



# GREATER LAWRENCE TECHNICAL SCHOOL

## ADMISSIONS 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. 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.

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

The criteria have been approved by the District School Committee, and the Committee will approve the use of these criteria annually. Greater Lawrence Technical School's admission policy is on file at the Department of Elementary and Secondary Education.

This policy is intended to comply with Massachusetts state regulations ([603 CMR 4.00](#)) which 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.

### II. EQUAL EDUCATIONAL OPPORTUNITY

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

If a student's primary home language is not English, Greater Lawrence Technical School will provide them with an application form in their home language and/or will assist them with filling out the application and completing the admissions process..

Greater Lawrence Technical School is committed to providing educational opportunities to students experiencing homelessness. Please contact the school's Homeless Liaison (Director of Admissions & Counseling) with any questions.

Students with disabilities may voluntarily identify themselves to Greater Lawrence Technical 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 Lawrence Technical School.

Consistent with Massachusetts state regulations ([603 CMR 4.00](#)) Greater Lawrence Technical School will continue to develop 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**

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 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 are eligible to apply to GLTS at any time, and will be accepted according to the selection criteria contained in this Admission Policy. Upon meeting admissions criteria and being accepted to GLTS, the school will immediately enroll homeless and foster care students in school, even if they do not have the documents usually required for enrollment, including school records, medical records, proof of residency, discipline records, or birth certificate. GLTS Guidance and Admissions staff will work collaboratively with families and agencies to obtain requested documentation.

### **Students in Foster Care**

Each child and youth in transition has the right to remain at his or her school of origin or attend any school within the attendance area in which the child or youth is actually living. When a determination is made that it is not in a student's best interest to remain at GLTS, the Guidance Department will ensure the child is immediately enrolled in a new school and provide any documentation available.

### **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

## **IV. 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 used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

Greater Lawrence Technical School has an Admission Committee appointed by the Superintendent-Director. The committee is chaired by the Director of Admissions &

Counseling and minimally consists of a member of the Administration, Guidance, Technical and Academic Departments. Responsibilities of the Admissions Committee include oversight of the:

- A. Review of available admissions data from 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;
- B. Determination of standards for admission;
- C. Development and implementation of admission procedures.

## **V. ADMISSIONS COMMUNICATION POLICIES**

Greater Lawrence Technical School provides information and resources on its [school website](#), including information on the admissions process, a link to the online application system, and information about program offerings. Students and their families can request hard copies of available information by emailing the Admissions Office at [admissions@glts.net](mailto:admissions@glts.net), or by calling (978)686-0194, ext. 2061 or 2062.

Greater Lawrence Technical School also shares recruitment information about the school through a variety of methods:

- A. Visitations by all students in 8<sup>th</sup> grade classes in local schools to Greater Lawrence Technical School or a presentation at each of the middle schools to all 8th grade students 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 8<sup>th</sup> grade visitations and the Open House. Admissions and promotional materials will be made available in a student/family's home language whenever possible.
- D. Tours may be arranged by calling the Admissions Office at (978)686-0194, ext. 2061, or by emailing [admissions@glts.net](mailto:admissions@glts.net). If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide documentation that the applicant attended a tour during this time. Such tours may **not** be counted as unexcused absences by sending districts.
- E. A copy of the approved Admissions Policy will be posted annually on the school website, included in the Program of Studies, and will be provided in hard copy or electronically upon request.

## **VI. APPLICATION PROCESS FOR FALL ADMISSION**

A. Students interested in applying to Greater Lawrence Technical School for fall admission to the ninth, tenth or eleventh grade must:

1. Complete and submit an electronic application through the GLTS website under the Admissions page. Students can also contact the Admissions Department to request a paper application, or obtain an application from their Guidance Counselor. This application should be returned to the GLTS admissions office.
2. For applications for grade 9 Fall Admission, the application should be submitted, either electronically or paper copy, by the priority admission deadline of February 1st. Applications and all supporting documentation for admission to grades ten and eleven should be submitted by the end of the current school year.

B. It is the responsibility of the local school guidance counselor (or Principal's designee) to:

1. Complete their portion of the application form through the electronic application portal upon notification that a student has applied.

2. Upload all required documents and complete all required parts of the application by February 1st. If an application is submitted after this date, the middle school counselor/staff should upload all required documentation as soon as possible. Completed applications include:

- (a) Completed application form (including required signatures), along with counselor recommendation and official school record of grades, attendance, and discipline.

- (b) For applications to grade 9 (fall admission),

- The final grades for 7th and Quarter/Trimester 1 8th grade grades in English Language Arts, Social Studies, Math and Science are required.
- The sum of unexcused absences in grade 7 plus grade 8 unexcused absences from quarter/trimester 1 are required.
- An official school record of disciplinary infractions for grades 7 and 8 must be submitted.
- All applications must also include a recommendation by sending school personnel.

- (c) For applications to grade 10 or 11 (fall admission)

- The final grades for the previous two school years in English Language Arts, Social Studies, Math and Science are required.
- The sum of unexcused absences for the two previous school years is required
- An official school record of disciplinary infractions for the two previous school years is required.
- All applications must also include a recommendation by sending school personnel.

**D. Late Applications:**

Applications for Grade 9 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.

**CHAPTER 74 TRANSFER STUDENTS**

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 prior to acceptance. 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.

**WITHDRAWN STUDENTS WHO REAPPLY**

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.

**VII. SELECTION PROCESS**

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 30 points

- A-B (80 – 100) = 30
- C (70-79) = 25
- D (60-69) = 10
- F below 60 = 1

B. Attendance: Maximum 25 points

- 0-4=25
- 5-9=20
- 10-14=15
- 15-19=10
- 20-24=5
- 25+=1

C. School Discipline/Conduct: Maximum 10 points

- 0 Suspensions = 10 Points
- 1 Suspension= 5 Points
- 2+ Suspensions = 1 Point

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](#).

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 = 1

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.

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. Students who are not offered admission are encouraged to apply as a transfer student for Grade 10 or Grade 11 the following year.

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.

### **VIII. 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. This request can be emailed to [admissions@glts.net](mailto:admissions@glts.net), or mailed to GLTS Admissions, 57 River Road, Andover, MA 01810. 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.

### **IX. 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. 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. Any student who is accepted but fails to respond to the offer of admission and/or does not submit required enrollment documents after repeated attempts to contact the student/parent may be removed from the list of accepted students and be coded as "no longer interested in attending."

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.



## **X. EXPLORATORY PROGRAM**

Because Greater Lawrence Technical School offers 5 or more Chapter 74 state-approved programs, all ninth grade students participate in a half-year exploratory program from September through mid-January in accordance with the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks. The Exploratory Program introduces each student to a variety of career pathways while helping them learn about their individual career talents and interests.

## **XI. PROGRAM-SPECIFIC ADMISSION**

Greater Lawrence Technical School uses the following system for students to identify and enroll in their Chapter 74 technical program.

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 they are 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.

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.

## **XII. MAINTENANCE OF RECORDS**

Greater Lawrence Technical 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 Lawrence Technical School will provide this information to the Department upon request.