

Application Deadline: Residents by March 1, 2027, Nonresidents by March 15, 2027 (electronic receipt/postmark)
Mail: South Hadley High School, Attn: Dr. Susan Brassard, 153 Newton Street, South Hadley, MA 01075
Submit to - Email: slbrassard@shschool.com or Fax: 413-532-6538

SOUTH HADLEY HIGH SCHOOL - CAREER & TECHNICAL EDUCATION

ADMISSIONS APPLICATION

Grade 9–10 • School Year 2027–2028

Important Information for Applicants and Families

This application is for admission to the South Hadley High School Career & Technical Education (CTE) pathway. Submission of an application does not guarantee admission. Admission is subject to applicable eligibility requirements, available seats, and the South Hadley High School CTE Admissions Policy.

When eligible applicants exceed available seats, South Hadley High School will follow the admissions process established in the CTE Admissions Policy, including a lottery when required. The school will use only admissions criteria authorized by the Admissions Policy and applicable Massachusetts laws and regulations.

Students admitted to the CTE pathway will participate in a structured Grade 9 CTE Exploratory experience during the first semester. Students will explore available CTE program areas before identifying program preferences for placement for the remainder of Grade 9. The exploratory experience and the program placement process are separate from the initial CTE admissions decision. Students entering Grade 10 may apply for admission to an available CTE program and will follow the applicable CTE admissions and program placement procedures.

Part I — Student Information

Legal Last Name: _____ Legal First Name: _____

Preferred Name: _____ Date of Birth: _____ Current Grade: _____

Current School: _____ Student ID: _____

Street Address: _____

City/Town: _____ State: _____ ZIP: _____

Parent/Guardian Name: _____ Relationship to Student: _____

Phone: _____ Email: _____

Preferred Language for School Communication: _____

Part II — Application for CTE Admission

I am applying for admission to the South Hadley High School Career & Technical Education pathway for the 2027–2028 school year.

☐ Yes

This application is for admission to the CTE pathway. Students do not make a binding program selection through this application. We will collect program preferences after students complete the Grade 9 exploratory experience.

Part III — Current CTE Interest

At the time of application, select all CTE program areas that currently interest you. These selections reflect your current interests and do not determine your final program placement.

- ☐ Carpentry
- ☐ Culinary Arts
- ☐ Early Education & Care
- ☐ Graphic Design & Visual Communications
- ☐ Public Safety

Part IV — Student Interest

Why are you interested in participating in CTE?

What do you hope to learn or experience through CTE?

Part V — CTE Awareness

Applicants are expected to have access to information about CTE, including program expectations, the Grade 9 exploratory experience, attendance, safety, participation, and the program selection process.

How did you learn about CTE? Select all that apply.

- ☐ CTE Information Session
- ☐ CTE Open House / Program Showcase
- ☐ CTE Program Tour
- ☐ Grade 8 or Grade 9 CTE Information
- ☐ School Counseling / Career Advising

☐ CTE Website or Program Materials

☐ Family/Community Information

☐ Other: _____

Student Acknowledgment: I have received information about the South Hadley CTE program and understand that CTE involves hands-on learning, regular attendance, safety expectations, participation, and professional/workplace behaviors.

Student Initials: _____

Part VI — Student Commitment

I understand that participation in a CTE program requires regular attendance, active participation, compliance with safety procedures, appropriate conduct, and completion of program requirements. I understand that admission to the CTE pathway does not guarantee placement in a specific CTE program.

Student Name: _____

Student Signature: _____ Date: _____

Part VII — Parent/Guardian Acknowledgment

1. Submission of an application does not guarantee admission.
2. Admission is subject to the South Hadley High School CTE Admissions Policy and applicable Massachusetts requirements.
3. If eligible applicants exceed available seats, the school will follow the approved admissions lottery process.
4. Admission to the CTE pathway does not guarantee placement in a specific CTE program.
5. Students admitted to CTE will participate in the Grade 9 CTE Exploratory experience.
6. Students will identify program preferences after completing the exploratory experience.
7. Program placement will follow established district procedures and available program capacity.
8. CTE students are expected to meet attendance, safety, conduct, participation, and program expectations.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Part VIII — Application Certification

By signing this application, the student and parent/guardian certify that the information provided is accurate and complete to the best of their knowledge.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

SOUTH HADLEY HIGH SCHOOL

CAREER & TECHNICAL EDUCATION

SENDING SCHOOL / COUNSELOR DOCUMENTATION

CTE ADMISSIONS APPLICATION • Grade 9–10 • 2027–2028

Instructions to Sending School

To be completed by the student's school counselor or designated school official. Please provide only the documentation required by the South Hadley High School CTE Admissions Policy. This form is intended for objective verification and is not a counselor recommendation.

Please return this completed form and any required supporting documentation to South Hadley High School by the application deadline established in the CTE Admissions Policy.

Student Information

Student Name: _____

Sending School: _____

Current Grade: _____ Student ID: _____

Date of Birth: _____

School Counselor/Official: _____

Email: _____

Phone: _____

Date Completed: _____

A. Enrollment and Grade Verification

Information Requested	Verification
Student is currently enrolled at the sending school.	☐ Yes ☐ No ☐ N/A
Student's current grade is accurately reported.	☐ Yes ☐ No ☐ N/A
Student information is consistent with official school records.	☐ Yes ☐ No ☐ N/A

B. Attendance Documentation

Provide attendance information for the reporting period specified in the South Hadley CTE Admissions Policy (*Prior 270 days preceding the application date*).

Attendance reporting period: _____

Days enrolled: _____ Days absent: _____ Days tardy: _____

Attendance documentation attached/available: ☐ Yes ☐ No ☐ N/A

Additional attendance information required by policy: _____

C. Discipline Documentation

Complete this section as the South Hadley CTE Admissions Policy requires discipline information. Provide only information permitted by applicable Massachusetts law and regulation. *(A student will receive one additional lottery entry if the student has not been suspended or expelled pursuant to M.G.L. c. 71, §37H or §37H½, or suspended or expelled for more than ten school days pursuant to M.G.L. c. 71, §37H¾, during the 270 school days preceding the date of application, consistent with 603 CMR 4.03.*

Discipline records from before the student's seventh-grade year will not be considered.

Students who do not meet this criterion will still be entered into the lottery.

☐ No qualifying disciplinary record identified under the applicable admissions criteria.

☐ Qualifying documentation attached/available.

☐ Not applicable.

Additional information, if required by policy: _____

D. Other Required Admissions Documentation

Documentation required by the South Hadley CTE Admissions Policy:

☐ Attached ☐ Available upon request ☐ Not applicable

E. Counselor Certification

I certify that the information provided on this form is based on official school records and is accurate to the best of my knowledge. I understand that this documentation is provided for CTE admissions processing and will be used only as permitted by the South Hadley CTE Admissions Policy and applicable law.

Counselor/School Official Name: _____

Signature: _____ Date: _____

SOUTH HADLEY HIGH SCHOOL

CTE ADMISSIONS — SCHOOL USE ONLY

Part X — South Hadley Eligibility Review

Eligibility Requirement	Status
Grade/age requirement	☐ Meets ☐ Does Not Meet
Residency/eligibility requirement	☐ Meets ☐ Does Not Meet
Application complete	☐ Meets ☐ Does Not Meet
Other applicable eligibility requirement	☐ Meets ☐ Does Not Meet

Final Eligibility: ☐ Eligible ☐ Not Eligible

Reviewed By: _____ Date: _____

Notes: _____

Part XI — Admissions Criteria / Lottery

Complete only as required by the South Hadley High School CTE Admissions Policy. The final version of this section must match the approved policy exactly.

Approved Criterion	Documentation / Source	Weight
_____	_____	_____
—		
_____	_____	_____
—		
_____	_____	_____
—		
_____	_____	_____
—		
TOTAL		_____

- ☐ Eligible applicants do not exceed available seats — lottery not required
- ☐ Eligible applicants exceed available seats — lottery required

Lottery Date: _____ Applicant Number: _____ Applicant Weight: _____

Part XII — Admission Decision

☐ ADMITTED TO CTE

☐ WAITLISTED

☐ NOT ADMITTED

☐ INELIGIBLE

Decision Date: _____ Decision Communicated By: _____

Notification Notes: _____

Part XIII — Appeal Information

Applicants and families have the right to appeal an admissions decision in accordance with the South Hadley High School CTE Admissions Policy. Information regarding the appeal process, timeline, and submission procedure will be provided with the admissions decision.

SEPARATE POST-ADMISSION PROCESS

GRADE 9 CTE EXPLORATORY & PROGRAM PLACEMENT

This section is included for process clarity only. It is not part of the initial admissions determination. A separate Grade 9 CTE Exploratory & Program Placement document should be used after admission.

Semester 1 — CTE Exploratory

Admitted students will experience the six CTE program areas during the first semester and will be evaluated using a common exploratory rubric.

End of Semester 1 — Student Program Preferences

First Choice: _____

Second Choice: _____

Third Choice: _____

Semester 2 — Program Placement

Final placement will follow the district's established program-placement procedures and available program capacity.

Final Program Placement: _____

Placement Date: _____ Determined By: _____

Approved by School Committee on 10/21/26