

Policy Number: C112
Title: Admission of Students
Section: Students

Admission of Students

EASTERN affirms that all curriculum offerings and student admissions and enrollment practices will be handled without discrimination based on race, sex, color, religion, religious creed, age, disability, sexual orientation, gender identity, pregnancy, marital status, veteran status, genetic information, national origin, shared ancestry, or membership in any other protected class, and in accordance with EASTERN's legal obligations. EASTERN is an area career and technical school that provides career and technical education programs to secondary school students from its nine constituent school districts that are parties to EASTERN's Articles of Jointure for Operation ("Participating School Districts") and postsecondary students.

EASTERN's Participating School Districts include:

1. Abington School District
2. Bryn Athyn School District
3. Cheltenham School District
4. Hatboro-Horsham School District
5. Jenkintown School District
6. Lower Moreland Township School District,
7. School District of Springfield Township
8. Upper Dublin School District
9. Upper Moreland School District

Admission and enrollment to EASTERN will comply with applicable law and regulations.

I. Admission of Secondary Schools Students

Admission of secondary school students is limited to students who are enrolled in one of the Participating School Districts and have a legal entitlement to attend EASTERN. Participating School Districts are responsible for evaluating student applications to EASTERN and for recommending admission of its students into EASTERN's programs in accordance with its legal obligations. EASTERN's Executive Director shall establish and provide recommended admissions criteria to the Participating School Districts for use in this process. EASTERN retains the authority to issue final approval and admittance to each student recommended. Students enrolled in a school district that is not a Participating School District ("Non-Participating School District") or a charter school will not be considered for admission unless:

1. The student's school district of residence requests a placement because the career and technical school in which that student's home district participates does not offer or have available a career and technical course of study similar to that which the student is seeking; or
2. EASTERN has an agreement with the charter school the student is attending that would permit EASTERN to consider admission.

If admission is considered in these two circumstances, EASTERN's Executive Director will oversee the application process to determine whether admission should be granted in accordance with EASTERN's legal obligations. EASTERN retains the authority to unenroll a student in the event a student no longer has a legal entitlement to attend EASTERN.

II. Costs for Secondary Student Attendance

The costs of student attendance for students enrolled in EASTERN's nine Participating School Districts are addressed within the Articles of Jointure for Operation.

EASTERN does not accept tuition payments or private payments from families for the admittance and/or attendance of secondary students.

If a student enrolled in a Non-Participating school district is found eligible to attend EASTERN and accepted into an EASTERN program, the student's school district of residence shall be charged for that student's attendance in an amount equal to the tuition charges authorized by the Pennsylvania School Code.

In the event that EASTERN has an agreement with a charter school that would permit a charter school student to attend EASTERN, tuition would be charged in accordance with the terms of any agreement EASTERN has with a charter school. EASTERN's Executive Director and/or a designee shall oversee the calculation of such tuition costs under any such agreement with a charter school.

III. Admission of Postsecondary Students

EASTERN offers programs specifically for postsecondary students 17 years or older who have graduated or withdrawn from secondary school. EASTERN is responsible for evaluating applications from postsecondary students for these programs, and it retains the authority to issue final approval and admittance to each student.

Enrollment by postsecondary students at EASTERN shall not be considered enrollment in any of EASTERN's Participating School Districts and shall not establish any responsibility on the part of a resident school district for the support or maintenance of postsecondary students at EASTERN.

IV. Costs for Postsecondary Student Attendance

Postsecondary students are responsible for paying expenses associated with their program, including but not limited to tuition and related costs. Such expenses will be determined by EASTERN's administration, and the administration will set related procedures to ensure that all expenses are properly billed and collected.

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Revised: 2/11/26

Admission of Students

Secondary Students

A. Resident Students

1. Admission of secondary students is limited to students who are enrolled in one of the Participating School Districts and have a legal entitlement to attend EASTERN.
2. Enrollment forms for September enrollment are to be received by EASTERN through the resident district prior to April 1 of each year.
3. Late entries will be accepted upon mutual agreement by the sending school and EASTERN.
4. Students, after thorough evaluation, judged unable to benefit from the EASTERN's programs can be returned to the sending school by mutual agreement between the district and EASTERN or upon recommendation of the Director, approved by the Joint Operating Committee.

Secondary Admission Procedures

- A. Each Participating District high school (principal) is responsible for identifying students to be selected for available spaces in EASTERN's programs based upon legal obligations and EASTERN's recommended admission criteria.
 - a. Starting the enrollment cycle for 2026-2027, EASTERN is requiring that all school districts utilize:
 - i. A common evaluation rubric
 - ii. A consistent application process for the placement of students who are home-schooled or attend a private school and have a legal entitlement to attend EASTERN. The participating school district (district of residence) will use admission criteria to recommend admission.
 - iii. Dually enrolling students at the high school to be considered to attend EASTERN.
 - b. With regard to the placement of students with IEPs or service agreements at EASTERN, success shall be predicted by the student's IEP team on the basis of the student's ability to benefit from the program. This discussion shall include consideration of the student's propensity to score at the proficient or better level on the NOCTI exam, earn a completion certificate, complete a career objective, and/or be successfully placed in the occupation or post-secondary related field at completion of the program. Personnel from EASTERN will participate as members of the IEP and service agreement teams and will be given timely notice of the meetings when scheduled.
- B. Sending high schools are responsible for determining the grade level of applicants for EASTERN's programs.
- C. The sending high school will schedule the students for AM/PM session with the coordination of EASTERN.

- D. Students wishing to return to EASTERN in a different occupational program will be considered new students only for admission purposes.
- E. Students who elect a second choice will be given the opportunity to transfer to their first choice based on their position on the waiting list.
- F. A student who transfers to a participating high school in a District which is a member of EASTERN and who was enrolled in a program at another career and technical educational center, will be immediately admitted to a program at EASTERN, if a space is available.
- G. Denial of admission may be appealed to the school board of the participating school district making the decision. If the board refuses admission, the student may appeal its decision to the State Board of Career and Technical Education.

When Enrollment Forms Exceed the Capacity of a Program

- A. All new enrollment forms are due by April 1. Students whose enrollment forms are received after April 1 will be placed on a wait list when requests exceed the capacity of a program.
- B. With the approval of the participating high school, all returning students will be guaranteed admission to their current program and the opportunity to complete their career objectives.
- C. From the remaining available spaces:
 - 1. Each participating high school will be assured the admission of one (1) **new** student who is capable of completing the program.
 - 2. All new 11th grade students will receive priority for spaces available after the placement of returning students.
 - 3. Grade 12 students with an IEP who commit to two years in a program will also receive priority for spaces available after the placement of returning students.
 - 4. Grade 12 career and technical students will receive consideration for all remaining spaces based on their capability of completing the program.
- D. When the number of requests from a priority group (1, 2, 3, and 4 above) exceeds the number of available spaces in a program, the following process will be used to determine the allocation of available spaces to specific high schools.
 - 1. The total available spaces will be allocated to each high school in proportion to the average of their enrollment at EASTERN for the last three years.
 - 2. If after step one (1) above, all spaces are not assigned, the remaining spaces will be assigned based upon the rank order of high schools as determined by the enrollment averages. The school with the highest enrollment average will receive the next available space; the high school with the second highest enrollment average will receive the next space, etc., until all available spaces have been assigned.
- E. The process will be used to determine a waiting list for all registrations, which have been received by the registration due date (April 1). When registration requests exceed the capacity of the program, all registrations received after April 1 will be added to the bottom of the waiting list.
- F. Spaces that become available will be filled from the waiting list through September 30th.
- G. The approved capacity for all programs is as follows:

<u>Program Name</u>	<u>Program Capacity</u>
Allied Health	50
Automotive Technology	46
Business and Technology Professional	40
Carpentry	40
Collision Repair Technology	40
Construction Careers and Management	40
Cosmetology	80
Culinary Arts	80
Design, Photography, and Illustration	54
Electrical Technology	40
Exercise Science & Rehabilitation	40
Heating, Ventilation and Air Conditioning	40
Networking and Cybersecurity	40
Protective Services	40
Robotics and Automated Technology	40
Veterinary Science	40
Welding Technology	40
Total	790

Transferring Programs at EASTERN

- A. Prior to the start of the school year - A student requesting a change of program at EASTERN should discuss the revised objective with their counselor/liaison at their participating school. The participating school needs to contact EASTERN to find out if space is available for the change to occur.
- B. After the start of the school year - A student should discuss an EASTERN program change with both the counselor at the participating school and Student Success Coordinator at EASTERN. An EASTERN program change requires a note with the parent or guardian's permission or at least telephone verification. To facilitate an immediate program change, the EASTERN Student Success Coordinator will email the participating student's counselor/liaison to initiate the change.

Withdrawal from EASTERN

- A. By Participating School - The participating school will notify EASTERN if a student will be dropped and indicate the reason for the withdrawal. Financial and other obligations incurred by the student to EASTERN should be resolved to the satisfaction of the Director before the withdrawal is complete.
- B. By EASTERN - Any student suspended three times from EASTERN, by EASTERN, must have the Director review their placement. Such a review will include, but is not limited to, a conference with the parents or legal guardians and the teacher. After a review and conference, the Director may elect to readmit or recommend reassignment of the student from EASTERN. The participating school Superintendent will also be consulted.

Admission of Secondary School Students to EASTERN's Career and Technical Evening Classes

The Director will permit the admission of secondary school students to the school's career and technical evening classes under the following conditions:

- A. Secondary students are not permitted to enroll in EASTERN's Career and Technical evening classes.

Admission of Adult Students to the Secondary Program

Applicants must be at least seventeen years of age and must submit a copy of their diplomas or official withdrawal notices from their school districts of residence.

- A. Applicants must complete the regular adult admissions process.
- B. Applicants will be considered and admitted to occupational programs based upon availability of space with preference being given to secondary school students. Applicants will be considered only on a space-available basis after the closing date for secondary registration.
- C. Applicants must, at applicants' expense, obtain Act 34, Act 151 and FBI clearances prior to admittance into a secondary program. Admission will be denied where the report(s) information indicates the adult has been convicted, or arrested without final disposition of the charges, of one of the offenses set forth in the Public School Code of 1949, as amended, or has demonstrated a history of violent or sexual exploitative behavior. Post-graduate Cosmetology students are not considered adults for purposes of this paragraph during the summer immediately following their graduation.
- D. Students will be responsible for the payment of all adult tuition and fees as established by EASTERN.
- E. Students will be responsible to adhere to the rules and policies as set forth by the Joint Committee and administration of the school. Students must agree in writing to abide by all student-school regulations adopted for secondary students.
- F. Adults are not eligible to use school district transportation.
- G. Adults are not to be considered for the purpose of determining staffing needs.

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