

Greater Lawrence Technical School

Admissions Policy



The Greater Lawrence Technical School's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, age, homelessness, disability or immigration status.

GREATER LAWRENCE TECHNICAL SCHOOL

ADMISSIONS POLICY

I. INTRODUCTION

An admission process is necessary for vocational-technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to safely serve a specific maximum number of students. Consequently, a complex of such laboratories lacks the space and flexibility to accommodate all applicants' possible needs and/or interests. Therefore, a selection process is necessary. All applicants to grades 9, 10, 11, and 12 at Greater Lawrence Technical School will be evaluated using the criteria contained in this Admission Policy.

When Greater Lawrence Technical School receives more applications than it has available seats, GLTS applies selection criteria to determine which students it will admit.

The district school committee has approved the criteria and will approve their use annually. Greater Lawrence Technical School's admission policy is on file at the Department of Elementary and Secondary Education.

This policy is intended to comply with Massachusetts state regulations (603 CMR 4.00), which require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law and relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

II. EQUAL EDUCATIONAL OPPORTUNITY

Greater Lawrence Technical School admits students and makes its programs, privileges, and courses of study available to them without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

If a student's primary home language is not English, Greater Lawrence Technical School will provide them with an application form in their home language and/or will assist them with filling out the application and completing the admissions process.

Greater Lawrence Technical School is committed to providing educational opportunities to students experiencing homelessness. If you have any questions, please contact the school's Homeless Liaison (Director of Admissions & Counseling).

Students with disabilities may voluntarily identify themselves to Greater Lawrence Technical School to request reasonable accommodations during the application and admission process. Neither a student's disability nor the primary language of their home will have any effect on their admission to Greater Lawrence Technical School.

Consistent with Massachusetts state regulations (603 CMR 4.00) Greater Lawrence Technical School will continue to develop a plan with deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared

to students in similar grades in sending districts, has a comparable academic and demographic profile.

III. ELIGIBILITY

Any eighth, ninth, or tenth-grade student who is a resident of the Greater Lawrence Regional Vocational Technical School District (Andover, Lawrence, Methuen and North Andover) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission, subject to the availability of openings to Greater Lawrence Technical School. Resident students will be evaluated using the criteria contained in this Admission Policy.

Note: Non-resident applicants must submit an application of admission no later than March 15th of the preceding school year and will be subject to the admissions criteria of the Greater Lawrence Regional Vocational Technical School District. Non-resident students will be evaluated using the criteria contained in this Admission Policy. However, priority for admission is given to Greater Lawrence Regional Vocational Technical School District residents according to the District Agreement. Non-Resident Applicants must submit a “Non-Resident Student Tuition Application” to their home school district by April 1st. A Non-Resident Applicant must be accepted by GLTS, and their sending district must approve the application for tuition in order to attend GLTS.

Transfer students from other Chapter 74 state-approved vocational technical education programs are eligible to apply for fall admission or admission during the school year to grades 9, 10, 11, or 12 at Greater Lawrence Technical School, provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

School Choice Eligibility

The Greater Lawrence Regional Vocational Technical School District Committee, upon recommendation from the Superintendent-Director, votes every year prior to June 1st on the participation in the school choice program. If the District School Committee votes in favor of participating in the school choice program for the next academic year, school choice students will be eligible to apply for fall admission subject to the availability of openings provided they expect to be promoted to the grade they seek to enter by their local district. Greater Lawrence Technical School will not be responsible for providing transportation services for school-choice students. School Choice students will be evaluated using the criteria contained in this Admission Policy.

Students who begin their enrollment as School Choice students may remain School Choice students throughout their enrollment at Greater Lawrence Technical School, provided they continue to reside outside of the District.

McKinney –Vento

Homeless students are eligible to apply to GLTS at any time and will be accepted according to the selection criteria contained in this Admission Policy. Upon meeting admissions criteria and being accepted to GLTS, the school will immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, including school records, medical records, proof of residency, discipline records, or birth certificates. GLTS Guidance and Admissions staff will work collaboratively with families and agencies to obtain requested documentation. The student will be placed on the waitlist if the incoming class is at full enrollment.

Students in Foster Care

Greater Lawrence Technical School will accept students living in foster care according to the selection criteria contained in this Student Admissions Policy. Once accepted and enrolled, irrespective of the location of foster care placement, students in foster care will continue to attend their school of origin (GLTS) unless, after a collaborative decision-making process with the Department of Children and Families, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

Homeschool Students

Students who are being homeschooled may apply for admission to Greater Lawrence Technical School, including admission during the school year, provided all Admission Policy criteria are followed where applicable. The homeschooled student's parent(s)/guardian(s) must submit a copy of the Homeschool Approval Letter from the local school superintendent. If official grades are unavailable, a portfolio of the student's work in English language arts or its equivalent, math, science, and social studies must be provided. The level of work must be appropriate for the grade level being sought. A letter from the local superintendent attesting to the successful completion of grade-level standards as evidenced by student work completed. In addition, verification of successful completion of the school year and promotion to the next grade level may be requested. Additionally, Homeschool Students will be required to participate in an interview process if formal attendance and discipline records, and/or school-based recommendations are unavailable.

IV. ORGANIZATIONAL STRUCTURE

Greater Lawrence Technical School is a public regional vocational-technical school on a 26-acre campus in Andover, MA. Serving four communities (Andover, Lawrence, Methuen, and North Andover) with a prime location to area industry and easy accessibility to major highways such as routes 93 and 495. The New England Association of Schools and Colleges accredits Greater Lawrence Technical School. Greater Lawrence Technical School is committed to providing

quality vocational-technical programs.

It is the responsibility of the Greater Lawrence Technical School Superintendent-Director to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

Greater Lawrence Technical School has an Admission Committee appointed by the Superintendent-Director. The Director of Admissions & Counseling chairs the committee, which minimally consists of a member of the Administration, Guidance, Technical, and Academic Departments. Responsibilities of the Admissions Committee include oversight of the following:

- A. Review of available admissions data from previous school years and all relevant data regarding our sending communities to ensure equitable access pursuant to 603 CMR 4.00 and all applicable state and federal regulations;
- B. Determination of standards for admission;
- C. Development and implementation of admission procedures.

V. ADMISSIONS COMMUNICATION POLICIES

Greater Lawrence Technical School's website provides information and resources, including the admissions process, a link to the online application system, and program offerings. Students and their families can request hard copies of available information by emailing the Admissions Office at admissions@glts.net or calling (978) 686-0194, ext. 2061 or 2059.

Greater Lawrence Technical School also shares recruitment information about the school through a variety of methods:

- A. Visitations by all students in 8th-grade classes in local schools to Greater Lawrence Technical School or a presentation at each middle school to all 8th-grade students within the district.
- B. An Open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational-technical programs during a Fall Open House event. They may speak with teachers as well as view a presentation about all offerings.
- C. Brochures describe all technical and academic programs, sports, cooperative education, and special education, and English learner resources are distributed during the 8th-grade visitations and the Open House. Admissions and promotional materials will be available in a student/family's home language whenever possible.
- D. Tours may be arranged by calling the Admissions Office at (978) 686-0194, ext. 2061 or 2059, or by emailing admissions@glts.net. If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide documentation that the applicant attended a tour during this time. Such tours may **not** be counted as unexcused absences by sending districts.

E. A copy of the approved Admissions Policy will be posted annually on the school website, included in the Program of Studies, and will be provided in hard copy or electronically upon request.

VI. APPLICATION PROCESS FOR FALL ADMISSION

A. Students interested in applying to Greater Lawrence Technical School for fall admission to the ninth, tenth, or eleventh grade must:

1. Complete and submit an electronic application through the GLTS website under the Admissions page. Students can also contact the Admissions Department to request a paper application or obtain one from their school counselor. This application should be returned to the GLTS Admissions Office.
2. Applications for fall admission in grade 9 should be submitted electronically or in paper copy by the priority admission deadline of February 1st. Applications for fall admission in Grade 9 will be accepted by June 1st. If the Superintendent approves this deadline, the only exceptions will be those covered under the McKinney-Vento homeless education policy or other extenuating circumstances.

Transfer applications must be submitted by June 1st for fall admission. All supporting documentation for admission to grades ten and eleven should be submitted at the end of the current school year.

B. It is the responsibility of the local school school counselor (or Principal's designee) to:

1. Complete their portion of the application form through the electronic application portal upon notification that a student has applied.
2. Upload all required documents and complete all required parts of the application as soon as possible after notification that a student has applied. Completed applications include:
 - (a) Completed application form (including required signatures), counselor recommendation, and official school record of grades, attendance, and discipline.
 - (b) For applications to grade 9 (fall admission),
 - The final grades for 7th and Quarter/Trimester one (1) 8th grade grades in English Language Arts, Social Studies, Math, and Science are required.
 - The sum of unexcused absences in grade 7 plus grade 8 unexcused absences from quarter/trimester one (1) are required.
 - An official school record of disciplinary infractions for grades 7 and 8 must be submitted.
 - All applications must also include a recommendation by the sending school personnel.
 - All applications must include the student activity submitted by the student applicant..

(c) For applications to grade 10 or 11 (fall admission)

- The final grades for the previous two school years in English Language Arts, Social Studies, Math, and Science are required.
- The sum of unexcused absences for the previous two school years is required
- An official school record of disciplinary infractions for the previous two school years is required.
- All applications must also include a recommendation by the sending school personnel.
- All applications must include the student activity submitted by the student applicant.
- Admission for Grades 10 and 11 is subject to class enrollment size and interest in available CTE programs

D. Late Applications:

Applications for Grade 9 received after **February 1 but before the June 1st** deadline will be evaluated using the same criteria as other applications. Students will be notified if they are accepted, declined, or placed on the waiting list. Waiting list students will be integrated in rank order on the established waiting list, valid for the current school year only.

CHAPTER 74 TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved Chapter 74 vocational technical high school program in another school will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Greater Lawrence Technical School. All transfer applicants must attend an interview at the Greater Lawrence Technical School before acceptance. Their applications will be evaluated according to the provisions of this Admission Policy. The ability of incoming students to select shops is restricted based on the seats available and the nature of the shop competency requirements.

WITHDRAWN STUDENTS WHO REAPPLY

Students who withdraw from Greater Lawrence Technical School and attend or not attend another high school may reapply to Greater Lawrence Technical School. The student transfer procedures contained in this Admission Policy will be utilized to determine re-admission.

VII. SELECTION PROCESS Completed applications are processed by the School Counseling Department using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub-scores of the following criteria:

A. Scholastic Achievement: Maximum 30 points

A-B-C (70 – 100) = 30

D (60-69) = 15

F below 60 = 1

(Note: A conversion scale will be used to assign points for standards-based grades and other grading systems that do not align with the scale listed above)

B. Attendance: Maximum 25 points

0-5 = 25

6-8 = 23

9-12 = 20

13-15 = 15

16-20 = 10

21-24 = 5

25+ = 1

C. School Discipline/Conduct: Maximum 5 points

0 Suspensions = 5 points

1+ Suspensions=1 point

An official school student discipline record must be submitted as part of the application process. Points will be deducted only for infractions that resulted in suspensions or expulsion pursuant to [M.G.L. c.71, § 37H](#) or [M.G.L. c.71, § 37H-½](#), or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to [M.G.L. c.71, § 37H-¾](#).

D. Sending School Recommendation - Maximum 10 Points

A recommendation from the sending school's counselor or designated staff member will be completed using a specific rubric that aligns with Greater Lawrence Technical School's core values (Growth Mindset, High Expectations, Supportive Environment, Lifelong Learning) and their demonstrated interest in career technical education. Students will receive a score for each category with a detailed rubric defining the criteria. Students can receive up to 2 points for each of the five (5) criteria, resulting in the possible accumulation of 10 points in this category.

Criteria	Exceeding (2 pts)	Meeting/Partially Meeting (1 pt)	Not Meeting (0 pts)
Growth Mindset	The student is always willing to grow and learn in all aspects of their education.	The student is mostly willing or not typically willing to grow and learn in all aspects of their education.	The student is unwilling to grow and learn in all aspects of their education.
High Expectations	The student consistently holds high expectations for themselves in all aspects of their education.	The student mostly holds or doesn't typically hold high expectations for themselves in all aspects of their education.	The student does not hold high expectations for themselves in all aspects of their education.
Supportive Environment	The student always contributes to a supportive environment in the school community.	The student mostly or doesn't typically contribute to a supportive environment in the school community.	The student does not contribute to a supportive environment in the school community.
Lifelong Learning	The student consistently seeks out opportunities to continue to learn beyond the classroom.	The student mostly or doesn't typically seek out opportunities to continue to learn beyond the classroom.	The student does not seek out opportunities to continue to learn beyond the classroom.
Demonstrated Interest in Career Technical Education (CTE)	The student has expressed a strong interest in CTE and can identify a potential career path.	The student has expressed a strong or some interest in CTE pathways.	The student has not expressed interest in CTE pathways.

E. Student Activity-Maximum 5 points

Students can earn up to five (5) points by completing this activity. The activity can be submitted as a written statement, PowerPoint presentation, video, or other means that allow the student to respond to the prompts listed below. The student can submit their response in their preferred language if English is not their primary language. The student activity is a required component of the application process; therefore, if a student chooses not to submit a response to the prompts

below, they must document that they are choosing not to do so and understand that they will be unable to receive the five points allotted for this category.

Scored:

- Who are you as a learner? How will attending a technical high school help you as a learner?
- Why are you interested in attending Greater Lawrence Technical School?
- What three shops are you most interested in?
- How do these three shops align with your future career goals?

Scoring Rubric for Student Activity:

- **5 Points:** Excellent responses to all questions, with clear reasoning, specific shop choices, and a strong connection to career goals.
- **3 Points:** Adequate but not fully detailed answers, showing general interest and some connection to career goals.
- **1 Points:** Minimal effort or incomplete answers, with vague responses and little connection between shops and career goals.

After a point total for each applicant has been determined, all resident applicants are placed in order of their point total. Resident applicants are then accepted according to the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on, until all seats are filled. All resident applicants are accepted, declined, or placed on a waiting list if students meet the entrance criteria previously described, but the class seats were awarded to higher-ranking applicants. If openings occur, the class seats are filled by resident applicants from the waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria. Students not offered admission are encouraged to apply as transfer students for Grade 10 or Grade 11 the following year.

Non-resident applicants are evaluated using the criteria in this Admission Policy and will be placed on the waiting list after the resident applicants. Non-resident applicants on the waiting list will only be accepted if all resident applicants on the waiting list have been accepted.

All students are accepted, declined, or placed on a waiting list and receive written notification of their status.

VIII. REVIEW AND APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Greater Lawrence Technical School indicating that the applicant was not accepted or placed on a waiting list for admission to the school, may request an appeal of the decision if there were any extenuating circumstances that may have impacted their application point total. This appeal request, which must be accompanied by documentation from the middle school counselor or administrator, should be

submitted in writing to the Director of Admissions & Counseling within thirty (30) days of receipt of the decision letter.

This request can be emailed to admissions@glts.net or mailed to GLTS Admissions, 57 River Road, Andover, MA 01810. Upon receipt of the required documentation, the Director will schedule a hearing with the parent(s)/guardian(s) and student and send a decision in writing within thirty days. If the appeal is denied, the applicant's parent(s)/guardian(s) can pursue a final appeal with the Principal, following the same procedure.

IX. ENROLLMENT

To enroll at Greater Lawrence Technical School for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. Acceptance and enrollment at Greater Lawrence Regional Vocational Technical School is conditioned upon the accuracy and completeness of a student's application. The Greater Lawrence Regional Vocational Technical High School District reserves the right to revoke its conditional acceptance of any student at any time if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process. Any student who is accepted but fails to respond to the offer of admission and/or does not submit required enrollment documents after repeated attempts to contact the student/parent may be removed from the list of accepted students and be coded as "no longer interested in attending."

In accordance with Massachusetts State Law, updated immunization records of all accepted incoming students must be forwarded to Greater Lawrence Technical School before the first day of school.

X. EXPLORATORY PROGRAM

Because Greater Lawrence Technical School offers five (5) or more Chapter 74 state-approved programs, all ninth-grade students participate in (for the first three quarters of the year) in accordance with the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks. The Exploratory Program introduces students to various career pathways while helping them learn about their career talents and interests.

XI. PROGRAM-SPECIFIC ADMISSION

Greater Lawrence Technical School uses the following system for students to identify and enroll in their Chapter 74 technical program. All students participate in an ungraded "Career Discovery," where they are exposed to each available CTE area before selecting their full exploratory programs. In selecting their full exploratory program, which consists of a multi-day rotation, students choose their top three (3) CTE career programs and then rank order Career Clusters by interest. Students are guaranteed placement in their top three exploratory choices regardless of the cluster they fall in, and the remaining exploratories are scheduled based on Career Cluster interest and availability.

Career instructors evaluate students by working with and observing them during the

Exploratory Program.

Each student is evaluated based on a scoring rubric which includes the following categories:

- Workmanship and production (30%)
- Collaboration and employability (25%)
- Safety (25%)
- Evidence of Career Awareness and Reflection (20%)

At the end of the Exploratory Program, students rank each CTE career program they explored in order of preference. A formula is utilized to rank order each student. Individual student scores are tabulated using Greater Lawrence Technical School's Student Information Management System-to create a rank order for career area placement. The ranking formula, which is based on 100%, is explained below:

- Exploratory Average - the average of grades attained in all career programs that they experienced during the Exploratory Program - 40%
- The grade obtained in the student's first choice shop during the Exploratory Program - 30%
- The grade obtained in the student's second choice shop during the Exploratory Program - 20%
- The grade obtained in the student's third choice shop during the Exploratory Program - 10%

According to the grading formula, rosters will be filled by individual overall student rank. Priority is provided to first-choice students. As such, no student with a higher rank can "bump" a student with a lower rank from a first choice career program.

For example:

A student with a score of 97.5234 who selected Horticulture as their second choice cannot bump a student with an individual score of 97.4156 who selected Horticulture as their first choice.

If a shop is filled with all first-choice students, the remaining students will be placed as follows:

1. **Career Program Placement:** Students will be assigned to their next preferred career program based on their overall rank and the availability of spaces. This process will continue until all rosters are full and each student has been placed in a program. Thus, students can be placed in their 4th-ranked preference or beyond.
 - *A student's overall rank is based on their overall exploratory average as well as their top three choices.*
2. **Alternative Career Programs:** In a small number of cases, students who are not placed in any of their initially ranked career programs (programs fully explored) will meet with their School Counselor to review the career programs with remaining seats.
3. **Revised Preferences:** After this meeting, students will rank all available career programs in order of preference (programs where rosters were not filled). Placement will then be

determined based on the student's overall rank, their revised preferences, and the availability of spaces in the programs.

A waitlist will be created for each shop based on overall student rank. Students will be notified of openings and offered the option to transfer if space becomes available. Before the end of the school year, students must confirm which waitlists they wish to remain on for the following year if space becomes available.

Greater Lawrence Technical School students who wish to transfer from one career area to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested career areas. Each transfer applicant will be interviewed and counseled individually to determine the suitability of the transfer.

XII. MAINTENANCE OF RECORDS

Greater Lawrence Technical School maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Greater Lawrence Technical School will provide this information to the Department upon request.