



After Dark 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.

The Greater Lowell Technical High School (GLTHS) After Dark Program is a DESE approved Chapter 74 Partnership program that recognizes innovative Career Technical Education pathway opportunities delivered outside the typical school day. Priority is given to oversubscribed schools, especially those in Gateway Cities. The GLTHS program partners with Lowell High School and takes place from 2:15 PM to 5:30 PM, Monday through Thursday. Current CTE offerings include Automotive Technology and Metal Fabrication and Joining Technologies/Welding. As a result of career technical laboratories (shops) space limitations, the After Dark enrollment capacity is 30 juniors and seniors (combined for SY 2026/2027).

All applicants to the After Dark Program at Greater Lowell Technical High School (GLTHS) will be evaluated using the weighted criteria contained in this Admission Policy. When the GLTHS After Dark Program receives more applications than it has available seats, the GLTHS After Dark Program 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 that the GLTHS After Dark Program 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 on our website.

[GLTHS Website Link](#)

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 C

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

Title 1 Facilitator/After Dark Program Coordinator of Greater Lowell Regional Vocational Technical District is:

Cheryl Bomal, cbomal@gltech.org, (978) 441-4804

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, After Dark Program Coordinator, 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 10th grade Lowell High School student, who is a resident of the district may apply for admission to the GLTHS After Dark Program. Students may only be admitted to the GLTHS After Dark Program 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. Only resident students who meet the minimum requirements for admission shall be admitted.

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, solely for the purpose of attending the GLTHS After Dark Program, 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.

Withdrawn Students

Students who have previously withdrawn from the program 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

Lowell High School staff and the GLTHS After Dark Program Coordinator are responsible for disseminating information about the GLTHS After Dark Program through local school tours, open house, presentations, and press releases, and for collecting applications and necessary official enrollment documents. 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 and Lowell High School also share recruitment information, in several languages, with potential applicants in the following ways:

- a. An Open House is scheduled annually at GLTHS in December. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all After Dark career technical programs, speak with school administrators, family liaisons, technical and academic teachers, and school counselors.
- b. Brochures and videos that describe the application process and career technical programs English Language Education (ELE), and special education resources are distributed prior to the Open House and through Lowell High School's local school counseling offices.
- c. 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

The GLTHS After Dark Program 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 at Lowell High School;
- Completion of a video module regarding CTE, created by DESE.

The GLTHS After Dark Program, in collaboration with Lowell High School, will hold at least two in-person information sessions and at least two virtual information sessions each school year.

Students interested in applying to the GLTHS After Dark Program for fall admission to 11th 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 January 15, 2026. Electronic applications may be obtained and submitted online at <http://www.gltech.org/afterdarkadmissions> or a hard copy may be obtained and submitted by contacting the GLTHS Admissions Office at (978) 441-4951, admissions@gltech.org.
- Grade 11 Application Deadline: March 1, 2026
- Completed in-district Grade 11 applications received by March 1, 2026 will be entered into the weighted lottery for each technical program chosen on the application.

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 11 applications received after March 1, 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 28, 2026. If a late application is submitted after March 1, 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 11 (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 Grade 11 (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 Grade 11 (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 Grade 11 to the GLTHS After Dark Program 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 the GLTHS After Dark Program receives more applications than it has available seats, the GLTHS After Dark Program applies a weighted admissions lottery that is in compliance with [603 CMR 4.00](#) to determine which students it will admit. The lottery will only admit resident students.

The lottery is conducted publicly, with at least one week's public notice. Notice will be sent to Lowell High School and will be published on our website at least one week prior to the lottery date.

All in-district completed applications received from Lowell High School 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.

All students and their local school counselors are advised of their admission status (accepted or waitlisted) by the end of the first full week in June.

VII. ENROLLMENT

To enroll in the GLTHS After Dark Program for the fall, applicants must have been promoted by their local district to the grade they wish to enter. Acceptance and enrollment at the GLTHS After Dark Program 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 the GLTHS After Dark Program 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. 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.

X. 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.