

NORTHERN NECK TECHNICAL CENTER

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

This outline for 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 must have all signatures, 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, then click **Documents**, and click **Admission Application**.
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 (804) 333-0538, via mail P.O. Box 787, Warsaw, Virginia 22572, or via the buses that run to the Center.
3. **All applications must be received by June 1, 2011.** This will allow both the home school and the Northern Neck Technical Center the ability to work with the student should any issues arise 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 and their ability to complete the task. If there are questions as to what the competency is or if the team is 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 Mr. Davis (June-August).
5. The courses do have allocations, so there is the possibility that not every student interested in the course will be enrolled. Spaces will be allocated on first come first serve basis, so it is important to submit the applications on time. Every attempt will be made to accommodate the students' requests.
 6. The goal is to have a rough estimate of student placement at NNTC back to the home schools by June 10, 2011. If all schools can meet the deadline of June 1st we can inform students of their course placement or rejection.
 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 take the course. Unfortunately, Auto Tech I, Auto Body 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 Part I and Part II both in the morning and the afternoon. These courses are limited to fourteen students each. It must be noted which section the student requests.

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 emailed to the Center (i.e. student drops class, student transfers in, etc.) Please email to tdavis@northernnecktech.org. or fax to (804) 333-0538.
9. The students will receive a letter in the mail over the summer 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.
10. No new entries will be allowed into the programs after September 19, 2011.

GED/ISAEP ADMISSIONS

Returning GED/ISAEP Students

1. Any student still in the program at the end of the 2010-2011 school year who did not receive their GED, is automatically able to enroll at the start of the 2011-2012 school year through their home school. These students will need an intent form to complete their GED/ISAEP coursework. The intent form will be posted on the Center's website, under documents.
2. If these students intend to take a trade, please have them fill out the Center's application and include the intent form with their application.
3. GED students taking a trade will come every day.
4. GED students taking the work option will come two full days a week according to their schools schedule, Tuesday & Thursday or Wednesday & Friday. The students are responsible for providing their own meals; they can stay at the Center and either bring their lunch or buy from vending machines or they can opt to return to their home school for lunch.

New GED/ISAEP Students

1. Any interested students must complete the two page I.S.A.E.P. Registration Form found on the Center's website under Documents.
2. To be eligible to participate in the program, a student must successfully complete a placement test given by Mr. Walter Carpenter, GED instructor. One Monday per month is designated as testing day with a limit of twelve slots per time. Guidance Counselors need to contact Mr. Carpenter or Mr. Davis to schedule a student for testing. Once a student is confirmed for a test date, an application must be either brought to the Center by the student or faxed by the guidance counselor.
3. To enter the program, a student must test in with a 7.5 reading level and score at least 410 on each of the five subject tests. Students who fail will be eligible to retest in nine weeks. Guidance counselors will be notified on testing day if the student passes or fails.

Alternative Education

1. Alternative Education Application must be completed by the home school and faxed to the Northern Neck Technical Center, to the attention of Mr. Davis. The application includes a checklist of items needed to be sent to the Center in order to gain admission and qualify for the interview. The alternative education information will be available under **Documents** on our website.
2. An orientation/interview is held with the student and their parent/guardian at the Center with a school administrator. The student will not be allowed to enter the Center until a meeting is held. It is the responsibility of the parent/guardian to contact the Center via telephone (804) 333-4940, to set up an appointment.
3. Once the student has successfully completed steps one and two, books and assignments are received from the home school, and transportation is arranged, the home school will receive confirmation of when the student is to begin at the Center.
4. The progress of all students in Alternative Ed will be reviewed by the home school and the Alternative Ed staff. These reviews can take place between the school administrators via telephone or in a meeting at the home school if desired.