UNION COUNTY CAREER & TECHNICAL INSTITUTE
2027-28 ADMISSIONS RECORDS RELEASE FORM

Parent/Guardian: Please complete and sign the top portion of this form and submit to your child's current school.

Student Name: _____

Current School: _____ **Current Grade**: _____

I have discussed this application with my child, and I give permission for my child's school to release all relevant school records to the Union County Vocational-Technical School District.

Parent/Guardian Signature: _____

School Counselor: Please complete ALL of the following information and submit along with the requested documents

School Counselor Name: _____ **Telephone Number**: _____

If applicable

Case Manager Name: _____ **Telephone Number**: _____

Student's 10-Digit STATE ID Number (SSID#): _____

Attendance Record: Please enter the total number of days absent, not classes

Grade 9 *Days Absent*: ____ Excused ____ Unexcused *Days Tardy*: ____ Excused ____ Unexcused

Grade 10 *Days Absent*: ____ Excused ____ Unexcused *Days Tardy*: ____ Excused ____ Unexcused

Grade 11 *Days Absent*: ____ Excused ____ Unexcused *Days Tardy*: ____ Excused ____ Unexcused

Discipline Record: Does this student have any conduct or discipline records? ___ YES, I will send them. ____NO

Technical English and Math & Financial Concepts: We will continue to offer 2.5 credits in *Technical English* and 2.5 credits in *Math & Financial Concepts* for the 1st and 2nd years of enrollment. Please indicate here if this student will opt in or out for these courses. ***Please note***: *Students that do not take these courses will still earn the full 15 credits through additional CTE lab periods.*

Technical English: ____YES ____NO *Math & Financial Concepts*: ____YES ____NO

Additional Details: Please provide any other information that does not appear on the student's records, e.g, strengths, interests, trade-related experience and/or skills, any extenuating circumstances, additional context, etc. (Use an additional sheet if necessary).

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Please submit the following documents to UCVTS Admissions ***after the 2nd marking period of current grade***:

1. Transcript/Report Card with GPA from 9th grade to the end of the 2nd marking period of current grade
2. Discipline Record if applicable (and Attendance Record completed above)
3. Current IEP or 504 if applicable

I have discussed this application with the above named student and certify that the program(s) the student is interested in would be an appropriate placement for him/her.

School Official Signature: _____ **Date**: _____

Submit this form along with all required documents to:

UCCTI Admissions Office at **stadmissions@ucvts.org**