

Western Montgomery Career & Technology Center

Student Admission Process

Thank you for your interest in the Western Montgomery Career and Technology Center. We are committed to ensuring a fair, transparent, and consistent admissions process for all applicants. To support this goal, we have developed the enclosed scoring rubric, which will be used in evaluating student applications.

Please note the following guidelines regarding the admissions process:

- Students in grades 8, 9, 10, and 11 who reside in Pottsgrove, Spring-Ford, and Upper Perkiomen School Districts.
- Application Process: All applications must be completed through CTE 360, which can be accessed on our website at www.westerncenter.org. The application window for first-round applicants runs from December through March 15th.
- Program Competitiveness: Please be aware that some programs are more competitive than others due to high demand. As a result, admission to certain programs may require higher scores on the rubric for placement.
- Grades will be evaluated using a numerical scale rather than letter grades. We kindly request that schools provide reports with numerical grades, attendance, and behavior for all applicants. The rubric will focus specifically on the first two marking periods of the student's current school year report card at the time of applying.
- Program Selection: Rubric scores are first applied to a student's first program choice. If space remains after all first-choice placements have been completed, the rubric score will then be applied to the student's second program choice.
- Program Placement: Upon acceptance, all students will begin the program in Year 1 during the AM session, regardless of grade level.
- Waitlist: Applicants who are not initially admitted will be automatically placed on the waitlist for their first program choice. Admission from the waitlist will be offered based on rubric scores, with students who have the highest scores receiving priority.
- If a student is offered and accepts a seat in their second program choice, they will be removed from the waitlist for their first program choice.
- Students who are accepted into a program will not need to reapply in future years to continue their program of study.
- Students on the waitlist who are not admitted before the end of the first marking period will need to apply again for the following school year to be considered again for admission.
- Review Process: All applications will be reviewed by the same members of the admissions team, ensuring consistency and fairness in the evaluation process.

We appreciate your interest and the effort you have taken in applying to our programs. Our goal is to ensure that every student has the opportunity to pursue the career and technical education pathway that best matches their interests and goals.

Non-Discrimination Statement: WMCTC, in accordance with Title IX of the Educational Amendments of 1972, will not discriminate in educational programs which it operates, or in admission or enrollment procedures on the basis of race, religion, sex, color, age, national origin, or handicap, and provides equal access to youth groups. The Western Montgomery Career and Technology Center is an equal opportunity employer and educational institution. We assure that procedures and practices are followed to provide equal access to all programs.

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Student Application Evaluation Rubric

Student Name: _____ **WMCTC Evaluator:** _____

Attendance	Points Possible	Points Earned
Student's attendance has 0-1 Unexcused absences	10	
Student's attendance has 2-3 Unexcused absences	8	
Student's attendance has 4-5 Unexcused absences	6	
Student's attendance has 6-7 Unexcused absences	4	
Student's attendance has 8-9 Unexcused absences	2	
Student's attendance has 10 or more Unexcused absences	0	
Discipline		
Student has no discipline referrals	10	
Student has had 1 day of OSS	8	
Student has had 2 days of OSS	6	
Student has had 3 days of OSS	4	
Student has had 4 days of OSS	2	
Student has had five or more days of OSS	0	
Grades*		
Student Average is (A) 90-100	10	
Student Average is (B) 80-89	8	
Student Average is (C) 70-79	6	
Student Average is (D) 60-69	4	
Student Average is (F) 0-59	0	
Interest Statement		
The student statement reflects interest and awareness of the career	3	
The student statement shows some interest and awareness of the career	2	
The student statement does not reflect interest and career awareness	1	
No student statement provided	0	
Additional		
This student has submitted a letter of recommendation	2	
Total Possible Points	35	
Total Points Earned		

1st Choice Program: _____

2nd Choice Program: _____

Accepted (Y/N): _____

Accepted (Y/N): _____