

Trumbull Career & Technical Center
Admission Procedure
2012-2013

General Procedure

All high school students enrolling in the Trumbull Career & Technical Center must meet the following minimum admissions criteria:

1. Reside in or be open enrolled to one of the 19 member districts of the

Trumbull Career & Technical Center Planning District.

2. Have no more than two credit deficiencies toward graduation.

All students will be enrolled or re-enrolled without discrimination or prejudice.

Specific Procedures:

Home Educated students have 2 options for enrollment in the Trumbull Career & Technical Center.

Home Educated students and their parents/guardian must:

Option 1:

1. Obtain an application from their home school or the TCTC Guidance Office.
2. Enroll or be open-enrolled in one of the TCTC's 19 member districts.
3. Submit the application per the designated instructions through the district of residence.
4. Participate in a career assessment.

Option 2:

1. Obtain an application from the TCTC Guidance Office or the website www.tctchome.com
2. Complete the application and return it, with transcripts attached to the TCTC Guidance Office.

It is the parent/guardian's responsibility to provide documentation of credits earned.

3. Participate in a career assessment.
4. If the students plans to attend the TCTC for the full day (scheduled in a career/tech program and academic courses) the student must agree to participate in OGT testing in the fall, if not already participating.
5. Students who enroll half time at the TCTC are strongly encouraged to participate in OGT testing, however it is not a condition of enrollment.

Community and/or Alternative School applicants who reside in one of the TCTC's member districts but are not enrolled in that district must:

1. Enroll or be open-enrolled in one the TCTC's 19 member districts.
2. Participate in a career assessment.

The TCTC Guidance Office will:

1. Verify residence in or open enrollment to the resident TCTC member district

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Nonpublic/Private School Students must:

1. Obtain an application from the TCTC Guidance Office.
2. Complete the application and submit it to the Nonpublic School for completion of the Guidance portion of the application.
3. The Nonpublic School will then submit the completed application and transcripts to the TCTC Guidance Office.
4. Participate in a career assessment.

Parent/Guardians of any student not cross-enrolled to the TCTC through a member district are required to submit a copy of the student's birth certificate and immunization records in order to establish a state SSID number and a local eSIS record.

Students enrolling at the TCTC through any of the methods listed in this policy and who wish to be considered for the National Technical Honor Society or the TCTC's Top 5 students in their graduating class must be enrolled in the TCTC for the full day; or at the TCTC half day and one of our member districts for the other half of their school day. Please refer to the student handbook for a complete listing of eligibility criteria.