Delaware County Technical Schools – Student Application Guide Sheet (26/27)

1. Application website: https://www.dciu.org/dcts/future-students
2. Choose Apply Now.
3. Create an account. Be sure to write down your login information. Complete Profile & security questions and check the box that you comply with COPPA.
4. Choose Create Account
5. Start the application with your name and date of birth.
6. Read the Introduction page. The application is a two-step process. After completing the application, the student will need to do a transcript request.
7. Complete the application. Please check for any punctuation, spelling or capitalization errors.
   a. Note the required fields
   b. Make sure parent/guardian information is correct
   c. Complete the student essays
   d. Parent/guardian should be aware that the student is applying if doing the application not in their presence.
8. Submit
9. If there are any errors or missed fields, it will show on the screen after submission.
   a. Correct the errors
   b. Choose next at the bottom of the screen
   c. If no issues are found choose submit

*Now is the time to print your application if you want a copy for your records.

Continue to Transcript Request

1. Now you are ready to complete Part 2. You must submit a transcript request HERE
2. Do the account sign in using the login info you created to do the application.
3. Choose your name under request a transcript.
4. Check transcript request box
5. Continue
6. Choose Request Transcript
7. Fill in the request to the administrator – this is the DCTS Liaison at your school, Katie Jones
   Administrator's First Name: Katie
   Administrator's Last Name: Jones
   Administrator's School / Organization: Haverford High School
   Administrator's Email Address: kjones@haverfordsd.net
   Re-enter Administrator's Email Address: kjones@haverfordsd.net
9. Sign, Date and Submit
10. If you receive your request has been submitted successfully your application has been forwarded to DCTS and Mrs. Jones will receive notification that your application has been submitted.