

# 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

Massachusetts state regulations (603 CMR 4.00) require all state-designated career technical education (CTE) schools and programs to develop and implement admission, recruitment, and retention policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education (DESE) and the U.S. Department of Education.

An admission process is necessary for CTE 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. In accordance with MGL 603 CMR 4.00, when Greater Lawrence Technical School (hereinafter "GLTS") receives more applications than available seats, students will be accepted for admission by a lottery. All applicants to grades 9, 10, 11, and 12 at GLTS will be evaluated using the criteria contained in this Admissions Policy.

The Greater Lawrence Technical School District Committee (hereinafter "District Committee") has approved this policy and will review and approve annually. Greater Lawrence Technical School's Admissions Policy is also on file at the Department of Elementary and Secondary 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, immigration or citizenship status, sexual orientation, or disability. If a student's primary home language is not English, GLTS 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), or contact our Admissions Office at [admissions@glts.net](mailto:admissions@glts.net) for help with completing the application.

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

Consistent with Massachusetts state regulations (603 CMR 4.00), GLTS has created 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.

*Approved by District Committee 10/14/25*

### III. ORGANIZATIONAL STRUCTURE

Greater Lawrence Technical School is a public regional vocational-technical school on a 53-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.

Superintendent-Director  
John N. Lavoie  
[jlavoie@glts.net](mailto:jlavoie@glts.net)  
(978)686-0194 ext. 1012

Assistant Superintendent  
Brenda J. Richardson  
[brichardson@glts.net](mailto:brichardson@glts.net)  
(978)686-0194 ext. 1022

Director of Career & Technical Education  
Lauren Jones  
[ljones@glts.net](mailto:ljones@glts.net)  
(978)686-0194 ext. 1007

Director of Admissions & Counseling  
Katherine Hebert  
[khebert@glts.net](mailto:khebert@glts.net)  
(978)686-0194 ext. 2060

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.

GLTS has an Admissions Committee appointed by the Superintendent-Director. The Director of Admissions & Counseling chairs the committee, which 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.

### IV. ELIGIBILITY

A. 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. Resident students will be evaluated using the criteria contained in this Admission Policy. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students.

*Approved by District Committee 10/14/25*

## **B. RESIDENCY**

Applicants will be required to affirm their residency by completing an attestation as part of the application for admission. If selected for enrollment, applicants will then be required to provide verifiable proof of residency that matches the information provided on the application. GLTS reserves the right to withhold final acceptance if a material discrepancy is found between the applicant's attestation and the provided proof of residency. Final acceptance and enrollment are contingent upon the applicant's proof of residency, successful completion of their current grade level and earning promotion to the grade level for which they applied at GLTS.

**Note:** Non-resident applicants must submit an application for admission no later than March 15th of the preceding school year and will be subject to the admissions criteria of GLTS. Non-resident students will be evaluated using the criteria contained in this Admission Policy. However, priority for admission is given to residents of the GLTS District, as outlined in 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.

## **C. CHAPTER 74 TRANSFER STUDENTS**

Applications from students in Grades 10, 11 or 12 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 GLTS. Acceptance and enrollment are contingent upon both grade level and CTE program availability.

## **D. 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.

## **E. MCKINNEY-VENTO**

Homeless students 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. For questions regarding admissions for homeless students, please contact the Director of Admissions and Counseling at (978)686-0194, Ext. 2060.

## **F. 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.

## **G. HOMESCHOOL STUDENTS**

Students who are homeschooled may apply to attend GLTS full-time and will be subject to the same admissions standards as other applicants. The homeschooled student's parent(s)/guardian(s) must submit a copy of the Homeschool Approval Letter from the local school superintendent. In addition, verification of successful completion of the school year and promotion to the next grade level will be requested. Students who enroll in GLTS must enroll full-time.

## **V. COMMUNICATION AND RECRUITMENT 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](mailto:admissions@glts.net) or calling (978) 686-0194, ext. 2061 or 2059.

GLTS 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 GLTS 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. Information regarding all technical and academic programs, sports, cooperative education, special education, and Multilingual Learner resources is shared during the 8th grade visits and the Open House. Admissions and promotional materials will be available in a student/family's home language whenever possible.

*Approved by District Committee 10/14/25*

D. Tours may be arranged by calling the Admissions Office at (978) 686-0194, ext. 2061 or 2059, or by emailing [admissions@glts.net](mailto: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**

### **A. GRADE 9 FALL ADMISSION**

Students interested in applying to Greater Lawrence Technical School for fall admission to the ninth grade may complete and submit an electronic application through the GLTS website under the Admissions page following the timeline below or may contact the Admissions Department to request a paper application. This application must be returned to the GLTS Admissions Office prior to the published deadline.

The online application will be made available on the GLTS website no later than November 1st of each year.

The application deadline for Grade 9 is February 1st each year. Completed applications that are received or submitted by the established deadline will be entered into the lottery and will be sorted by member community. Applications for Grade 9 received after the February 1st deadline will be added to the "late application pool" and will not be considered for admission until the waitlist for that member community from the initial lottery has been exhausted. Students who have previously declined an offer or who were not responsive during the decision window may resubmit their application into the "late application" pool.

### **B. TRANSFER FALL ADMISSION**

Students interested in applying to GLTS for fall admission to the tenth or eleventh grade may complete and submit an electronic application through the GLTS website under the Admissions page following the timeline below. Students can also contact the Admissions Department to request a paper application. This application should be returned to the GLTS Admissions Office.

The online application will become available on the GLTS website no later than November 1st of each year.

The application deadline for Grades 10 and 11 is June 1st each year. Completed applications that are received or submitted by the established deadline will be entered into a program specific lottery where space is available. Applications for Grades 10 and 11 received after the June 1st deadline may not be considered for admission.

### **C. CHAPTER 74 TRANSFER STUDENTS**

*Approved by District Committee 10/14/25*

Applications from students in Grades 10, 11 or 12 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 GLTS. Please contact the Admissions Office at (978)686-0194 or via email [admissions@glts.net](mailto:admissions@glts.net) to discuss a potential transfer.

#### **D. WITHDRAWN STUDENTS WHO REAPPLY**

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

### **VII. SELECTION PROCESS**

#### **A. ADMISSIONS LOTTERY**

When GLTS receives more applications than it has available seats, applicants who submit a complete application by the established deadline will be entered into an electronic, random number generated lottery. The Admissions Lottery shall be conducted in a public place and with reasonable public notice given (at least one week before the lottery). Applicants' privacy during any public sessions will be maintained. The lottery will admit resident students before admitting any non-resident students.

#### **B. RESIDENT COMMUNITY SEAT ALLOCATION**

Beginning with the School Year 2025–2026 admissions cycle for students entering in Fall 2026, GLTS will implement a Resident Community Seat Allocation procedure. Under this procedure, the District School Committee will establish a local agreement governing the distribution of available seats. Each member community will be apportioned seats based on the previous year's enrollment data and its percentage share of the overall 8th grade population in the District, based on respective member community data submission to DESE. GLTS will run a randomized unweighted lottery for each member community, consistent with the seat allocation requirements of the local agreement. This means that individual lotteries will be run based on the number of seats allocated for each member community. Remaining open seats for a member community will be redistributed to other member communities after the initial lottery process.

#### **C. LOTTERY ADMINISTRATION**

If the number of applications in a member community does not exceed the apportioned number of seats, no lottery will be required for that member community. If the number of applicants exceeds the number of apportioned seats in a member community, a lottery will take place. Applicants will be drawn randomly and placed in a sequential order using a unique code for each student which is sent to the student and parent/guardian prior to the lottery taking place. Acceptance offers will be made through an electronic, random number-generated lottery system, adhering to locally established member district seat allocation agreement. This ensures compliance with state law and regulations while maintaining equitable access for all member communities.

The list of numbers drawn from the lottery for accepted students will be posted on the Admissions  
*Approved by District Committee 10/14/25*

page of the school website ([www.glts.net](http://www.glts.net)). Additionally, students will be notified of their acceptance by email and will have 10 calendar days to accept or decline the offer of admission. If the offer is declined or if there is no response, the student is removed from the lottery and the seat will be offered to another student.

In the event there are unused seats from a member community, these seats will be reapportioned to other member communities per the District Committee's approved Seat Allocation Agreement.

#### **D. REAPPORTIONING UNUSED GRADE 9 SEATS**

- In the event there are unused seats from member communities at the application deadline, these seats will be reapportioned prior to the scheduled lottery date.
- If a seat in any member community is vacated by a previously admitted student, the seat will be filled as follows:
  - First, GLTS will confirm that there are no previously admitted students who have changed residency, and moved into the member community which has the vacancy. These students would need to be reclassified first.
- If there is a waiting list of students from that member community who applied before the application deadline, GLTS will offer admission to the next waiting list student from that member community.
- If there is no waiting list of students from that member city/town who applied before the application deadline, GLTS would determine if there are any "late application" students from that member community.
- If there are more late applicants than unused seats, then a random weighted lottery would be conducted to fill the number of vacant seats from that member community.

#### **E. SELECTION PROCESS FOR TRANSFER APPLICANTS**

Transfer admission is dependent on space availability in the respective grade level, as well as CTE program availability for that grade. If space is available for a CTE program, a lottery will be held during the summer before the start of the next school year for students who are interested in that program where there are more applicants than seats. Previously admitted students who were placed on a waiting list for a particular CTE program are offered placement before any transfer students are offered admission.

All completed applications for grades 10-12 are sorted by grade level and CTE program(s) of interest. There is no community specific lottery as there is no seat apportionment for admission to grades 10-11. Instead, applicants list their primary programs of interest and are placed in lottery pools for their grade level and desired program(s). A lottery will be conducted if there are more applicants than seats, and any such lotteries will follow a notification process similar to Grade 9. If an applicant declines an offer of admission for a particular program or does not respond, they will be removed from that particular lottery pool but may remain in other desired lottery pools. Once an applicant accepts an offer of admission for a specific program they will be removed from all other program specific waiting lists.

#### **VIII. APPEALS PROCESS**

*Approved by District Committee 10/14/25*

If GLTS does not accept an applicant, or places them on a waitlist, the student or their parent/guardian may appeal that decision to the Director of Admissions & Counseling. The appeal must be submitted in writing and must include a detailed, substantive justification for the appeal. Simple disagreement with the lottery outcome is not sufficient basis for an appeal. The appeal must be received or postmarked no later than ten (10) calendar days from the date the lottery was held. Appeals can be submitted in the following ways:

1. By e-mail: [admissions@glts.net](mailto:admissions@glts.net); or
2. By hard-copy mail or hand delivery: GLTS Admissions Office, 57 River Road, Andover, MA, 01810.

The Director of Admissions & Counseling will respond to timely submitted appeals in writing within thirty (30) days.

A student's parent(s)/guardian(s) may appeal a decision that denied an applicant from being placed in their desired program. Appeals may be submitted within 14 days of the notification of post-exploratory shop placement to the Superintendent or their designee. As a first step, parents are encouraged to discuss concerns with the School Counselor or the Director of Admissions & Counseling. The Superintendent-Director or designee will contact the parent/guardian with a scheduled date for the appeal within ten days of receipt of the request. After the appeal has been heard, the Superintendent-Director or designee will then respond in writing with a decision on the appeal within fourteen days of when the appeal was presented.

## **IX. ENROLLMENT**

To enroll at GLTS for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. Acceptance and enrollment at GLTS is conditioned upon the accuracy and completeness of a student's application, including confirmation of district residency as provided on the admissions application. GLTS 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 will be removed from the list of accepted students and be coded as "Withdrew After Accepted."

In accordance with 603 CMR 23.07(4)(g) and M.G.L. c. 71, §§ 37L, sending school districts must provide a "complete school record" and ensure that student records are transferred to GLTS without delay upon receipt of a written request. This process supports accurate and timely review of student information during admissions and enrollment transitions and aligns with state and federal student record requirements, including the Family Educational Rights and Privacy Act (FERPA). In accordance with Massachusetts State Law, updated immunization records of all accepted incoming students must be forwarded to GLTS before the first day of school.

## **X. EXPLORATORY PROGRAM**

Because Greater Lawrence Technical School offers five (5) or more Chapter 74 state-approved  
*Approved by District Committee 10/14/25*

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  
*Approved by District Committee 10/14/25*

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.

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. RETENTION**

Students who enroll at Greater Lawrence Technical School become members of the district and are entitled to services consistent with state and federal requirements. The school maintains structures to promote persistence and completion, including a Multi-Tiered System of Supports (MTSS) that provides academic, social-emotional, and behavioral interventions. Services and interventions include targeted Tier 2 and Tier 3 academic support, effective co-teaching partnerships, counseling, Multilingual Learner services, and transition planning. In addition, GLTS implements the My Career and Academic Plan (MyCAP) process to guide all students in setting individualized academic, career, and postsecondary goals. Faculty and staff collaborate with families to identify needs, monitor progress, and ensure students are supported in both academic and technical programs. GLTS is committed to maintaining low attrition and fostering student success through comprehensive planning and support, while creating an inclusive environment that respects and values the diversity of its student population.

## **XIII. MAINTENANCE OF RECORDS**

GLTS 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. GLTS will provide this information to the Department upon request.