provided they expect to be promoted to the grade they seek to enter by their local district. Greater Lawrence Technical School will not be responsible for providing transportation services for school choice students. School Choice students will be evaluated using the criteria contained in this Admission Policy.

Students who begin their enrollment as School Choice students may remain as School Choice students throughout their enrollment at Greater Lawrence Technical School providing they continue to reside outside of the District.

McKinney –Vento

Homeless students will be accepted to Greater Lawrence Technical School according to the selection criteria contained in this Admission Policy.

Home School Students

Students who are being homeschooled may apply for admission to Greater Lawrence Technical School, including admission during the school year, provided all Admission Policy criteria are followed where applicable. The Home School student's 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 body of work in English language arts or its equivalent, math, science, and social studies must be provided

4. ORGANIZATIONAL STRUCTURE

Greater Lawrence Technical School is a public regional vocational technical school situated on a 26-acre campus located in Andover, MA. serving four communities (Andover, Lawrence, Methuen and North Andover) with prime location to area industry and easy accessibility to major highways such as routes 93 and 495. Greater Lawrence Technical School is accredited by the New England Association of Schools and Colleges. Greater Lawrence Technical School is committed to providing quality vocational technical programs.

It is the responsibility of the Greater Lawrence Technical 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 Lawrence Technical School's Guidance Department is responsible for disseminating information about Greater Lawrence Technical School through local school assemblies and press releases, and for collecting applications from the local schools.

For Grades 9, 10, 11, and 12, the Greater Lawrence Technical School Superintendent-Director will determine the number of openings. Greater Lawrence Technical School is in compliance with state and federal legislation guaranteeing equal access to public educational institutions.

5. RECRUITMENT PROCESS

Greater Lawrence Technical School disseminates information about the school through a variety of methods:

A. Visitations by 8th-grade classes in local schools to Greater Lawrence Technical School or a presentation at each of the middle schools within the district.

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 during a fall Open House event. They may speak with teachers as well as view a presentation about all offerings.

C. Brochures describing all technical and academic programs, sports, cooperative education, and special education and English learner resources, are distributed during the 8th-grade visitations and the Open House.

1. APPLICATION PROCESS

FALL ADMISSION FOR INCOMING NINTH-GRADE STUDENTS

A. Students interested in applying to Greater Lawrence Technical School for fall admission to the ninth-grade:

1. Obtain an application from their local school guidance counselor as early in the school year as possible.

2. Return the completed application form to their local school guidance counselor by the deadline set by the guidance counselor.

B. It is the responsibility of the local school guidance counselor to:

1. Complete their portion of the application form.

2. Forward the completed applications to the Greater Lawrence Technical School Guidance Department by February 1.

C. Completed applications include:

Completed application form (including required signatures); along with hard copies of grades, attendance, and discipline, to accompany the completed application for support.

1. For applications to grade 9 (fall admission), the final grade averages for grade 7 and terms 1 and 2

grade 8 marks in English language arts, social studies, math and science from the local school report card/transcript are required.

2. For applications to grade 9 (fall admission), the sum of unexcused absences in grade 7 plus grade 8 unexcused absences from terms 1 and 2 (the local school report card) are required.

3. For applications to grade 9 (fall admission), the sum of behavioral incidents from grade 7 and terms 1 and 2 of grade 8 from the local school report card or from the local school guidance counselor's assessment are required.

4. All applications must include a recommendation by sending school personnel.

D. Late Applications:

Applications received after February 1 will be evaluated using the same criteria as other applications, which includes being notified if students are accepted, declined or placed on the waiting list. Waiting list students will be integrated in rank order on the established waiting list, which will be valid for the current school year only.

NON-CHAPTER 74 TRANSFER STUDENT APPLICATION PROCESS FOR ADMISSION TO THE NINTH, TENTH, AND ELEVENTH-GRADES DURING THE CURRENT SCHOOL YEAR

1. Students interested in applying to Greater Lawrence Technical 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

c. attend an interview at Greater Lawrence Technical School. If the applicant or parent(s)/guardian(s) cannot provide transportation, a representative from Greater Lawrence Technical School will go to the local school to interview the applicant.

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 Guidance Department at Greater Lawrence Technical School. Complete applications include:

(i) completed application form (including required signatures)

(ii) For applications to grades 9, 10, and 11, the 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 are required.

(iii) For applications to grades 9, 10, and 11, the current school year to the date of the application, unexcused absences from the local school report card are required.

(iv) For applications to grades 9, 10, and 11, the current school year to the date of the application,

assessments of behavior from the local school report card or from the local school guidance counselor assessment are required.

(v) For applications to grades 9, 10, and 11, a recommendation from the sending school personnel is required.

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

- a. The Greater Lawrence Technical 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 Lawrence Technical School Guidance Office 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.

NON-CHAPTER 74 TRANSFER STUDENT APPLICATION PROCESS FOR FALL ADMISSION TO THE TENTH, AND ELEVENTH GRADES

1. Students interested in applying to Greater Lawrence Technical School for fall admission 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
- c. attend an interview at Greater Lawrence Technical School. If the applicant or parent(s)/guardian(s) cannot provide transportation, a representative from Greater Lawrence Technical School will go to the local school to interview the applicant.

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 Guidance Department at Greater Lawrence Technical School. Complete applications include:
 - (i) completed application form (including required signatures)
 - (ii) For applications to grade 9, 10, and 11, the final grade average of the previous school year marks in English language arts, or equivalent, social studies, math and science from the local school report card to review course credit.
 - (iii) For applications to grades 9, 10, and 11, the sum of unexcused absences from the previous school year from the local school report card is required
 - (iv) For applications to grades 9, 10, and 11, the number of behavioral incidents from the previous school year from the local school report card or from the local school guidance counselor's assessment is required.
 - (v) For applications to grades 9, 10, and 11, a recommendation from the sending school personnel is required.

CHAPTER 74 TRANSFER STUDENTS GRADES NINE THROUGH TWELVE

Applications from students who are enrolled in a state-approved Chapter 74 vocational technical high school program in another school 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 Lawrence

Technical School. All transfer applicants must attend an interview at the Greater Lawrence Technical School. Their applications will be evaluated according to the provisions of this Admission Policy. Ability of incoming students to select shops is restricted based on the seats available and the nature of the shop competency requirements. If incoming student's shop selection is not available the student may explore vocational technical programs that have openings before making a final program selection.

Greater Lawrence Technical School students who wish to transfer from one career area to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested career areas. Each transfer applicant will be interviewed and counseled individually to determine the suitability of the transfer.

WITHDRAWN STUDENTS WHO RE-APPLY

Students who withdraw from Greater Lawrence Technical School and who are attending or not attending another high school may reapply to Greater Lawrence Technical School. The student transfer procedures contained in this Admission Policy will be utilized to determine re-admission.

7. SELECTION CRITERIA

Completed applications are processed by the Guidance Department 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 25 points

Grade	Averages Points
A (90 – 100)	25
B (80 – 89)	18
C (70-79)	12
D (60-69)	6
F below 60	0

For applicants for fall admission, the average of the report card grades in English, social studies, mathematics and science for the previous 1.5 academic years are used. For applicants for admission during the school year, the average of the report card grades in English, social studies, mathematics and science for the current academic year is used.

B. Attendance: Maximum 20 points

Number of	Unexcused Absences Points
0 - 6	20
7 - 15	14
16 - 25	10
26 - 40	6
41+	0

For applications for fall admission the sum of the unexcused absences for the previous 1.5 academic years are used. For applicants for admission during the school year the sum of the unexcused absences for the current school year is used.

C. School Discipline/Conduct: Maximum 20 points

**Discipline/Conduct
Rating Points**

- No Discipline Incidents 20
- 1-2 Minor Incidents 15
- 3-5 Minor Incidents 10
- 1 In-School Suspension or 5 Out of School Suspension
- 2 or more In-School Suspensions or
- 1 Out of School Suspensions

For applications for fall admission the sum of minor discipline incidents and the sum of suspensions for the previous 1.5 academic school years are used. For applicants for admission during the school year the sum of minor discipline incidents and the sum of suspensions for the current school year are used.

D. Local Guidance Counselor's Recommendation (*Guidance Profile Summary*):

Maximum 10 points

**Recommendation
Rating Points**

- Excellent 10
- Above Average 8
- Average 5
- Below Average 3
- Poor 0

After points are given in each area, the points are totaled for each applicant. A maximum total of seventy-five (75) points can be earned.

8. SELECTION PROCESS

The Guidance Department at Greater Lawrence Technical School will examine, rate, and make recommendations for action on the applicants.

The Guidance Department considers scholastic achievement, attendance, school behavior, and sending school personnel recommendations. Applications are reviewed, processed and assigned points by grade level.

After a point total for each 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 students meet the entrance criteria previously described but the class seats were awarded to

higher-ranking applicants. If openings occur, the class seats are filled by 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 total points given according to the selection criteria.

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

All students are accepted, declined or placed on a waiting list and receive written notification of their status. Any student who is denied initial acceptance is informed and encouraged to reapply at the end of the current school year. The student may choose to submit his/her final report card at the end of June for review. Students who achieve the required points will be rank ordered and integrated into the established waiting list. Only those students who achieve the required points will be notified of the change in their status. In addition, students who are not accepted or placed on the waiting list can appeal the decision in writing by providing more information. All accepted incoming freshmen will participate in a spring orientation which will include placement testing.

(Please note: 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 Lawrence Technical School.)

9. REVIEW AND APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Greater Lawrence Technical School indicating that the applicant was not accepted or placed on a waiting list for admission to the school, may request an appeal of the decision if there were any extenuating circumstances that may have impacted their application point total. This appeal request, which must be accompanied by documentation from the middle school counselor or administrator, should be submitted in writing to the Director of Admissions & Counseling within thirty (30) days of receipt of the decision letter. The Director will schedule a hearing with the parent(s)/guardian(s) and student, and will send a decision in writing within thirty days. If the appeal is denied, the applicant's parent(s)/guardian(s) can pursue a final appeal with the Principal, following the same procedure.

10. ENROLLMENT

In order to enroll at Greater Lawrence Technical 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 the equivalent and mathematics for the school year immediately preceding their enrollment at Greater Lawrence Technical School. Students who are failing or have failed English language arts, or the equivalent and/or mathematics can expect as a condition of enrollment to attend a summer program. Failure to pass the summer school course(s) will result in the prior acceptance being revoked.

Acceptance and enrollment at Greater Lawrence Regional Vocational Technical School is conditioned upon the accuracy and completeness of a student's application. The Greater Lawrence Regional Vocational Technical High School District reserves the right to revoke its conditional acceptance of any student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process.

11. CAREER PROGRAM PLACEMENT

All ninth grade students enrolled at Greater Lawrence Technical School participate in the Career-Vocational Technical Education (CVTE) Exploratory Program from September through mid-January. The Exploratory Program introduces each student to a variety of career pathways while helping them learn about their individual career talents and interests.

During the Exploratory Program, students are evaluated by the career instructors who work with them and observe them. Each student is evaluated on:

- Arrival and Preparedness (20%)
- Conduct, Safety and Respect (20%)
- Participation (20%)
- Completion of Project(s) and Workmanship (40%)

At the end of the Exploratory Program each student selects a first, second, and third choice of the career area(s) that he/she is interested in studying. In addition to the Exploratory Program evaluation that each student receives from the career instructors, additional factors are considered in determining career program placement. A formula is utilized to rank order each student. Individual student scores are tabulated using Greater Lawrence Technical School's Student Information Management System in order to create a rank order for career area placement. The ranking formula, which is based on 100%, is explained below:

- Exploratory Average - the average of grades attained in all career programs that they experienced during the Exploratory Program - 40%
- The grade obtained in the student's first choice shop during the Exploratory Program - 30%
- The grade obtained in the student's second choice shop during the Exploratory Program - 20%
- The grade obtained in the student's third choice shop during the Exploratory Program - 10%

Students will be ranked, by individual score according to the grading formula, within their first choice career area. Priority is provided to first choice students. As such, no student with a higher rank can "bump" a student with a lower rank, provided the students have selected different career areas as their first choice. For example: A student with an individual score of 97% who selected Horticulture as their second choice can not bump a student with an individual score of 85% who selected Horticulture as their first choice.

Should a shop fill with all first choice students, students will be placed as follows:

- Students will be placed in their second choice career area, by rank order, provided there is space available.
- Students not able to access their second-choice career area will be placed into their third-choice career area, by rank order, provided there is space available.
- Students not placed in one of their top three career areas will meet with their guidance counselor. Their guidance counselor will review career areas with remaining seats. Of those shops available, students will identify a new first, second and third choice. Students will then be placed, in rank order, into career areas with remaining space based on their revised selections.

Wait lists will be created for each shop and again students will be ranked by individual score according to the stated grading formula. Additionally, original career area shop selection is considered when filling openings. Wait listed students are notified when openings occur and are given the option of transferring to the requested career area.