



General Enrollment Timeline:

(set dates are determined in Fall of current school year)

- Jan 1st: Open Enrolltrack Portal
- Mid February: Close Enrollment (Enrolltrack will still be open and accept apps, but those that met the deadline get priority)
- February-mid March: Interviews (can start interviewing internal students as soon as the app is in starting January 1st)
- Beginning of April: Acceptance made, students may still be accepted after deadline based on program space and application completion

Enrollment Admission Process:

1. Students create a username/password and complete an application. (application links are located on each Tri-City CTC website).
2. The designated people at each Home School Center will upload Transcripts, Attendance, and Behavior reports for each student. Program teachers will look at Transcripts, Attendance and Behavior reports and score appropriately on the Program paper rubric. (see attached general rubric)
3. Program Teachers will complete the Program Application for each student. Based on Transcript, Attendance and Behavior scores – interviews will be scheduled.
4. Receiving School Center will contact each Home School Center to set up interviews for sending students.
5. Program Teacher will complete the Interview part of the rubric.
6. Program Teacher will complete the Teacher Recommendation Area.
7. Submit ALL paper applications to the CTC Director by the date requested – including those you are NOT recommending in the program. And provide any feedback we could share with the kids on areas they could improve.
8. CTC Director will confirm all acceptances with program teachers prior to official confirmation in Enrolltrack.
9. CTC Director will mark all applicants with Accepted, Ineligible, or Waitlisted – all applicants will receive an email with the outcome of their application.
10. Both sending and internal students will then be manually enrolled into each program through SIS.
11. Knowledge of a student having an IEP is visible to the director and home school counselor, and only used to ensure a current IEP is sent to the program teacher at the beginning of the academic year

Students will be enrolled based on the following priorities:

- A. Based on the year that you begin the program, the order of priority for selection is as follows:
1. Returning second year students who successfully completed Year 1, and, have the endorsement of the CTC Director.
 2. New 11th graders (juniors). Note: 10th graders for Cosmetology
 3. Returning students who have requested a different program.
 4. New incoming 10th graders (sophomores).
 5. New incoming 12th graders (seniors).
- B. Comprehensive Student Profile:
1. The priority list above
 2. Student Interview
 3. Attendance and discipline records
 4. Academic records
- C. A student who does not gain entry into his/her first choice will be:
1. Placed on a 'waiting list', and/or
 2. Allowed a second choice when available, and/or
 3. Notified, in order to select alternative programs.
- D. Each sending school is allowed access to CTE programs based on enrollment numbers.
- F. Exceptions to this policy may be made for students on a case-by-case basis.
- G. All students must apply for all Career & Technical Education programs online via EnrollTrack.

NOTICE OF NONDISCRIMINATION

The Tri-City Regional Career Technical Centers (Dover, Rochester & Somersworth) shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion, domestic violence, harassment, sexual assault, stalking, handicap or economic status under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning each of the Tri-City Regional Center's compliance with the stated above may contact the respective district's Age Discrimination Coordinator, Section 504 Coordinator, and Title VI, Title VII, Title IX of the Education Amendments of 1972, of the Civil Rights Act of 1964 and laws of New Hampshire pertaining to nondiscrimination: Dover (603) 516-6802, Rochester (603) 332-3678 or Somersworth (603)-692-4450.



Tri-City Career Technical Education Program Application Rubric



Student: _____
Program: _____ **Teacher:** _____

ATTENDANCE:

Based on the number of days absent (includes excused/unexcused/suspensions)

Score	3	2	1	0
Days Absent	0-4	5-9	10-17	≥18

COMMENTS:

BEHAVIOR:

Based on the number of incidents of suspensions and infractions
 Take average of the TWO scores

Score	3	2	1	0
Incidents of Suspension	0	1-2	3-4	≥5
All Other Infractions	≤2	3-5	6-9	≥10

COMMENTS:

TRANSCRIPT

Based on student's overall average grades

Score	3	2	1	0
Dover	100-90	89-77	76-60	0-59
Rochester	A	B	C	NYC/IWS
Somersworth	A ⁺ - A ⁻	B ⁺ - C ⁺	C - D ⁻	F

COMMENTS:

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INTERVIEW

DATE & TIME of Interview: _____

SCORE	0	1	2	3
Standard CTC Question #1 Why are you considering CTE?				
Standard CTC Question #2 What is something that motivates you in your life?				
Standard CTC Question #3 Describe what you think an ideal CTE student is.				
Program Specific Question #4				
Program Specific Question #5				

Program Baseline Score Needed for Acceptance: _____

Student Rubric TOTAL Score: _____

Teacher Recommendation Program Acceptance: YES or NO

If No - Areas to Improve:

completed forms return to CTC Director

Completed by CTC Director:

Attendance _____ Behavior _____ Transcript _____ Interview _____ TOTAL SCORE: _____

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Accepted: YES or NO