



## MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

### ADMISSION POLICY

#### I. ADMISSIONS

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical programs and instructional spaces are designed and equipped to serve a specific maximum number of students safely. As a result, Montachusett Regional Vocational Technical School may lack both the space and flexibility to accommodate all interested applicants. Therefore, a selection process is necessary to determine which applicants are admitted to the school each year. All applicants to grades nine through twelve at Montachusett Regional Vocational Technical School will be evaluated using the criteria contained in this Admission Policy. The Montachusett Regional Vocational Technical District School Committee approved this policy on February 2, 2022, and will review and approve this policy annually. The Montachusett Regional Vocational Technical School Admission Policy is on file at the Department of Elementary and Secondary Education.

#### II. EQUAL EDUCATIONAL OPPORTUNITY

Montachusett Regional Vocational Technical School (Monty Tech) admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, gender, gender identity, religion, national origin, sexual orientation or disability.

If there is a student with limited English proficiency, a qualified representative from Montachusett Regional Vocational 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. Please contact our Dean of Admissions at (978) 345-9200 ext. 5231 or [Leamy-Christine@montytech.net](mailto:Leamy-Christine@montytech.net) if you have questions or need help filling out the application form.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

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

Montachusett Regional Vocational Technical School is committed to providing educational opportunities to students experiencing homelessness. Students who are homeless will be accepted according to the selection criteria contained in this admission policy. Parents/ Guardians of such students will not be asked to verify residency within the Monty Tech District. Please contact Monty Tech's liaison at [Zarozinski\\_Victoria@montytech.net](mailto:Zarozinski_Victoria@montytech.net), (978) 345-9200 ext. 5237, (978) 345-9166 (fax), or 1050 Westminster Street, Fitchburg, MA 01420 with any questions.

Consistent with Massachusetts [regulations](#), Monty Tech 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.” Please see Section V contained herein.

### III. ELIGIBILITY

**Resident Applicants:** Any eighth, ninth, tenth, and eleventh grade student who is a resident of the Monty Tech District (Ashburnham, Ashby, Athol, Barre, Fitchburg, Gardner, Harvard, Holden, Hubbardston, Lunenburg, Petersham, Phillipston, Princeton, Royalston, Sterling, Templeton, Westminster, and Winchendon) who expects to be promoted by the sending district to the grade they seek to enter is eligible to apply for fall admission or admission during the school year to Monty Tech. Students may only be admitted to Monty Tech if they have been promoted to the grade they are seeking to enter, so 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. Residents of the Montachusett Regional Vocational Technical School District who meet the minimum admission requirements are admitted before any non-residents seeking the same program.

Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Monty Tech district residents, according to the District Agreement, which identifies the cities and towns that are members of the District, and explains how those cities and towns allocate seats to their residents. This agreement can be found at: [www.montytech.net/DistrictAgreement](http://www.montytech.net/DistrictAgreement).

**Non-residents Applicants:** Students who are not residents of the Monty Tech District (non-resident students) are eligible to apply for fall admission or admission during the school year, subject to the availability of openings to Monty Tech, provided they expect to be promoted by their local district to the grade they seek to enter. Non-resident applicants will be evaluated using the criteria contained in this Admission Policy.

Non-resident students and families can find information on the [Chapter 74 Nonresident Student Tuition Program](#) online. Please be aware that residents of the Montachusett Regional Vocational Technical School District who meet the minimum admission requirements will be admitted before any non-residents seeking the same program.

**Homeschooled Applicants:** Students presently being formally home schooled may apply for admission to Monty Tech, including admission during the school year, provided all Admission Policy criteria are followed. The Home Schooled student's parent or guardian must submit a copy of the Home School approval letter from the sending district's superintendent; and if grades are not available, a portfolio or representative of some (if available) of the student's body of work in English, math, science and social studies. The level of work must be appropriate for the grade level being applied for. A letter from the sending district's superintendent attesting to this grade level is required. Home schooled students' scholastic achievement and interview scores will be calculated, and those averages will be weighted evenly, to ensure no one category exceeds 50% of the applicant's score. This average will serve as the Homeschooled Applicants "Total Rating Score". Please see Sections VII.A. (Scholastic Achievement) and VII.E. (Interview) for specific selection criteria information.

**Transfer Students:** Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-12 at Monty Tech 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.

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school (transfer students) will be considered for admission (including admission during the school year) on a space available basis, if they relocate away from their current school and wish to pursue the same program of study at Monty Tech. All transfer applicants must attend an interview at Monty Tech. If the applicant or parent/guardian cannot provide transportation, an official from Monty Tech will go to the district school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy. (Please see Sections VIIA-VIIE for specific selection criteria information.)

**School Choice Applicants:** Montachusett Regional Vocational Technical School participates 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. School choice applicants will be accepted provided there are vacancies in the program in which they are interested. The applicant provides transportation. Students applying to Monty Tech under the school choice program should contact our Superintendent's office at (978) 345-9200 ext. 5206 or [harrity@montytech.net](mailto:harrity@montytech.net) with any questions. More information on school choice can be found on the Department of Elementary and Secondary Education's [website](#).

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

Monty Tech is a public regional vocational-technical school located in Fitchburg, Massachusetts. Montachusett Regional Vocational Technical School (Monty Tech) is a member of the Montachusett Regional Vocational Technical School District and is accredited by the New England Association of Schools and Colleges. Monty Tech is committed to providing quality vocational technical and academic programs.

The **Superintendent** of Montachusett Regional Vocational Technical School District is:

Sheila M. Harrity, Ed.D.  
[Harrity@montytech.net](mailto:Harrity@montytech.net)  
(978) 345-9200 ext. 5206

The **Principal** of Montachusett Regional Vocational Technical School is:

Thomas Browne  
[Browne-Thomas@montytech.net](mailto:Browne-Thomas@montytech.net)  
(978) 345-9200 ext. 5205

The **Dean of Admissions** at Montachusett Regional Vocational Technical School is:

Christine Leamy  
[Leamy-Christine@montytech.net](mailto:Leamy-Christine@montytech.net)  
(978) 345-9200 ext. 5231

It is the responsibility of the Monty Tech Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

Monty Tech has an Admissions Committee appointed by the Superintendent-Director. The committee consists of members of the Administration, Student Support Services, Special Education, Vocational-Technical, and Academic Departments.

Responsibilities of the Admissions Committee include:

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

The Monty Tech Dean of Admissions is responsible for disseminating information about Monty Tech through local school assemblies, marketing efforts and press releases, and for collecting applications from the sending schools within the Monty Tech district. For additional details, please see Section V contained herein.

## V. ADMISSIONS COMMUNICATION & RECRUITMENT PROCESS

The Monty Tech recruitment process includes deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in the Monty Tech sending municipalities, has a comparable academic and demographic profile. Monty Tech maintains a calendar of events on its website ([www.montytech.net](http://www.montytech.net)) where it provides information on the admissions process, as well as other information about its programs. Students and their families may request hard copies of the calendar by calling or emailing the Dean of Admissions at: (978) 345-9200 ext. 5231 or [Leamy-Christine@montytech.net](mailto:Leamy-Christine@montytech.net).

The Monty Tech Dean of Admissions disseminates information about the school through a variety of methods, to include:

- a) Visitations with an informational presentation to 8<sup>th</sup> grade students in district schools.
- b) Presentations, that will be widely publicized through print and online marketing efforts, will be held at local community centers and youth organizations. Informational material (available in both English and Spanish), will be disseminated, updated and replenished at these locations regularly, to include brochures, application for admission, admission policy, program of study, and additional information about services and activities offered at the school.
- c) During the fall, all middle schools within the Montachusett Regional Vocational Technical School District are invited to participate in the annual Tour Day event. Schools that choose to participate in this program are provided with transportation at no cost, and the 8<sup>th</sup> grade students have an opportunity to tour the building and view program-specific presentations.
- d) A Career Awareness Night is scheduled during the fall and an Open House is scheduled during the spring. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational-technical programs and speak with vocational technical and academic teachers.
- e) Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time. To schedule an individual visit and tour, parent(s)/guardian(s) are encouraged to contact the school's Dean of Admissions. 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.
- f) Brochures, which describe vocational technical programs including academic courses, athletics, cooperative education, and special education resources, are available to district residents and will be distributed to guidance offices within the Monty Tech district and to prospective students during the Tour Day, Career Awareness Night, and Open House programs or upon request.
- g) District 7<sup>th</sup> and 8<sup>th</sup> grade students are invited to attend the Vocational Interest Program in the fall, winter, and spring, held at Monty Tech after school. Each V.I.P. session consists of a 5-week hands-on experience in 5 randomly placed vocational-technical programs. Additionally, week-long summer camps are open to all rising 6-8<sup>th</sup> grade students residing in the District municipalities, who may be interested in participating project-based, vocational programs.
- h) Interested students and their parents/guardians are also encouraged to visit the school's website ([www.montytech.net](http://www.montytech.net)), which is updated on a regular basis. The application for admission, admission policy, program of study, and additional information about services and activities offered at the school are easily accessible online, and may be translated into a number of languages.
- i) All recruitment materials are available in both English and Spanish, to ensure prospective students and their parents/guardians may make an informed decision regarding career vocational technical educational opportunities available to the student.

## **VI. APPLICATION PROCESS**

### **For Fall Admission to the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Grade**

1. Students interested in applying to Monty Tech for fall admission to the ninth, tenth, eleventh or twelfth grade must:
  - a. Submit an application for admission. The application may be obtained from the sending school Guidance Counselor, downloaded from the Monty Tech school website ([www.montytech.net](http://www.montytech.net)), or one may be requested and mailed to the student's home. The completed application form must be returned to the student's Guidance Counselor by the sending school's deadline.
  - b. Complete an interview with the Monty Tech Dean of Admissions. All applicants will be interviewed at their district school or Monty Tech. If the applicant or parent/guardian cannot provide transportation, the Dean of Admissions will go to the district school to interview the applicant.
2. Parents/ Guardians must complete the Affidavit of Residence component of the application, verifying that the student does, in fact, reside within the Montachusett Regional Vocational Technical School District. Once accepted, freshmen must maintain residency throughout their freshmen year in one of the District municipalities. If residency is in question during the application process, additional proof of residency may be requested. This is not a requirement for non-resident applicants or homeless students.

If there is a student with limited English proficiency, a qualified representative from Montachusett Regional Vocational 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.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

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

3. It is the responsibility of the sending school Guidance Counselor to:
  - a. Complete their portion of the application form.
  - b. Submit complete application to the Monty Tech Admissions Department on or before March 31<sup>st</sup>. A complete application will include:
    - All components of the application form, required signatures, and copies of grades, attendance and discipline reports.
    - For applications to grade 9 (fall admission), each quarter of grade 7, as well as grades from quarters 1 and 2 for grade 8 in English Language Arts, or its equivalent, social studies, math and science from the sending school report card/transcript are required. A final report card is necessary to verify promotion to grade nine.
    - For applications for fall admission to grades 10, 11 and 12, grades for each quarter of the previous school year and grades to date from quarters 1 and 2 of the current school year in English Language Arts, or its equivalent, social studies, math and science from the sending school report card are required along with a transcript to review course credit. Monty Tech accepts grade 11 applications only for beginning of the school year unless transferring from another vocational technical school's similar program. Monty Tech

accepts grade 12 applications only if transferring from another vocational technical school's similar program.

- For applications to grade 9 (fall admission), the total number of unexcused absences in grade 7 plus quarters 1 and 2 of grade 8 from the sending school report card are required. For applications to grades 10, 11 and 12 (fall admission), the total number of unexcused absences taken from the previous school year as well as from quarters 1 and 2 for the current school year, as listed on the report card, is required.
- For applications to grade 9 (fall admission), the student's discipline record, documenting the number of out-of-school suspensions from grade 7 and quarters 1 and 2 of grade 8, is used. For applications to grades 10, 11, and 12 (fall admission), the student's discipline record, documenting the number of out-of-school suspensions from the previous school year and quarters 1 and 2 of the current school year, is used. For applications to grades 9, 10, 11, and 12 (admission during the school year), the student's discipline record, documenting the number of out-of-school suspensions from the current and prior school year to the date of application, is required. Montachusett Regional Vocational Technical School District will only consider student conduct 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 when determining applicants' conduct rating.
- For applications to grade 9, 10, 11 and 12 (fall admission), the sending school recommendation is required.

4. If an application is incomplete, the following procedures will be followed:

- a. The Monty Tech Guidance/Admissions Office will notify the sending school Guidance Counselor responsible for submitting the application that the application is incomplete.
- b. The applicant's parent(s)/guardian(s) will be notified by the Monty Tech Guidance/Admission Office, in the event that the problem is not resolved by the sending school Guidance Counselor.
- c. If after notifying the sending school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be removed from consideration.

#### **For Current School Year Admission to the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Grade**

1. Students interested in applying to Monty Tech for admission for the current school year must:
  - a. Submit an application for admission. The application may be obtained from the sending school Guidance Counselor, downloaded from the Monty Tech school website ([www.montytech.net](http://www.montytech.net)), or one may be requested and mailed to the student's home. The completed application form must be returned to the student's Guidance Counselor, who will compile the necessary documentation to support the application.
  - b. Complete an interview with the Monty Tech Dean of Admissions. All applicants will be interviewed at their district school or Monty Tech. If the applicant or parent/guardian cannot provide transportation, the Dean of Admissions will go to the district school to interview the applicant.
2. Parents/ Guardians must complete the Affidavit of Residence component of the application, verifying that the student does, in fact, reside within the Montachusett Regional Vocational Technical School District. Once accepted, freshmen must maintain residency throughout their freshmen year in one of the District municipalities. If residency is in question during the application process, additional proof of residency may be requested. This is not a requirement for non-resident applicants or homeless students.



If there is a student with limited English proficiency, a qualified representative from Montachusett Regional Vocational 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.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

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

3. It is the responsibility of the sending school Guidance Counselor to:
  - a. Complete their portion of the application form.
  - b. Submit complete application to the Monty Tech Admissions Department. A complete application will include:
    - All components of the application form, required signatures, and copies of grades, attendance and discipline reports.
      - For applications to grades 9, 10, 11 and 12 (admission during the school year) grades for each quarter of the previous year, as well as the current school year grades, including grades to the date of application, in English language arts, or its equivalent, social studies, math and science from the sending school report card/ transcript are required. A final report card is necessary to verify promotion to grade nine. An official transcript is necessary to verify credits for students applying for grade ten through twelve.
      - For applications to grades 9, 10, 11 and 12 (admission during the school year) the total number of unexcused absences from the current and prior school years to the date of application, as provided on the sending school report card, are required.
      - For applications to grades 9, 10, 11 and 12 (admission during the school year) the student's discipline record, documenting the number of out-of-school suspensions from the current and prior school years to the date of application, is required. Montachusett Regional Vocational Technical School District will only consider student conduct 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 when determining applicants' conduct rating.
      - For applications to grades 9, 10, 11 and 12 (admission during the school year), the sending school recommendation is required.
4. If an application is incomplete, the following procedures will be followed:
  - a. The Monty Tech Guidance/Admission Office will notify the sending 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 Monty Tech Guidance/Admission Office, in the event the problem is not resolved by the sending school Guidance Counselor.
  - c. If after notifying the sending school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be removed from consideration.

### **Late Applications**

Applications received after March 31<sup>st</sup> will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list. See Section VIII for additional details.

### **Transfer Students**

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) on a space available basis, if they relocate away from their current school and wish to pursue the same program of study at Monty Tech. All transfer applicants must attend an interview at Monty Tech. If the applicant or parent/guardian cannot provide transportation, an official from Monty Tech will go to the district school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy. Please contact the Admissions Office at (978) 345-9200 ext. 5231 with any questions or to request an application form.

### **Home Schooled Students**

Students presently being formally home schooled may apply for admission to Monty Tech, including admission during the school year, provided all Admissions Policy criteria are followed. The Home Schooled student's parent or guardian must submit a copy of the Home School approval letter from the sending district's superintendent; and if grades are not available, a portfolio or representative of some (if available) of the student's body of work in English, math, science and social studies. The level of work must be appropriate for the grade level being applied for. A letter from the sending district's superintendent attesting to this grade level is required.

### **Withdrawn Students**

Students who have withdrawn from Monty Tech and who are attending or not attending another high school may reapply to Monty Tech following the procedures contained in this admission policy. They will be evaluated using the criteria contained in this Admission Policy. A letter stating why the student withdrew, why they would like to return and how they plan to succeed at Monty Tech should accompany the application.

## **VII. SELECTION CRITERIA**

The Admission Committee uses weighted admissions criteria to process completed applications. 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** (previous year and present year to date)

<b>Grade Averages</b>	<b>Points</b>
A+ to B- (100-80)	25
C+ to C- (79-70)	20
D+ to D (69-65)	15
D to D- (64-60)	10
F (00-59)	0

For applications to grade 9 (fall admission), the average of each quarter of grade 7 grades and 1 and 2 quarters in grade 8 in English, social studies, mathematics and science from the sending school report card/transcript are used. For applications to grades 10, 11 and 12 (fall admission) the average of each quarter of the previous school year, and quarters 1 and 2 of the current school year grades in English, social studies, mathematics and



science from the sending school report card/transcript are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the average of each quarter of the previous year grades and the current school year's grades to the date of the application in English Language Arts, or its equivalent, social studies, mathematics and science from the sending school report card/ transcript are used.

**B. Attendance: Maximum 20 points** (total of previous year and present year to date)

Number of Unexcused Absences	Points
0-6 days	20
7-13 days	15
14-20 days	10
21-26 days	5
27+ days	0

For applications to grade 9 (fall admission), the total number of unexcused absences of grade 7 and quarters 1 and 2 of grade 8 from the sending school report card are used. For applications to grades 10, 11 and 12 (fall admission) the total number of unexcused absences of the previous school year and quarters 1 and 2 of the current school year from the sending school report card are used. For applications to grades 9, 10, 11 and 12 (admission during the school year), the total number of unexcused absences of the previous year and the current school year to the date of the application from the sending school report card are used.

**C. Discipline/Conduct: Maximum 20 points** (previous year and present year to date)

Discipline/ Conduct Rating	Points
No suspensions	20
1 suspension	15
2 suspensions	10
3-4 suspensions	5
5+ suspensions	0

For applications to grade 9 (fall admission), the student's discipline record, documenting the number of out-of-school suspensions from grade 7 and quarters 1 and 2 of grade 8, is used. For applications to grades 10, 11, and 12 (fall admission), the student's discipline record, documenting the number of out-of-school suspensions from the previous school year and quarters 1 and 2 of the current school year, is used. For applications to grades 9, 10, 11, and 12 (admission during the school year), the student's discipline record, documenting the number of out-of-school suspensions from the current and prior school year to the date of application, is required.

Montachusett Regional Vocational Technical School District will only consider student conduct 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 when determining applicants' conduct rating.

**D. Sending School Recommendation: Maximum 15 points**

<b>Rating</b>	<b>Points (0-3)</b>
	Above Average = 3 Average = 2 Fair = 1 Poor = 0
Achievement in Relation to Ability	0-3
Classroom Involvement	0-3
Study/ Work Habits	0-3
Motivation	0-3
Personal Responsibility	0-3

**E. Interview: Maximum 20 points**

<b>Rating</b>	<b>Points (1-4)</b>
	Positive = 4 Average = 3 Fair = 2 Poor = 1
Interest in Vocational Education	1-4
Interest in a Trade	1-4
Attitude/Motivation	1-4
Career Goals	1-4
Overall Impression	1-4

After points are awarded in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points may be earned.

**VIII. SELECTION PROCESS**

The Admission Committee at Monty Tech will examine, discuss, and make recommendations for action on all completed applications. The Committee takes into consideration each applicant’s scholastic achievement, attendance, discipline record, sending school recommendation, and interview results. Applications are reviewed, processed and assigned points, as noted in Section VII.

After a “Total Rating Score” for each resident applicant has been determined, all resident applicants are placed in order of their Total Rating Score and by town of residence. Resident applicants are then accepted in order of the Total Rating Score they have achieved. The resident applicant with the highest Total Rating Score is accepted first, the resident applicant with the second highest Total Rating Score is accepted second, and so on until all seats are filled.

In the event there are more acceptable candidates than there are spaces available, a waiting list shall be maintained. The waiting list shall be based on the Total Rating Score and by town of residence.

If/when an opening should occur, applicants from the waiting list will be accepted to fill the available seat(s). These applicants shall be accepted in order of their place on the waiting list determined by the Total Rating Score and town of residence (if applicable). For example, should space become available in a town with an excess of applicants, that space shall be filled by the next candidate on the wait list, residing in that city/town. Conversely, should space become available in a town, but there are no applicants residing in that town on the wait list, that space shall be filled by the candidate on the wait list with the highest Total Rating Score.

Available spaces for communities that do not have sufficient applications to fill their quota by June 1<sup>st</sup> of each year shall be distributed to those communities that have an excess of applicants. These applicants shall be accepted based on their Total Rating Score.

All applicants whose completed applications are received by Monty Tech will be notified of their status by a letter to their parents/guardians and the sending school Guidance Counselor. All applicants who have submitted a completed application shall be accepted or placed on a waiting list. Late applicants may be notified after all others. Notification for these students may extend into the summer.

Non-resident applicants are evaluated using the criteria in this Admissions 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.

Applications received after March 31<sup>st</sup> will be evaluated using the same criteria as other applications and their composite scores will be integrated in rank order on the established waiting list. Applications received after March 31<sup>st</sup> are considered late applications, as the Admissions process begins April 1<sup>st</sup>, annually.

The waiting list is discontinued as of February 1<sup>st</sup> of that school year and students must reapply and begin the process anew with current information.

All accepted freshmen will take an English assessment and a mathematics assessment for placement purposes only. These placement exams will be held at Monty Tech.

(Please note: Prior to the first day of school, in accordance with Massachusetts State Law, updated Immunization records of incoming students should be forwarded to Monty Tech.)

## **IX. EXPLORATORY PROGRAM AND VOCATIONAL PROGRAM PLACEMENT**

Freshmen will participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different programs. Students initially pre-explore all of the vocational technical programs. Students then submit their top twelve vocational technical exploratory choices. The school will schedule each student in nine week-long Exploratory programs, and endeavor to satisfy the student's requests, but only guarantees the top three choices. They will explore nine career areas from September through January before being placed into their permanent vocational technical area. Students are placed into their vocational technical programs at the end of their exploratory through a competitive process. Students are ranked according to their exploratory assessment ratings. High assessment ratings in all vocational technical exploratories along with hard work, self-discipline, good attendance and intrinsic motivation will be major factors in this competitive process. **NOTE:** When selecting vocational technical exploratory experiences, students should take into consideration that an average of 60 or higher is necessary for placement in any program. In the event that a student does not earn an average of 60 or higher in any of their exploratory experiences, the student will be offered an opportunity to explore additional program(s), on a space available basis.

Students on an individual basis and as necessary, who enroll in Monty Tech after grade nine, may explore one or more vocational technical programs that have openings, by requesting this from their guidance counselor, if the student remains unsure of their vocational technical choice selection. This "mini" exploratory

could last from two to three days before the student makes a program selection. Students are evaluated and graded by each shop teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank ordered would determine the enrollee or enrollees who are placed in the particular shop.

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

**X. REVIEW AND APPEALS PROCESS**

**Admission to Montachusett Regional Vocational Technical School**

If an applicant is notified that they were not accepted to Monty Tech, or has been placed on a waitlist, the applicant or their parent/guardian may request that the Superintendent’s designee, the Director of Student Support Services of Montachusett Regional Vocational Technical School, review that decision within 15 days of receipt of the notification. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
<a href="mailto:Zarozinski_Victoria@montytech.net">Zarozinski_Victoria@montytech.net</a>	Victoria Zarozinski, Director of Student Support Services Monty Tech 1050 Westminster Street Fitchburg, MA 01420

The Director of Student Support Services will respond to these requests for review in writing, and together with the Principal, will hold a hearing with parent(s)/guardian(s) to determine if any action should be taken regarding the student’s application status. In making this determination, the Director of Student Support Services and Principal will carefully review the student’s completed application packet and the Admission Policy. The Director of Student Support Services will respond in writing with the findings of the review within fifteen days.

If after the review, the parent/guardian wishes to appeal the findings of the initial review, they may do so by sending a letter requesting that they be scheduled to appear before the Superintendent, to appeal the findings of the Director of Student Support Services and Principal. This request may be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
<a href="mailto:Harrity@montytech.net">Harrity@montytech.net</a>	Sheila M. Harrity, Ed.D., Superintendent Monty Tech 1050 Westminster Street Fitchburg, MA 01420

The Superintendent will respond in writing to the parent/guardian with a scheduled date for the appeal within fifteen days of receipt of the letter. After this additional appeal has been heard, the Superintendent will then respond in writing with her decision on the appeal within fifteen days of when the appeal was presented.

**Admission to Specific Programs within Montachusett Regional Vocational Technical School**

Students who have been admitted to Monty Tech, after having completed the required Exploratory program

(see Section IX), will be placed in a specific program of study. If the student is denied or waitlisted for a program that they hope to study, the applicant's parent/guardian may appeal the decision, by contacting the Superintendent's designee, the Director of Student Support Services, within fifteen days of the receipt of the notification. This request may be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
<a href="mailto:Zarozinski_Victoria@montytech.net">Zarozinski_Victoria@montytech.net</a>	Victoria Zarozinski, Director of Student Support Services Monty Tech 1050 Westminster Street Fitchburg, MA 01420

The Director of Student Support Services will respond in writing to the request, with the findings of the review within fifteen days.

**XI. MAINTENANCE OF RECORDS**

Montachusett Regional Vocational 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. Montachusett Regional Vocational Technical School will provide this information to the Department of Elementary and Secondary Education, upon request.