

January 30, 2018

Re: Admissions Process – Current Grade 11 High School Students

The purpose of this communication is to clarify the admissions process for grade 11 students that are currently attending Bristol T.E.C. and are interested in reapplying to Bristol TEC to complete a different program of study for the following school year. Please note that current students do not receive any priority over new applicants and are not guaranteed readmission.

Bristol T.E.C. offers six in-demand career technical education programs – Automotive Technology, Culinary Arts, Electronics Technology, HVAC-R, Precision Machining, and Welding & Metal Fabrication. HVAC-R is a two year program (1st year students must reapply for the second year). All other programs are one-year, ten-month programs designed to teach students the basic career/technical and employability skills needed to enter the workforce. Every effort is made to place eligible students in their field of study.

Time Frame	Steps	Special Notes
Between March & April, 2018	Applicant must arrange to “shadow” visit the program(s) they are interested in.	Contact – Ms. Darlene Aresta
March 1, 2018	Applications are distributed to interested students.	The application must be signed by both the student <u>and</u> parent/guardian.
March 12, 2018	Applications Return Due Date – Main Office	Attention of Ms. Miranda Hoxha.
April 2018	Applicants (current students) complete Shadow Visit.	To be considered for readmission applicants are required to earn a full endorsement from their current CTE instructor <u>and</u> the CTE instructor of the program(s) they are interested in. Partial endorsement(s) → Waitlist. No endorsement(s) → Denial
Beginning May 1, 2018	Admissions Committee Reviews Application	Weekly meetings.
Between May 1, 2018 – Last Day of School.	Readmission decisions will be communicated by mail to the parent/guardian/student. An email will be send to the sending school counselor.	Students are required to return their commitment letters within two calendar weeks.