

# **Randolph Technical Career Center**

## **APPLICATION FOR ADMISSION**

1. The student will be introduced to RTCC through a presentation done by RTCC staff or by an individual meeting with the high school guidance counselor.
2. The student must visit the RTCC programs being considered. The student's guidance counselor may arrange visits by contacting the guidance coordinator.
3. The student, the student's parent/guardian, and the guidance counselor must sign the application. The counselor will forward the application to RTCC.
4. Students must be juniors or seniors. First priority will be given to students who have their graduation requirements in order and can devote their day to their technical program.
5. The Admissions Committee will review all applications and make recommendations.
6. Admission to a program will also depend on successful completion of the application procedures.
7. Students with special needs, including students with IEPs or 504 Plans, are encouraged to apply to RTCC. Once a student with an IEP or a 504 Plan has been accepted to RTCC, a meeting must be held to determine appropriate technical program placement and the accommodations necessary for success in that program. This meeting must be held before the student begins classes at RTCC.
8. Students and guidance counselors will be notified as soon as possible regarding each student's official admission to RTCC. All students will be on a probationary status for 30 Technical Center school days, beginning with the first day of attendance. This phase will be used for curriculum-based assessment and to determine the appropriateness of placement. Students will automatically be granted full standing after the probationary period unless notified of continued probationary status or withdrawal.

*RTCC provides equal education opportunities to all learners regardless of race, color, national origin, gender, disability, religion, sexual orientation, gender identity, or marital/civil union status. Questions about this policy should be directed to our Guidance Coordinator – 728-9595.*