



Section: PUPILS
Title: ADMISSIONS
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Revised: January 20, 2005
 March 18, 2006,
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| 201. ADMISSIONS | |
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| | <p>Any student who is enrolled in a public or non-public 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 applicant's race, color, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability.</p> <p>Secondary students interested in attending the Career and Technology Center must complete a Registration Form. Students are encouraged to read the course brochure and discuss the career choice with their parents or guardians. Questions regarding career potential, course requirements or general concerns should be directed to the home school or CTC counselor. Students and parents are encouraged to tour the CTC and spend time in the programs of interest prior to enrollment.</p> <p>Selection of students for admission to the CTC is as follows:</p> <ol style="list-style-type: none"> 1. A secondary student must be enrolled in a public or nonpublic secondary school in Lebanon County and entering the 10th, 11th or 12th grade depending on program choice. 2. I.E.P. students can be enrolled one year prior to the approved program schedule. 3. The CTC accepts students subject to available space. <p>A secondary student transferring into a sending school district from another school district or a district student who requests enrollment after the first month of school can be accepted anytime during the year providing the following criteria have been met.</p> <ol style="list-style-type: none"> 1. Openings are available in the program of choice. 2. Registration forms completed. 3. The student meets the enrollment criteria. |

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ENROLLMENT PROCEDURES

1. Maximum student capacity is established for each program based on the following criteria:
 - A. State requirements when applicable
 - B. Staffing
 - C. Safety considerations when implementing live work
 - D. Number of workstations, computers, etc.
 - E. Nature of curriculum
(See attached "Program Capacity Guidelines")
2. Completed and signed student "Registration Applications" are due in the CTC guidance office on or before March 1 of each year. (See attached "Registration Application")
 - A. The "Selection Criteria" form will be completed by school district personnel with the district high school principal or designee completing the "Citizenship" descriptor, totaling the points and signing and dating the form.
 - B. The "Registration Applications" with attached "Selection Criteria" rating forms are to be mailed or delivered in sealed envelopes to the CTC guidance office on or before March 1 of each year.
 - C. If a program is not filled on March 1, "Registration Applications" are accepted on a first come basis until the program is filled. Adults and tuition pupils will be enrolled until capacity is reached. The CTC guidance staff will keep districts informed of openings through e-mail. When the program is filled, a waiting list is started to provide potential applicants for subsequent openings. Applicants with the highest rating on the "Selection Criteria" form will fill the openings.
 - D. If applicants exceed capacity on March 1, a program quota is implemented for that program only. Each public and nonpublic schools' quota is calculated utilizing the percentage developed for the variable portion of the budget. (Average ADM of students attending the CTC for the three most recent years and the proportion of each schools' CTC ADM in relation to the total for all schools.) This percentage is applied to the capacity number for the program to calculate each district's quota number.
 - E. All district principals and CTC personnel will convene a meeting within 10 days of March 1 to finalize the enrollment process:
 - Applicants with the highest rating on the "Selection Criteria" form are selected to fill each district's quota.
 - Schools not filling their quota will arbitrate their openings with the schools that have excess applicants.

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3. Program staffing [Teacher(s) Aides(s)] is recommended by the CTC administration based on:
 - A. Curriculum needs and/or State requirements
 - B. Safety
 - C. Student interest
 - D. Financial implications

4. Program enrollments are expected to meet a minimum of 50% of maximum program enrollment. When a program begins a school year with enrollment less than 50%, the JOC may place a program on probationary status for the school year. A program on probationary status is expected to increase enrollment to more than 50% by the beginning of the next school year. If a program on probationary status fails to improve enrollment to more than 50%, the JOC may choose to pursue alteration and/or curtailment.

The JOC will monitor program enrollment projections from March through August and actual enrollments throughout the program year. The JOC reserves the right to make alterations/curtailments at any point in a program year for either the current year or the next program year. The JOC also reserves the right to alter/curtail programs for reasons other than enrollment as it may deem appropriate.

5. The following programs require additional screening of applicants based on State requirements/regulations or community based partnership restriction:
 - Automotive Technology*** – Valid PA Driver’s License
 - Cosmetology*** - Doctor’s Signature
 - Dental Assistant*** – Hepatitis B Vaccine, Tetanus Update, Dental Exam, Physical, Criminal Record Check
 - Health Careers Technology*** - Physical, Two-Step Mantoux, Hepatitis B Vaccine, Flu Vaccine, Criminal Record Check and or/FBI Fingerprint, Verification of PA Residency
 - Law Enforcement & Security*** - Criminal Record Check
 - Medical Assistant*** – Physical, One-Step Mantoux, Hepatitis B Vaccine, Criminal Record Check
 - Sports Therapy Sciences*** – Physical, Two-Step Mantoux, Criminal Record Check

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NON RESIDENT SECONDARY STUDENTS

Secondary pupils who are not residents of member districts may be enrolled as tuition pupils if additional pupils can be accommodated.

Enrollment and tuition rates for non-resident secondary pupils will be established by the Joint Operating Committee in consultation with the Professional Advisory Committee and will be consistent with law and procedures approved by the Joint Operating Committee.

ADULT STUDENTS

Application Procedures:

Adult students wishing to enroll must complete a registration form that is submitted to the adult education staff for processing.

1. The potential student will meet with the adult education staff.
2. Adult education personnel will try to determine the student's interest and aptitude in reference to available programs. Interest inventory and/or aptitude tests may be utilized if agreeable to all parties.
3. Adult education personnel will schedule a meeting with the program instructor or numerous instructors if further career guidance is required.
4. The competencies to be included in the program will be identified.
5. The length of time for completion is estimated and appropriate fees identified.

The Enrollment Data Form will be translated for non-English speaking parents/guardians. The Admissions Policy is available upon request and will be translated or made available on audiocassette as needed.