

## Enrollment Guidelines

- The Joint Operating Committee directs that the assignment of students to programs provided by the center be consistent with the educational needs of the students and the efficient use of the resources of the center. The final decision as to who is admitted to the center's programs is the sole responsibility of their sending school district, however the FCCTC reserves the right to appeal to the sending district to rescind privileges for a student to attend based on attendance, grades, and disciplinary issues that are deemed to be a continual infringement to the personal rights and safety of other students.
- All students interested in attending the center must apply through his/her home school district. Applicants must have successfully completed the grade prior to admission to be enrolled and must have completed at least 9th grade to be considered.
- All students interested in attending the center must be passing their core academic subjects to qualify for admission at FCCTC.
- Students must have a 2.0 GPA or better in their most recent semester to qualify for admission at FCCTC. Students with a 1.99 or less would require additional justification from the sending school to qualify for admission in a program at the FCCTC.
- All applications must be submitted on or before the application deadline. A late application process may be available if programs are not filled during the initial selection process. Applications submitted after the deadline will not be considered for 1<sup>st</sup> round interviews. Applications will not be accepted after April 15 to provide sufficient time for student scheduling.
- Home Educated Students – A participating school district may approve attendance by a home educated student at the FCCTC. Any such student shall be included in the approving school district's quota of enrollment.
- Each Participating School District shall annually enroll that number of new pupils equal to at least ten (10%) percent of that District's average daily membership (ADM) in grades 10, 11, and 12 at the end of the preceding school year.
- Tuition Pupils – Tuition pupils may be enrolled after all the pupils from the participating school districts have been accommodated, under the provisions of the Public-School Code of 1949, as amended subject to the provisions of Section 15.
- An Interview team from the participating school and the FCCTC will review and record data from each student's academic records. Specifically, the team will review the student discipline report, student attendance report, and cumulative grade point average for each student and then enter this data to calculate an interview score. Scores are based on the percentages outlined below:
  - Discipline = 33.33%
  - Attendance = 33.33%
  - Grades = 33.33%
- Student data (grades, attendance, and discipline) will be cumulative for semester 1 of the current year only.
- FCCTC staff will make recommendations to the team based on responses to the interview questions.
- Student interviews will take place January and February.
- Student placement will take place in March
- Students who are not offered a placement as their first choice, may choose to accept any allotments available to their participating school as their second or third choice. Students who are not placed after this first round of enrollment, are placed on a ranked waiting list for available programs.
- The FCCTC conducts the follow-up rounds of enrollment after all participating schools have filled as many of their assigned allotments as possible. During these follow-up rounds, any remaining/unfilled openings are offered to students on the waiting list for each CTE program, starting with the first student at the top of each program waiting list, regardless of what participating school the student is from.
- A Program Deferral Recommendation must be completed for any student not recommended by FCCTC and placed in a program by the sending school.

## **IEP Considerations**

- All IEP students must have a learning support meeting that includes FCCTC representation prior to enrollment at FCCTC. Parent and student attendance is required at this meeting. Appropriate placement is essential for student success and the unique learning environment offered at CareerTech requires an emphasis on safety and experiential learning. Clear and appropriate expectations must be established prior to enrollment in any program. CareerTech representation is necessary to ensure students and parents are aware of the unique learning opportunities and challenges that exist in all programs offered at CareerTech.
- An exit strategy should be developed with the IEP team with a goal of reducing support services in the students Program of Study. Appropriate placement guidelines that include personal responsibility will assist students with becoming independent and prepare them for entering the workforce or post-secondary education.