



Union County Vocational-Technical Schools

Admission Procedures

Class of 2029

Applicants to the Union County Vocational-Technical Schools (UCVTS) must be Union County residents and currently enrolled in 8th grade.

1. Attend an Information Session, Visit Campus

Information Sessions are held throughout the fall. Students must pre-register. Attendance at an information session is a **required** step in the admission process. Please plan accordingly.

Tours are held throughout the fall. Students must pre-register. While not a required step in the admission process, tours are the only opportunity to visit campus and see what UCVTS has to offer. Students and parents are encouraged to attend.

2. Complete the Online Application

Students will receive an email with a link to the online application on the first school day following attendance at an Information Session.

Each link is unique and can only be used for one applicant.

Please note: Before submitting the online application, applicants are able to go back and modify any or all of the data, even if they continue the application at another time. However, once the submit button is hit, the application is final. Applicants will be able to print a copy of the application for their records.

3. Submit Academic Records

After completing the online application, applicants must download a **Records Release Form** and deliver it to an official at their current school. The school will then submit records to the UCVTS Admissions Office. These records must include 7th grade final transcript and 8th grade first marking period grades. It is the applicant's responsibility to provide their school with the Records Release Form. The UCVTS Admissions Office must receive the Records Release Form and supporting materials by December 19, 2024 or the applicant may be ineligible. Applicants will be notified electronically when UCVTS Admissions has received **and** recorded these documents.

4. Take the Admission Exam on January 11 or 25

All applicants will be assigned an exam date based on their resident municipality. Testing information and reporting instructions will be emailed in early January.

Students applying to the Academy for Performing Arts for either Dance or Theatre are also evaluated in an audition process scheduled for *Saturday, February 22, 2025*. Auditions are only granted for applicants who have met the minimum academic qualifications **and** have selected the Academy for Performing Arts as their first choice school.

Application Deadline: December 16, 2024

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Notification of acceptance will occur on or before April 1, 2025

ADMISSION CRITERIA

Applicants will be ranked by resident district according to the following scoring:

<i>Criteria</i>	<i>Rating</i>
Grade Point Average – 7th grade	0-15*
Grade Point Average – 8th grade (1st marking period)	0-15*
Admission Exam Mathematics	0-35
Admission Exam Language Arts	0-35
Total Possible	100
Minimum Score to Qualify for Admission	65

*Grade Point Average is determined utilizing grades from the following courses only:
Language Arts, Mathematics, Social Studies & Science

RATING SCALE

GPA Rating

Number Grade	Letter Grade	Rating
98-100	A+	15
95-97	A	14
92-94	A-	13
89-91	B+	12
86-88	B	11
83-85	B-	10
80-82	C+	9
77-79	C	8
74-76	C-	7
71-73	D+	6
68-70	D	5
65-67	D-	4
below 65	F	0

Please note, ratings for grades are determined based on the grade earned in the course in which the student is enrolled.

Honors or advanced courses are not weighted.

FREQUENTLY ASKED QUESTIONS

Q. What should I do if I have not yet received an email with a link to the application?

A. First, please check your spam folder to ensure the email was not misdirected. If you still are unable to locate the email, please send an email to the Admissions Office at ftadmissions@ucvts.org and include your name and the date of the Information Session you attended.

Q. What must be included with my application?

A. The online application must be completed in full and submitted by the stated deadline. A Records Release Form, 7th grade final transcript, and 8th grade first marking period grades must also be submitted. Late applications will not be accepted.

Q. How will I know if you have received my supporting materials?

A. You will receive an email notification when the UCVTS Admissions Office receives **and** records your documents. Please allow a minimum of 3-4 business days from receipt of all supporting materials for processing.

Q. What are the minimum requirements for admission?

A. A score is assigned to all applicants based on academic records and performance on the UCVTS admission exam. The maximum score is 100, and the minimum score to qualify is 65.

Q. How competitive is the field?

A. In general, there will be more applicants than available space in the incoming class. For the Class of 2028, UCVTS received 1,465 completed applications and offered admission to 589 students, or approximately 40% of applicants. Admission decisions are made based on final admission score and school choice *in comparison to other students from the resident municipality*. As a result, competition varies from town to town, school to school, and year to year.

Q. When will I find out more information regarding the admission exam?

A. All applicants who have a completed application by the stated deadline will be contacted in early January regarding details for the day of the admission exam. This information will include testing date, time, location, and detailed instructions for reporting. The admission exam will take place either January 11 or 25, with a snow date of February 1. The date and time will be assigned to each applicant by the UCVTS Office of Admissions.

Q. What is on the admission exam?

A. The admission exam consists of two sections, each one hour in length. Both the Language Arts and Mathematics sections are multiple choice exams and are intended to assess students' familiarity with topics that have been demonstrated as necessary skills for success at UCVTS and are consistent with Grade 8 mathematics and language arts literacy skills as defined by the New Jersey Department of Education. We do not recommend any specific preparation for the exam other than for students to review school notes.

Q. Are testing accommodations provided for the admission exam?

A. If an applicant has an IEP or a 504 Plan, appropriate accommodations for the UCVTS admission exam will be provided. Applicants must ensure that a copy of their most recent IEP or 504 Plan is submitted to UCVTS as part of their supporting materials. These documents are used only to provide appropriate testing accommodations and will not be considered for admission.

Q. What if I am sick or otherwise unable to attend the admission exam?

A. Based on individual circumstances, a make-up exam may be administered. An alternate test date will be scheduled only after the administration of the regularly scheduled exam.

FREQUENTLY ASKED QUESTIONS

Q. How many students from a district applicant pool will be offered admission?

A. At least two qualified applicants from each resident municipality will be offered admission at each school within UCVTS.

Q. What district is a private school student considered to be from?

A. All students are considered from the district in which they reside, regardless of the school that they attend.

Q. When will I be notified of the admission decision?

A. Admission decisions will be announced in two phases. First, on or before February 13, 2025, students that did not qualify to be considered for admission will be notified. Next, after all candidates for the Academy for Performing Arts have been evaluated, admission decisions will be made. All qualified candidates will be notified of admission decision on or before April 1, 2025.

Q. What happens if I am not accepted?

A. If you are not accepted but you qualify for admission, your application will remain on file. Should an opening occur, all remaining applications would be reconsidered. This is extremely unlikely as we offer admission to more students than our target enrollment, knowing some students will decline the offer of admission.

Q. Is there a waiting list?

A. No, UCVTS does not keep a waiting list. Should an opening occur, all remaining applications would be reconsidered. This is extremely unlikely as we offer admission to more students than our target enrollment, knowing some students will decline the offer of admission.

Q. What if my resident municipality is outside Union County?

A. Applicants **must be** in 8th grade and residents of Union County prior to the application deadline. Union County residents attending school outside of Union County may be asked to provide verification of residency.

Thank you for your interest in the Union County Vocational-Technical Schools.

UCVTS FULL-TIME ADMISSIONS OFFICE

**1776 RARITAN ROAD
SCOTCH PLAINS, NJ 07076**

ftadmissions@ucvts.org

908-889-8288 ext. 845

The Union County Vocational-Technical Schools provide an equal educational opportunity to all students who meet the acceptance criteria regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, social or economic status, material status or disabilities. In accordance with board policy, code and statutes, the high schools provide an equal educational opportunity to all students.