



Medford Public Schools
Medford High School Office of Career and Technical Education
489 Winthrop Street
Medford, MA 02155

M.G.L Chapter 74 Program Admissions Policy

Approved 10/6/25 Medford School Committee - Revised/Approved 4/13/26

Introduction

Massachusetts state regulations (603 CMR 4.00) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

Admissions

When Medford High School's (MHS) Career and Technical Education (CTE) Chapter 74 (Ch.74) programs receive more applications than it has available seats, MHS will apply a lottery to determine which students it will admit. The lottery will admit resident students before admitting any non-resident students seeking the same program.

Our Admissions and Middle School Outreach Policies can be found on our website:

<https://mhs-mvths.mps02155.org/cte/about-cte>

Equal Educational Opportunity

MHS admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or any other legally protected group. If a student's primary home language is not English, MHS will provide them with information in their home language.

Eligibility

Any current 8th grade student or rising 9th or 10th grade student who is a resident of Medford may apply for admission to an MHS Ch. 74 program. Students may only be admitted to an MHS

Ch. 74 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is conditional; if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

Homeschooled Students

Homeschool applicants may apply to participate in CTE and will be subject to the same admissions standards as other applicants.

Transfer Students

Students who are already accepted and participating in a Ch. 74 program at another school (not including Exploratory) and transfer to Medford High School may apply for admission to a matching MHS Ch. 74 program. Students in good standing at their previous school will be admitted. Students who transfer to Medford High School but were not previously accepted and participating in a Ch. 74 program will be subject to the same application and admissions standards as other applicants.

Organizational Structure

Medford High School is located at 489 Winthrop Street, Medford, MA. As a comprehensive high school serving students in grades 9 through 12, we offer fifteen Ch.74 approved CTE programs, including Exploratory. All students have the opportunity to participate in the CTE Exploratory program in grade 9.

Admissions Communication Information

The Office of Career and Technical Education at Medford High School provides events and activities that promote CTE awareness. MHS also shares recruitment information with potential applicants in the following ways:

- The Career & Technical Education website
- The MHS Program of Studies
- Recruitment initiatives for incoming rising grade 9 students including:
 - CTE presentations provided to 7th and 8th grade students at each middle school in the district by CTE Student Ambassadors and Faculty
 - The 9th grade Exploratory program provides information on the application and selection process for enrolling in a CTE program for grade 10
 - Informational brochures are posted in the Medford Public School's Parent Information Center, Middle School Main Offices, and MHS Guidance offices
 - MHS offers tours of its facilities to interested students

Admissions Selection Process

MHS Course Selection for the following school year begins in March of 8th Grade. Students are encouraged to select CTE Exploratory if they choose to enroll in a CTE program. A lottery

system will be implemented for oversubscribed programs. No weighting will be used in the lottery. This will be a straight lottery. Ninth grade students who did not participate in Exploratory will select from the undersubscribed programs after the lottery process is completed. Students interested in selecting a CTE program after completing Exploratory will be entered in the lottery for program placement.

Parents and caregivers will be notified of the lottery drawing date and time via district communication tools and posts on the school and district website. This notice will be made at least thirty (30) days in advance of the admissions lottery.

Selection Process

After the lottery results for each student are determined, all students will be placed in order of their "lottery number draw" and then enrolled in the program in order of the lottery number they have been assigned. The student drawn first will receive a lottery number of (1) and is enrolled first, the student drawn second will receive a lottery number of (2) and is enrolled second, and so on until all seats are filled. All students are enrolled or placed on a waiting list. If openings occur, the seats will be filled by enrolling students from the wait list continuing from lowest to the highest drawn student. Upon completion of the lottery for a program, students on the waitlist will have the option of enrolling in any program that is undersubscribed. The lottery process will begin with the program that has the largest number of oversubscribed students, followed by the second largest and so on until completion. Students will be accepted or placed on the waiting list in the random order their name is drawn. The admissions lottery will be conducted in a publicly accessible place, either in person or virtually.

Student Retainment

Through ongoing progress monitoring and targeted support, the district will work to ensure that students remain engaged and satisfied with their selected CTE pathway. This will include regular outreach, individualized discussions, and, when appropriate, program adjustments to better align students with pathways that support their post-secondary goals.

Students in Grade 10

Medford Public School 10th grade students will be eligible to apply to specific programs with space availability up until the end of the first quarter of the school year.

Students in Grade 11

Grade 11 students are not generally considered for admission to a Ch. 74 program due to safety concerns and the progressive nature of CTE instruction. However, students may apply and will be considered on an individual case-by-case basis by the CTE Director in consultation with the program instructor and guidance counselor.

Review and Appeals Process

If MHS does not accept an applicant or places them on a waitlist, the applicant or their parent/guardian may request that the Executive Director for Career and Technical Education and the Superintendent review that decision within two weeks. The Executive Director will respond to these requests for review in writing and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned.

Maintenance of Records

The MHS office of CTE maintains records of all students who apply, enroll, or are waitlisted, as well as their lottery results, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. The district will provide this information to the DESE upon request. The district will also provide records to families upon request.