



Recruitment, Admission, and Retention Policy

OVERVIEW AND 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 admissions process, intended to comply with Massachusetts state regulations is necessary in career technical schools where space is a limiting factor. Career technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs or interests of all applicants.

All applicants to grades 9, 10, 11, and 12 at Greater Lowell Technical High School (GLTHS) will be evaluated using the weighted criteria contained in this Admission Policy. When GLTHS receives more applications than it has available seats, GLTHS will apply a weighted admissions lottery that is in compliance with [603 CMR 4.00](#) to determine which students it will admit.

The weighted criteria GLTHS applies has been approved by The Greater Lowell Regional Vocational Technical District School Committee (“School Committee”) on October 20, 2025, and the School Committee will approve the use of these weights annually. The Greater Lowell Technical High School admission policy is on file at the Department of Elementary and Secondary Education.

I. EQUAL EDUCATIONAL OPPORTUNITY

Greater Lowell Regional Vocational Technical District (the “District”) does not discriminate on the basis of race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, parental status, and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, the District is committed to providing a work and learning environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting in the investigation of such a complaint. The District’s nondiscrimination policy and grievance procedures can additionally be located at www.gltech.org.

If a student's primary home language is not English, the District will provide them with an application form in their home language. Please contact our Admissions Office at (978) 441-4951 or admissions@gltech.org if you have questions or need help filling out the application form.

The District is committed to providing educational opportunities to students experiencing homelessness. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure students experiencing homelessness and in foster care and military children have access to high-quality, stable educational practices. Please contact the McKinney Vento Homeless Liaison/Foster Care/Military Liaison Tracy Encarnacao at tencarnacao@gltech.org, (978) 441-4955, Fax (978) 441-5399 or 250 Pawtucket Blvd., Tyngsborough, MA 01879 with any questions.

Students with disabilities may voluntarily identify themselves to the District 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 the District. Consistent with Massachusetts regulations, the District has created a plan with deliberate, specific strategies to promote equal educational opportunities that 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.

II. ORGANIZATIONAL STRUCTURE

Greater Lowell Technical High School is a New England Association of Schools and Colleges (NEASC) accredited public regional career technical school located on a scenic 72-acre campus located on the Tyngsborough/Lowell line, in Tyngsborough, Massachusetts. Greater Lowell Technical High School is a member of the Greater Lowell Regional Vocational Technical District that serves the four communities of Dracut, Dunstable, Lowell, and Tyngsborough. The District is committed to providing quality CTE programs.

The Superintendent-Director of Greater Lowell Regional Vocational Technical District is:

Jill Davis, jdavis@gltech.org, (978) 441-4800

The Assistant Superintendent/Principal of Greater Lowell Regional Vocational Technical District is:

Michael Barton, mbarton@gltech.org, (978) 441-4807

The Director of Technology, Enrollment, and Information of Greater Lowell Regional Vocational Technical District is:

Lisa Martinez, lmartinez@gltech.org, (978) 441-4948

It is the responsibility of the District Superintendent-Director or designee to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance. For more information on the admissions process and procedures, please refer to JF Recruitment, Admission, and Retention Policy.

LEGAL REF: [603 CMR Career Technical Education 4.03](#)

CROSS REF: [GLTHS Program of Studies Appendix A](#)
JF Recruitment, Admission, and Retention Policy

The District has an admissions committee appointed by the Superintendent-Director. The committee is chaired by the Director of Technology, Enrollment and Information and includes the Director of School Counseling, Director of Special Education, Director of Language Acquisition, Director of Curriculum, Instruction, and Assessment and admissions staff. Responsibilities of the Admission Committee include:

1. Review of admissions data from current and 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.
2. Determination of standards for admission that are consistent with all applicable laws, regulations, and guidance.
3. Development and implementation of admission procedures.
4. Processing of applications.
5. Weighting of students.
6. Acceptance of students according to the procedure and criteria in the admission policy.
7. Establishment and maintenance of waitlist of acceptable candidates.

III. ELIGIBILITY

Any current 8th grade, rising or current 9th, 10th, 11th, or 12th grade (if applicable) student, who is a resident of the District (Dracut, Dunstable, Lowell, Tyngsborough) may apply for admission to GLTHS. Students may only be admitted to GLTHS if they have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students.

Proof of Residency

The residence of a minor child is presumed to be the legal, primary residence of the parent(s) or guardian(s) who have physical custody of the child. "Residence" is the primary place where a person dwells permanently, not temporarily. Temporary residence in the District (Dracut, Dunstable, Lowell, Tyngsborough), solely for the purpose of attending GLTHS, shall not be considered residency. In determining residency, the District reserves its right to request a variety of documentation and to conduct an investigation into where a student actually resides. Because residency can, and does, change for students and their families during the school year, the District may continue to verify residency after the commencement of classes.

The District confirms residency with the sending school prior to the lottery date. The District may require applicants to meet with the Director of Technology, Enrollment and Information to demonstrate proof of residency as a condition of admission or enrollment as a resident student. If district residency is not confirmed prior to the lottery date, the application will be considered ineligible for the lottery. For applications where the sending school is out-of-district, an in-district charter, virtual, or private, the applicant's parent or legal guardian may be required to submit proof of primary residency as part of their application or registration process. Out-of-district applications cannot be processed without proof of residency.

School Choice/Non-Resident Students

GLTHS does not participate in the inter-district school choice program. The inter-district school choice program, [M.G.L. c. 76, § 12B](#), allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

Non-Resident Students

Students who are not residents of the District (Dracut, Dunstable, Lowell, Tyngsborough) are eligible to apply for admission to GLTHS. Please be aware that residents of the District (Dracut, Dunstable, Lowell, Tyngsborough) who meet the minimum admission requirements will be admitted before any non-resident students.

Homeschooled Students

Students who are homeschooled may apply to attend GLTHS full-time and will be subject to the same admissions standards as other applicants. Students who enroll in the District must enroll full-time. The homeschooled students' parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent. The letter must include the grade level they are enrolled in and the grade level to which they expect to be promoted. Students may only be admitted to GLTHS if they have been promoted to the grade they are seeking to enter. Students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded.

Transfer Students

Students already participating in state-designated CTE programs at another school, who relocate away from their current school into the District (Dracut, Dunstable, Lowell, Tyngsborough), and wish to pursue the same program of study at GLTHS, may apply for admission at any time to grades 9, 10, 11, or 12 at GLTHS and will be subject to the same admissions standards as other applicants. Transfer students will be considered on a space available basis. Please contact the District's Admissions Office at (978) 441-4951 or admissions@gltech.org if you have questions or need help filling out the application form.

Withdrawn Students

Students who have previously withdrawn from the school may reapply by contacting the District's Admissions Office at (978) 441-4951, admissions@gltech.org. Previously withdrawn students, who reapply, will be subject to the same admissions standards as other applicants. Withdrawn students will be considered on a space available basis.

IV. RECRUITMENT AND ADMISSIONS COMMUNICATION POLICIES

The Director of Technology, Enrollment, and Information, the Director of School Counseling, the Director of Special Education, and the Director of Language Acquisition are responsible for disseminating information about GLTHS through local school tours, presentations, and press releases, and for collecting applications and necessary official enrollment documents from the local schools. Admissions resources and promotional materials will be made available in the student/family's home language whenever possible.

The District maintains a calendar of events on its website <https://www.gltech.org> where it provides information on the admission process, a link to our online application, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the Admissions Office at (978) 441-4951 or admissions@gltech.org.

The District also shares recruitment information, in several languages, with potential applicants in the following ways:

- a. The District administrators host an annual school counselor breakfast where sending school and GLTHS school counselors collaborate to discuss the application and enrollment process, tours, Open Houses, course offerings, extra-curricular activities, cooperative education, and student supports.
- b. The District offers tours of its facilities to interested applicants. Visitations of district eighth-grade students to GLTHS are scheduled when possible with sending schools from October through November of each year. To request a tour, please call or email our Admissions Office at (978) 441-4951 or admissions@gltech.org. If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide confirmation to the applicant's current school that the applicant attended a tour. Such tours may not be counted as unexcused absences by sending districts. Transportation is provided for all chaperoned sending school tours provided they are scheduled during the school day.
- c. Presentations at the sending schools Open Houses and at community events are scheduled throughout the year at the request of the sending school when feasible.
- d. An Open House is scheduled annually at GLTHS in December. Prospective students and their parent(s)/guardian(s) have an opportunity to apply on site, visit all career technical programs, speak with school administrators, family liaisons, technical and academic teachers, school counselors, and view a presentation about all academic and extra-curricular offerings.
- e. Brochures and videos that describe the application process and career technical programs including academic courses, athletics, cooperative education, English Language Education (ELE), and special education resources are distributed during the eighth-grade visitations, the Open House, and through local school counseling offices and community centers.
- f. A copy of the approved Admission Policy and Program of Studies will be posted annually on the school website and will be provided in hard copy or electronically upon request.

V. APPLICATION PROCESS

GLTHS requires that a completed application includes **an indication of student awareness in CTE.** The District will allow students to demonstrate that awareness through any **one** of the following:

- In-person attendance at the December GLTHS Open House or at an in-person or virtual student information session;
- Participation in a tour of a CTE school or program;
- Completion of a video module regarding CTE, created either by the CTE school or program or by DESE.

The District will hold at least two in-person information sessions and at least two virtual information sessions each school year.

Students interested in applying to GLTHS for fall admission to the 9th, 10th, 11th, or 12th grade (if applicable) must complete and submit an application following the timeline below.

- Application (Electronic and paper) will be available in student/families home language no later than November 1, 2025. Electronic applications may be obtained and submitted online at <https://www.gltech.org/applynow> or a hard copy may be obtained and submitted by contacting the GLTHS Admissions Office at (978) 441-4951, admissions@gltech.org.
- Grade 9 Application Deadline: February 2, 2026

- Grade 10 Application Deadline: June 1, 2026
- Completed in-district Grade 9 applications received by February 2, 2026 will be entered into the weighted lottery.
- Completed in-district Grade 10 applications received by June 1, 2026 will be entered into the weighted lottery for each technical program chosen on the application.
- Completed non-resident applications may be drawn from an additional weighted lottery if additional seats become available.

At least fourteen days before the lottery, the District will notify all applicants of incomplete applications and the number of weights the applicant will have in the lottery. Notification will be provided via the email address provided on the application. Parents/Guardians may appeal application determinations within seven business days of the email notification. See Section VIII Appeals Process for more information on appeals.

Late Applications

Completed in-district Grade 9 applications received after February 2, 2026 through June 15, 2026 may be drawn from an additional weighted lottery if additional seats become available. Completed in-district Grade 10 applications received after June 1, 2026 through July 15, 2026 may be drawn from each additional technical program weighted lottery if additional seats become available. Late students who apply will be subject to the same admissions standards as other applicants. Students who have previously declined an offer or who were accepted and did not enroll by the deadline may resubmit their application and may be drawn from each additional weighted lottery if additional seats become available.

Sending School Responsibility

It is the responsibility of the sending school counselor (or other school personnel if applicable) to, upon notification that a student has applied, complete and submit their portion of the application before February 13, 2026. If a late application is submitted after February 2, 2026, the sending school counselor/staff should complete and submit their portion of the application to GLTHS as soon as possible. Complete applications include an official school record of attendance and discipline. Weighting points will not be earned for infractions that resulted in suspensions or expulsion pursuant to [M.G.L. c.71, § 37H](#) or [M.G.L. c.71, § 37H-½](#).

- For application to Grade 9 (fall admission), the official school record of unexcused absences for grade 7 and 1st and 2nd Quarter/Trimester grade 8 from the local school report card/transcript **or** at least 270 school days of attendance records through the date of each application are required.
- For application to Grade 9 (fall admission), an official school record of applicable disciplinary infractions for grades 7 and 2nd Quarter/Trimester grade 8 **or** at least 270 school days of applicable official discipline records through the date of each application are required.
- For application to Grades 10, 11, and 12 (fall admission if applicable), the official school record of unexcused absences for the previous two school years from the local school report card/transcript **or** at least 270 school days of official attendance records through the date of each application is required.

- For application to Grades 10, 11, and 12 (fall admission if applicable), an official school record of applicable disciplinary infractions for the previous two school years **or** at least 270 school days of applicable official discipline records through the date of each application are required.
- For application to grades 9, 10, 11, and 12 (admission during the school year if applicable), the previous two school years' **or** at least 270 school days of official attendance and applicable discipline records through the date of each application are required.

If there is a discrepancy in the supporting documentation provided, the following procedures will be followed:

1. The GLTHS Admissions Department will notify the local school counselor and/or parent/guardian responsible for submitting the application that the application is incomplete or that there is a discrepancy, and will request completion, clarification, or adjustment.
2. The applicant's parent(s)/guardian(s) will be notified by the GLTHS Admissions Department in the event that the problem is not resolved by the local school counselor.
3. If after notifying the local school counselor and parent(s)/guardian(s), the application remains incomplete for ten calendar days, the application will be voided.

VI. SELECTION PROCESS

All applicants to grades 9, 10, 11, and 12 at GLTHS will be evaluated using criteria contained in this Admission Policy. Completed applications received by the deadline are processed by the Admissions Team for the initial lottery.

Weighted Lottery

When GLTHS receives more applications than it has available seats, GLTHS applies a weighted admissions lottery that is in compliance with [603 CMR 4.00](#) to determine which students it will admit. The lottery will admit resident students before admitting any non-residents seeking the same program.

The lottery is conducted publicly, with at least one week's public notice. Notice will be sent to sending schools and will be published on our website and social media accounts at least one week prior to the lottery date.

Resident Community Seat Allocation

For the School Year 2025-2026 admissions cycle for students entering in Fall 2026, GLTHS will implement a Resident Community Seat Allocation procedure governing the distribution of available seats. Acceptance offers will be made through an electronic, random number-generated lottery system. This ensures compliance with state regulation while maintaining equitable access for district communities. This admissions policy is subject to change annually by the School Committee.

All in-district completed applications received by the deadline are entered into the lottery; weighting criteria may only increase a student's chance of selection, not eliminate them. Students who meet one or more of the following criteria receive additional lottery weight.

- **Attendance:** students receive one additional weight if they have fewer than 27 unexcused, full-day absences over the 270 school days prior to the date of their completed application. No data before their seventh-grade year will be considered.
- **Discipline:** students receive one additional weight if they have not been suspended or expelled pursuant to M.G.L. c.71 §37H or §37H1/2 for either of the following on school premises or at school-sponsored or school-related events provided that such suspensions or expulsions were in connection with felonies that have been adjudicated or in which the student has made an

admission of guilt in court over the 270 school days prior to the date of their completed application. No data before their seventh-grade year will be considered.

- **Interest:** students receive one additional weight if they demonstrate an interest in pursuing CTE. Students are able to demonstrate their interest by participating in any one of the following:
 - Submission of an audio or video presentation, personal essay, or letter of recommendation from a non-family member.

Waitlist Procedures

A waitlist is maintained for one school year for applicants not admitted through the initial lottery. Students on the waitlist may be offered admission if seats become available in the order determined by the lottery.

VII. ENROLLMENT

To enroll at GLTHS for the fall, applicants must have been promoted by their local district to the grade they wish to enter. Acceptance and enrollment at GLTHS are conditioned upon the accuracy and completeness of the student’s application. The District reserves the right to revoke its conditional acceptance of any student, at any time, if it is determined that the student’s parent(s)/guardian(s) or the student’s sending school district provided inaccurate, incomplete, or misleading information during the application or enrollment process.

Any student who is accepted but fails to respond to the offer or register after notifications to the parent(s)/guardian(s) and the local sending school principal, after ten calendar days, the student's acceptance may be rescinded and considered a declined acceptance.

Prior to the first day of school, and in accordance with Massachusetts State Law, updated immunization records of all accepted incoming students must be forwarded to GLTHS.

VIII. APPEALS PROCESS

If GLTHS does not accept an applicant, or if an applicant’s weight determinations are inaccurate, the applicant or their parent/guardian may request that the Superintendent-Director of the District review that decision within seven business days. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
jdavis@qltech.org	250 Pawtucket Boulevard, Tyngsborough, MA 01879

The Superintendent-Director will respond, within seven business days to these requests for review in writing and indicate whether the decision to deny admission of the application or additional weights to the student, will stand or be overturned. The Director of Technology, Enrollment and Information shall maintain documentation as to the specific admission requirements that were used to deny admission and shall provide such documentation for the Superintendent-Director to review.

In making this determination, the Superintendent-Director will review the following information:

- Demonstration of student residency, student awareness, and weight determinations where applicable.

IX. PROGRAM-SPECIFIC ADMISSION AND EXPLORATORY PROGRAM

Because GLTHS offers 5 or more Chapter 74 state-approved programs, GLTHS provides a full year exploratory program for ninth-grade students, which is based on the applicable CTE and Massachusetts Curriculum Frameworks.

All ninth-grade students who enroll in GLTHS participate in a technical exploratory program designed to help them learn about their talents and interests relative to a variety of different career technical programs, including some that are non-traditional for their gender.

Students who have been admitted to GLTHS will apply to one or more specific programs during Grade 9, Semester 2. Students who are accepted to GLTHS after Grade 9 may select to explore a career technical program (shop) based upon available openings. Students are evaluated using the following criteria to apply to a specific CTE program within the school: Maximum 100 points.

Criteria	Points
Safe Use of Equipment/Correct Use of Shop Specific Tools and Materials	10
Performance Assessment	50
Coursework/Project Completion	20
Responsibility and Following Instructions	20

If the number of enrollees seeking a particular technical program (shop) exceeds the number of openings, the evaluative exploratory grades would determine the enrollee or enrollees who are placed in the particular technical program (shop). In the case of tie scores, the cumulative average of all exploratory grades will be used as the first tiebreaker with attendance being used as the second tiebreaker after adjusting for documented excused absences.

Students who wish to transfer from one technical program (shop) to another during the school year may apply for transfer by contacting their school counselor. Transfer requests will be considered subject to the availability of openings in the requested technical programs (shops). Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

If the student applies to a program and is denied or waitlisted, the student may appeal their rejection to the Assistant Superintendent/Principal in the following ways:

By e-mail	By hard-copy mail or hand delivery
mbarton@qltech.org	250 Pawtucket Boulevard, Tyngsborough, MA 01879

In making this determination, the Assistant Superintendent/Principal will review the following information: Verification of exploratory grade in student’s first technical program choice, overall exploratory grade average in all exploratories, and unexcused absences.

X. RETENTION STRATEGIES

GLTHS implements a comprehensive Multi-Tiered System of Supports (MTSS) in conjunction with our District Curriculum Accommodation Plan (DCAP) to proactively address behavioral, social-emotional, and academic needs. This framework ensures that all students receive the individualized support necessary to thrive and remain engaged in their education. Through data-driven interventions, collaboration among educators, and ongoing family communication, we implement deliberate, equitable strategies that promote inclusion, enhance student success, and strengthen retention after enrollment.

XI. MAINTENANCE OF RECORDS

The District maintains records of all students who apply, enroll, or are waitlisted, as well as admission criteria weight to facilitate analysis of its admissions system and compliance with applicable laws and regulations. The District provides this information to DESE or the applicant’s families upon request.