



New Student or Returning to New Program

APPLICATION FOR 2018-2019

Program Choice Name _____
(see page 4 for program name listing)

New Student Application

Second Program Choice _____

Returning to Different Program

To be completed by high school guidance counselor
Session: ___ AM ___ PM ___ FD
Due in CTC Guidance Office by March 1

Returning to Same Program (special needs only)

- 11th graders returning to same full-day program
- Students returning to same program for a 13th year or greater

PA SecureID _____

Pages 1-3 to be completed by parent/guardian
PLEASE PRINT LEGIBLY

STUDENT INFORMATION

First Name (NO NICKNAMES) _____ MI _____ Last _____

Address _____

City _____ State _____ Zip Code _____

Home Phone Number (____) ____ - _____

Student Cell Number (____) ____ - _____ Student Email Address _____

Birth Date ____/____/____

Gender: Male Female

Race (choose one or more)

For mandatory Pennsylvania Department of Education state reporting purposes, please complete the ethnicity and race boxes.

Ethnicity (check one)

<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Not Hispanic/Latino

ENTER A P NEXT TO THE PRIMARY RACE	
___ American Indian/Alaskan Native (not Hispanic)	
___ Asian	___ Black (not Hispanic)
___ Hispanic	___ White (not-Hispanic)
___ Native Hawaiian or Other Pacific Islander (not Hispanic)	

STUDENT CONTACT INFORMATION

Student resides with: Mother Father Guardian Other _____

Does the student reside with a parent in the Military? Y or N

Parent/Guardian 1 Information

Relationship to student _____

Mr. Mrs. Ms. Other _____

First Name _____ MI _____ Last _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

(Email address is required for access to the parent portal – please write legibly)

Home Number (____) ____ - _____ Work Number(____) ____ - _____ Ext. _____

Cell Number (____) ____ - _____

Parent/Guardian 2 Information

Relationship to student _____

Mr. Mrs. Ms. Other _____

First Name _____ MI _____ Last _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

(Email address is required for access to the parent portal – please write legibly)

Home Number (____) ____ - _____ Work Number(____) ____ - _____ Ext. _____

Cell Number (____) ____ - _____

Please indicate two phone numbers to receive CTC's Blackboard messages for announcements, school closings, delays and emergencies.

Phone Number 1 _____

Phone Number 2 _____

REQUIRED:

Emergency Contact Person **Other Than Parent/Guardian** (person must be over 18 years of age)

NOTE: Contact must live within 20 miles of the Career and Technology Center

Relationship to student _____

Mr. Mrs. Ms. Other _____

First Name _____ MI _____ Last _____

Address _____

City _____ State _____ Zip Code _____

Home Number (____) ____ - _____ Work Number(____) ____ - _____ Ext. _____

Cell Number (____) ____ - _____

POST-SECONDARY PLANS

PLEASE CHECK ALL THAT PERTAIN TO YOUR CAREER CHOICE:

- | | |
|--|---|
| <input type="checkbox"/> 2-year college in PA | <input type="checkbox"/> State University in PA |
| <input type="checkbox"/> 4-year College or University not in PA | <input type="checkbox"/> Private 4-year College or University in PA |
| <input type="checkbox"/> Other Post-Secondary School not in PA | <input type="checkbox"/> White Collar Worker |
| <input type="checkbox"/> Community College in PA | <input type="checkbox"/> Blue collar Worker |
| <input type="checkbox"/> Other Post-Secondary School (AST or ASB Degree) on PA | <input type="checkbox"/> Farmworker |
| <input type="checkbox"/> Other Post-Secondary School (non-degree) in PA | <input type="checkbox"/> Homemaker |
| <input type="checkbox"/> State Related Commonwealth University on PA | <input type="checkbox"/> Military and Branch _____ |
| <input type="checkbox"/> Private 2-year College or University | <input type="checkbox"/> Service Worker |
| | <input type="checkbox"/> Unknown |

PROGRAM OFFERINGS

HALF DAY TWO YEAR PROGRAMS (JUNIORS AND SENIORS)

- *Auto Body Technology I & II* CIP Code – 470603
- *Automotive Technology I & II* CIP Code – 470604
- *Carpentry/Residential Construction I & II* CIP Code – 460201
- *Computer Repair Technology I & II* CIP Code – 151202
- *Diesel Truck Technology I & II* CIP Code – 470613
- *Electrical Technology I and II* CIP Code – 460399
- *Electromechanical Technology I and II* CIP Code – 150403
- *Industrial Machine Technology I & II* CIP Code – 480501
- *Law Enforcement and Security I & II* CIP Code – 430107
- *Masonry I & II* CIP Code – 460101
- *Medical Assistant I & II* CIP Code – 510801
- *Network Technology I & II* CIP Code – 110901
- *Plumbing/Heating/Air Conditioning I & II* CIP Code – 460503
- *Welding Technology I & II* CIP Code – 480508

FULL DAY PROGRAMS (SENIORS)

- *Commercial Art and Design* CIP Code – 500408
- *Culinary Arts* CIP Code – 120508
- *Dental Assistant* CIP Code – 510601
- *Landscape Technology* CIP Code – 010601
- *Health Careers Technology* CIP Code – 510899
- *Media Communications Technology* CIP Code – 500602
- *Pastry Arts* CIP Code – 120501
- *Sports Therapy Sciences* CIP Code – 512604

HALF DAY JUNIOR AND FULL DAY SENIOR PROGRAM

- *Cosmetology I and II – AM or PM Junior Year, Full Day Senior Year* CIP Code – 120401

GENERAL INFORMATION

(to be completed by parent/guardian)

1. **Non-Discrimination Policy.** It is the policy of the Lebanon County Career and Technology Center not to discriminate on the basis of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, handicap or disability in its admission to educational and technical programs, activities, or employment as required by Title IX, Section 504 and Title VI. Lebanon County Career and Technology Center will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and technical programs. For information about rights or grievance procedures, contact our Compliance Officer at 833 Metro Drive, Lebanon, PA 17042. Telephone number (717) 273-8551, ext. 2139.

Please check if you understand this provision.

2. **Admissions Procedure Summary.** Any student who is enrolled in a public or nonpublic school within Annville-Cleona, Cornwall-Lebanon, Eastern Lebanon County, Lebanon, Northern Lebanon and Palmyra school districts and who will be promoted to the tenth grade or above may apply to attend Lebanon County Career and Technology Center. The Center admits students without regard to an applicants' race, color, creed, religion, sex, sexual orientation, ancestry, national origin, handicap or disability.

All programs enroll students contingent upon space which is determined by the school board.

An official Registration Application Form is required by March 1 of each year. If a program is not filled on March 1, Registration Application Forms are accepted on a first come basis until the program is filled. Subsequent requests are maintained on a waiting list and accommodated if openings occur.

If applicants exceed space on March 1, a program quota is implemented. Each district's quota is determined by a standard formula. Each district's applicants are then selected by a county-wide selection process to fill the quota. Quotas not filled by one district are open to remaining districts. Some programs also have program specific entrance requirements.

I.E.P., Special Populations, or At Risk students can be enrolled one year prior to the approved schedule.

A secondary student transferring into a sending school district or a district student who requests enrollment after the first month of school can be accepted anytime during the year providing: transcripts and IEP (if applicable) are provided and the Registration Application Form is completed, district recommendation is provided, and CTC staff have an opportunity to interview the prospective student and provide a recommendation before final acceptance. Enrollment is subject to available space.

If program openings are available after April 1, tuition-paying pupils and adults will be enrolled to fill capacity. Non-resident tuition fees are set by the School Board in consultation with the Superintendents.

Please check if you understand this provision.

3. **RELEASE OF INFORMATION APPROVAL TO BE COMPLETED BY PARENT/GUARDIAN AND STUDENT**

The Career and Technology Center cannot release student educational records to institutions of higher education, prospective employers and military recruiters without parent/guardian and student consent. If necessary, you can obtain additional clarification concerning the policy by contacting the school counselor at 273-8551, ext. 2153.

Please indicate your wishes by checking the appropriate statement:

We hereby consent to the release of all pertinent educational records when requested by an institution of higher education, military recruiters or a prospective employer. We understand this information will be treated in a confidential and professional manner.

We do not consent to the release of all pertinent educational records when requested by an institution of higher education, military recruiters or a prospective employer.

PLEASE SIGN BELOW TO INDICATE THAT YOU RECEIVED A COPY OF THE NON-DISCRIMINATION POLICY, THE ADMISSIONS PROCEDURE SUMMARY AND THE RELEASE OF INFORMATION APPROVAL.

Signatures

(both are required or your application will be denied)

By signing below, I authorize my school district of residence to enroll me in my desired program at the Lebanon County Career & Technology Center. I realize that enrolling in a Half Day – Junior/Senior Program is a two-year commitment to complete the program.

Student Signature: _____ Date: _____

By signing below, I authorize my school district of residence to enroll my son/daughter in his/her desired program at the Lebanon County Career & Technology Center. I realize that enrolling in a Half Day – Junior/Senior Program is a two-year commitment to complete the program.

Parent Signature: _____ Date: _____



LCCTC Counselor Signature: _____ Date : _____

TO BE COMPLETED BY THE HIGH SCHOOL COUNSELOR

SCHOOL INFORMATION

Grade during 2018-2019 School Year 10 11 12 13

School District:

Annville-Cleona Cornwall-Lebanon ELCO Lebanon Northern Lebanon
 Palmyra Other _____

High School Attending:

IU 13 Student Annville-Cleona Blue Mountain Cedar Crest ELCO Lebanon
 Lebanon Catholic New Covenant Northern Lebanon Palmyra Other _____

ADDITIONAL STUDENT INFORMATION

Is the student new to the United States? Y or N, if yes, what is the initial entry date into the United States _____

Is the student enrolled in ESL? Y or N, If yes, at what level _____

Date that the student enrolled in ESL at your district _____

What is the students Primary Language? _____

Special Populations Identification If applicable, indicate whether the student is supported through an IEP, GIEP, or 504 Plan and attach all supporting documents (IEP, GIEP, ER, 504 Plan) to the application (mark all that apply with a check). Please note that current IEPs should reflect CTC representation and the Classification of Instructional Program (CIP) code for the CTE course.

Identify other special populations by checking all that apply.

SUPPORTING DOCUMENTS (ATTACHED)

Indicate all that apply with a check mark and attach current supporting documents to the application.

- IEP – IEP meeting date ___/___/___
- GIEP
- ER
- 504 Plan
- Not Applicable

OTHER SPECIAL POPULATIONS

Identify other special populations by checking all that apply.

- Gifted
- Migrant
- Limited English Proficiency
- Single Parent Inc. Single Pregnant Women
- None

CTC OFFICE USE ONLY (BELOW)

- Displaced Homemaker
- Nontraditional

ADDITIONAL COURSE SELECTIONS

PHYSICAL EDUCATION

- Requires Contract Phys. Ed.

ACADEMIC MATH COURSES

- Applied Math 1
- Algebra I
- Geometry & Intermediate Algebra
- Algebra 2
- Statistics & Probability
- Pre-Calculus
- Trigonometry and Intro. to Calc.
- Calculus 1
- Calculus 2

Counselor Check Off: Official Transcript is attached Counselor page completed in full

Home School Counselor (Please Print) _____

Home School Counselor Signature _____

Date _____

TO BE COMPLETED BY SCHOOL PERSONNEL FOR NEW STUDENTS ONLY

STUDENT NAME _____ **HOME SCHOOL** _____

***** SELECTION CRITERIA *****

Attendance

of days absent for last 180 days from date of application

29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0

Points
 0 pts for field trips
 0 pts for ISS/OSS
 1 pt for each excused or unexcused absence
 1 pt for each period of homebound or long-term illness (do not count each day)

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Points

Grade Point Average

Use overall GPA and round to nearest GPA (up or down)

.25 .50 .75 1.00 1.25 1.50 1.75 2.00 2.25 2.50 2.75 3.00 3.25 3.50 3.75 4.00

Points 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Recommended Courses

(5 highest priority per program based on supplemental list)

0 1 2 3 4 5

Points 0 5 10 15 20 25

Citizenship

(by Home School Administrator)

Deduct:
 1 pt for each day of detention
 2 pts for each day of ISS
 4 pts for each day of OSS

Add: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

2 pts for each co-curricular and extra-curricular activities (ex. Sport, student gov., band, chorus, school newspaper, drama, yearbook, etc.) (do not include social or recreational clubs)

Interview Optional

DISTRICT PRINCIPAL'S SIGNATURE _____ **DATE** _____

TOTAL POINTS