



SUSSEX COUNTY TECHNICAL SCHOOL

105 North Church Road, Sparta, New Jersey 07871

Phone: (973) 383-6700 Ext. 257

Fax: (973) 300-5225

Dear Parent/Guardian of Incoming Sussex Tech Student:

The Sussex County Technical School Admissions Team would like to congratulate and welcome you to our family! As indicated in your acceptance letter, we require that grades, attendance, behavior, immunization records, and proof of residency be forwarded upon completion of your current year coursework. All records, except proof of residency, will be requested by our Admissions Team directly from your school. We will reach out to all Sussex County sending districts for these records on your behalf, however if you are Homeschooled or if you attend an Out-of-County school it is the responsibility of the applicant to collect these records and send them to the attention of our Admissions Office directly to the address listed below. Be sure to write the name of your child clearly on all documentation.

All incoming freshmen/new students are required to present TWO forms of residence proof (copy) from the list below:

- ✓ Mortgage statement or rental lease agreement
- ✓ Credit card bill
- ✓ Tax bill
- ✓ Utility bill
- ✓ Valid driver license reflecting current address

On behalf of the Admissions Committee, we extend best wishes for your future career success and hope you share our enthusiasm about your future. If you have any questions, please feel free to contact our Admissions Department. Thank you for your cooperation and we look forward to meeting you!

Thank you,
Sussex Tech Admissions

Sussex County Technical School
105 N. Church Road
Sparta, NJ 07871

www.sussextech.org

email: admissions@sussextech.org