Connecticut Technical Education and Career System
Application for Student Admission
2021-2022
www.cttech.org

Student Applicant’s Name: __________________________ School: _______________________

Instructions

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

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

Applications will not be processed without the following information:

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

The complete process is as follows:

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

At end of school year and no later than July 6, 2021
5. Connecticut Technical High School receives health records including immunization as required by law and EL program records (if applicable) from the school in which the student is presently enrolled
6. Connecticut Technical High School receives final eighth grade transcript indicating successful completion of eighth grade or ninth grade transcript if applying for tenth grade
7. Connecticut Technical High School receives final discipline record that indicates no serious disciplinary infractions

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

Mr. Jeffrey Wihbey, Superintendent of Schools, Connecticut Technical Education and Career System, 39 Woodland St., Hartford, CT 06105, and/or, regarding race, color, national origin, age, sex and/or disability to the Office for Civil Rights, U.S. Department of Education, Boston, MA 02110-1491, telephone 617.289.0111, fax 617.289.0150, TTY/TDD 877.521.2172. The Connecticut Technical Education and Career System is an equal opportunity/affirmative action employer.
Student Applicant’s Name: ___________________________ Current Grade Level: ____________

Current School Attending: ___________________________ List Technical High School in order of preference

Return one completed application to 1st choice school only

Home Schooled: ☐ Yes ☐ No

Grade Applying for: (check one)

Beginning 9 ___________ Mid-Year Grade 9 ___________ Beginning 10 ___________

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

1. ______________________ 2. ______________________ 3. ______________________

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

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

Full Name:

(Last) ___________________________ (First) ___________________________ (Middle) ___________________________

Gender: ☐ Male ☐ Female ☐ Non-Binary

Applicant’s Date of Birth: ___________________________ Place of Birth: ___________________________

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

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

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

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

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

☐ White ☐ Black or African American

Residence Address: ___________________________________________

(Box, Apartment, Street Name and Number)

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

Mailing Address: ___________________________________________

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

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

Home Phone: ___________________________ Other Phone: ___________________________

With Whom Do You Live? ☐ Mother and Father ☐ Mother ☐ Father ☐ Legal Guardian

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

(Last Name) ___________________________ (First Name) ___________________________ (Relationship to Applicant) ___________________________
**Mother/Guardian’s Name**

(Last)  
(First)  
(Middle)  

**Mother/Guardian’s Address if Different:**

(Number and Street)  
(City or Town)  
(State)  
(Zip Code)  

**Mother/Guardian’s Employer:**

Phone:  
Cell Phone:  

**Mother’s E-mail Address:**


**Father/Guardian’s Name**

(Last)  
(First)  
(Middle)  

**Father/Guardian’s Address if Different:**

(Number and Street)  
(City or Town)  
(State)  
(Zip Code)  

**Father Guardian’s Employer:**

Phone:  
Cell Phone:  

**Father’s E-mail Address:**


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**Emergency Contact (1)**

<table>
<thead>
<tr>
<th>(First Name)</th>
<th>(Last Name)</th>
<th>(Relationship to the Applicant)</th>
<th>(Primary Phone)</th>
<th>(Secondary Phone)</th>
</tr>
</thead>
</table>

**Emergency Contact (2)**

<table>
<thead>
<tr>
<th>(First Name)</th>
<th>(Last Name)</th>
<th>(Relationship to the Applicant)</th>
<th>(Primary Phone)</th>
<th>(Secondary Phone)</th>
</tr>
</thead>
</table>

**Applicant’s Primary Language:**

What language did you learn to speak first?  
1.  
What language do you speak most at home?  
2.  
What language is spoken the most by parents/guardians or others living in your home?  
3.  

**Release of Records**

I approve this application and I hereby give permission for:

To release the school records of  
(Student applicant’s name)  

(Current School)  
to the Connecticut Technical Education and Career System  

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

Date:  

**Signature of Parent/Guardian**

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

Date:  

**Signature of Parent/Guardian**
Information to be completed by the Sending School

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

Applicant’s State Assigned Student ID (SASID)

Academic Information to be included in application

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

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

504 plans and special education records will be required once applicant receives a “First Step” letter and indicates intent to attend. Final transcript, EL program records, full discipline record, and health records are required no later than July 6, 2021 for students enrolling in the 2021-2022 school year.

Applications will not be processed without the following information:

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

The complete process is as follows:

Beginning in Early February:

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

At end of school year and no later than July 6, 2021 (Final Step)

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

Student Applicant’s Behavior

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

Has this student been expelled in the last two school years?  
☐ Yes  ☐ No

Has this student participated in a violent criminal offense, possession of, or distribution of drugs?  
☐ Yes  ☐ No

Does this student have any other discipline infractions?  
☐ Yes  ☐ No

School Name:

Print Name: ___________________________ E-mail Address: ___________________________ Title: ___________________________

Signature: ___________________________

Date: ___________________________

Phone Number: ( ) 

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

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

Student Name: ___________________________ School: ___________________________

Gifted and Talented

☐Gifted  ☐Talented

Special Education, 504 and Support Services

Does the student have an IEP?  
☐ Yes  ☐ No

Is the student currently in the referral process to determine eligibility for Special Education or 504 services?  
☐ Yes  ☐ No

Does the student have a 504 Plan?  
☐ Yes  ☐ No

Does the student receive any intervention services?  
☐ Yes  ☐ No

EL (English Learner) Support Services

Does the student receive bilingual services?  
☐ Yes  ☐ No

If yes, date bilingual services began: ___________________________

Does the student receive EL services?  
☐ Yes  ☐ No

If yes, date EL program services began: ___________________________

If you answered yes to any of the above EL support services questions, you must attach the complete Language Assessment Scale (LAS LINKS) Grade 8 Student Report.
Student Interest Form
To be completed by the applicant only

Applicant Name __________________________________________________

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

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

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

2. What technical program most interests you and why?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. What are your future goals after high school?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________