**Northern Neck Technical Center**  
*Governor’s STEM Academy for Agriculture and Maritime Studies*  

**Admission Procedure**

Our application process has been developed to provide a plan so that each student and the participating school districts have the information needed to register for courses at the Northern Neck Technical Center.

**Career and Technical Scheduling:**

1. Students complete the admission application to the Northern Neck Technical Center Governor’s STEM Academy and reviews it with the school counselor at her/his home school. To be considered complete, the application must have all signatures, and the student needs to provide both a first and second choice of technical programs. The applications can be found at the home school counselor’s office or in the brochure racks located at each high school. They are yellow in color.

2. The school counselor attaches the student profile to the application and submits it to Northern Neck Technical Center Governor’s STEM Academy. The counselor will hold the application until the application deadline. A representative from NNTC will pick them up. After the deadline date applications can be sent via fax (804) 333-0538, or via mail 13946 Historyland Highway, Warsaw, Virginia 22572, or via the buses that run to the Center.

3. **All applications must be received by March 24, 2016.** This will allow both the home school and the Northern Neck Technical Center the ability to work with the student should any issues arrive in the scheduling process.

4. Applications will be reviewed by the administration and instructor of the NNTC for entrance into the programs. A congratulations or denial letter will be mailed out within 1-2 weeks upon the application deadline. The accepted students will receive a letter in the mail in regards to what supplies they will need to have for the course. These letters will be mailed to the address on the student applications.

5. If a student receives special education services:
   a. Student’s IEP case manager must sign the course request portion of the application. The student must also circle yes on the application indicating that they receive special education services.
   b. The course competencies should be filled out at the IEP meeting as to what competencies the student will be graded on and their ability to complete the task. If there are questions as to what the competency is or if the team would be unsure of the student’s ability, please note this or call for further clarification from the Center.
   c. A copy of the IEP also needs to be sent to the Northern Neck Technical Center to the attention of Mrs. Kirsten Palubinski, Special Services Coordinator.
   d. If there are any questions in regards to the setting, accommodations, or other issues regarding the student, please contact Mrs. Palubinski (until June) or Dr. Bernard S. Davis (June-August).

6. The courses do have allocations, so there is the possibility that not every student interested in the course will be enrolled. Three spaces will be held for every program for every school by the application deadline. Cosmetology has five seats per school and there are 6 seats for Nurse Aide. After that date it is a first come first serve basis. Every attempt will be made to accommodate the students’ requests. Students will fill out a first and second choice.

7. The goal is to have a rough estimate of student placement at NNTC back to the home schools by early April; if all schools can meet the deadline date we can inform students of their course placement or rejection.

8. If a student specifically needs a.m. or p.m. please note that on the application so we can work together to make sure the student can take the course. *Counselors and students should refer to the application to note whether the courses are in the am or pm.* If for some unseen circumstance this is an issue, a case by case decision will be made.

9. Any changes that take place at the home school before the end of the school year or during the summer need to be faxed or emailed to the Center (i.e. student drops class, student transfers in, etc.) Please email to bdavis@northernnecktech.org.