

**Trumbull Career & Technical Center**  
**Admission of Home Educated/Community/Nonpublic/Alternative School Students**  
**2010-2011**

**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 and their parent/guardian must:

1. Obtain an application from the TCTC Guidance Office or the website [www.tctchome.com](http://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 this documentation of credits earned.
3. Agree to participate in OGT testing in the fall, if not already participating

Community (Charter) School and Nonpublic students and their parent/guardian must:

1. Obtain an application from the TCTC Guidance Office or the website [www.tctchome.com](http://www.tctchome.com).
2. Complete the application and submit it to the Community or Nonpublic School for completion of the Guidance portion of the application. The Community or Nonpublic School will then submit the completed application and transcripts to the TCTC Guidance Office.

Alternative School students and their parent/guardian must:

1. Obtain an application from the TCTC Guidance Office or the website [www.tctchome.com](http://www.tctchome.com).
2. Complete the application and submit it to the Alternative School for completion of the Guidance portion of the application. The Alternative School will then submit the application and transcripts to the TCTC Guidance Office.

The TCTC Guidance Office will:

1. Inform the District of Residence and the Educating School of the student's application status.
2. Verify residence in or open enrollment to the resident TCTC member district.
3. In the case of an Alternative School, submit the "Student Transition to TCTC from Alternative Settings" form to the Alternative School for completion.
4. In the case of any student not cross-enrolled to TCTC through a Member District, require that the parent/guardian 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.