

## 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. Each we year we review the application process for areas of improvement and to try to strengthen the lines of communication between the Northern Neck Technical Center and the home school.

This outline for each of the areas listed below should help guide you in the application process.

### Career and Technical Scheduling:

1. Student completes Admission Application to the Northern Neck Technical Center and reviews it with the Guidance Counselor at her/his home school. To be considered complete, the application needs to be fully completed, and the student needs to provide both a first and second choice of technical programs. The applications are available on the website [www.northernnecktech.org](http://www.northernnecktech.org), then click Documents, and click Admission Packet.
2. The home school Guidance Counselor attaches the student profile to the application and submits it to Northern Neck Technical Center. This can be done via fax at (804) 333-0538, via mail P.O. Box 787 Warsaw, VA 22572, or via the buses that run to the center Attention: Mr. Ferguson, Assistant Principal.
3. **All applications must be received by May 22, 2009.** 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. 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 by the instructor 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. The IEP should be sent 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 should be directed to Mrs. Palubinski (until June) or Mr. Ferguson (June-August).
5. The courses do have allocations, so there is the possibility that not every student interested in the course will get in, so each school has an equal opportunity to access each of the courses offered at the Northern Neck Technical Center.
  6. The goal is to have a rough estimate of course numbers to the home schools by June 5, 2009, if all the schools can meet the deadline of May 22, to let students know of their course selections.
  7. 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 this course. Unfortunately, Auto Service Technology I, Auto Body Repair I, Marine Trades I, and Culinary Arts I need to be in the A.M. If for some unseen circumstance this is an issue, a case by case decision will be made. Note: Cosmetology will have a morning Part I and Part II, and a Part I, Part II in the afternoon as well. These courses are limited to fourteen students each. **It must be noted which section the student needs.**
  8. 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 e-mailed to the Northern Neck Technical Center (i.e. a student drops the class, a new student transfers in, etc...) to [dferguson@northernnecktech.org](mailto:dferguson@northernnecktech.org).
  9. The students will receive a letter in the mail over the summer in regards to what clothing or materials they will need to have for the course. These letters will be mailed to the address on the student applications.
  10. No new entries will be allowed into the programs after **September 16, 2009**.

### **GED/ISAEP Admissions**

#### ***Returning GED/ISAEP Students***

1. Any student still in the program at the end of the 2008-2009 school year who does not receive their GED is automatically able to enroll at the start of the 2009-2010 school year through their home school. These students will need to return an intent form to return to complete their GED/ISAEP coursework. These intent forms will be up on the school website [www.northernnecktech.org](http://www.northernnecktech.org), under documents, GED/ISAEP Intent forms, in the near future.

2. If these students intend to take a trade please have them fill out the Technical Center Application and include the intent form with their application.
3. GED Students taking a trade will come everyday.
4. GED Students taking the work option, will come two full days a week according to their schools schedule T/R or W/F. The students are responsible for providing their own meals via the school vending machines, or by bring a meal from home or their home school.

### ***New GED/ISAEP Students***

1. Any students interested in entering must complete the two page I.S.A.E.P. Registration found at [www.northernnecktech.org](http://www.northernnecktech.org), click documents, and there is the form.
2. Every Monday will be a testing day with Mr. Walter Carpenter.
3. Guidance Counselors need to e-mail or call 333-4940, Mr. Carpenter ([wcarpenter@northernnecktech.org](mailto:wcarpenter@northernnecktech.org)) or Mr. Ferguson ([dferguson@northernnecktech.org](mailto:dferguson@northernnecktech.org)) to schedule a student for a testing slot. There are twelve slots each Monday.
4. After confirmation is sent the student must bring in the application or the counselor should fax (804 333 0538) the registration form to the Northern Neck Technical Center Attention: Mr. Ferguson.
5. To successfully enter the program the student must test in with a 7.5 reading level, and score at least a 410 on each of the five sub-tests. Any students, who fail, will be eligible to retest in nine weeks.
6. Guidance Counselors will be notified that day if the student passes in.

### ***Alternative Education***

1. The entire Alternative Education Application must be completed by the home school and faxed to the Northern Neck Technical Center. The entire Alternative Education Application includes a checklist of what items need to be sent to the Northern Neck Technical Center in order to gain admission and qualify for the interview. The Alternative Education information will be available under documents at [www.northernnecktech.org](http://www.northernnecktech.org). This information should be sent to the attention of Mr. Ferguson.

2. An orientation/interview is held with the student and their guardian at the Northern Neck Technical Center with a school administrator. The student will not be allowed to enter until a meeting is held. It is the student or their guardian's responsibility to make the contact via phone (804 333-4940) to set up an appointment.
3. Once the student has successfully completed steps one and two, books and assignments are received by the home school, and transportation is set, then the student will receive confirmation of when they are to begin from the Northern Neck Technical Center.
4. All students in Alternative Education will be reviewed by the home school and the Alternative Education staff. These reviews can take place between the school administrators via phone, or in a meeting at the home school if desired.