



# Haverhill High School

Career Technical Education

## CTE Application - Check Sheet

Haverhill High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, gender identity or disability. Haverhill High School is committed to providing educational opportunities to students experiencing homelessness. Please contact Haverhill High School's homelessness liaison (978-374-5700) with any questions. Haverhill High School has a published admissions policy that is available to all applicants and parent(s)/guardian(s) as part of the admissions process. The policy can be found on the Haverhill Public Schools CTE website <https://cte.haverhill-ps.org/> under Application Process and on the <https://haverhill.go2cte.com> online application platform. This policy gives the admissions criteria as well as a description of the entire admissions process.

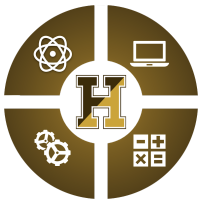
This application form must be completed and submitted to the Haverhill High School CTE Program by February 16, 2024. In addition to this application form, the applicant's guidance counselor will submit academic, attendance and discipline records to be used as a basis for admission. For fall admission, this would be term 1 of the current school year and terms 1-3 of the previous school year. In addition to grades, attendance and discipline/conduct, the guidance counselor's recommendation will be used. A fifth criteria consisting of an interview with the applicant will also be used.

The application process is:

1. Fill out and return the application by February 16th 2024.
2. Request (a) academic, attendance and discipline records and (b) a guidance counselor recommendation.
3. A representative from Haverhill High School will contact you to schedule a personal interview.
4. Admission decisions will be sent out according to the date specified on the Haverhill High School calendar.

Application Packet: Please complete the following items.

<input type="checkbox"/>	<p>Part 1: Student Application Fill in the required student information, including which program you are applying for.</p> <p>Completed applications should be sent to: Haverhill High School Attn: Victoria Kelley Supervisor Career Technical Education 5-12 137 Monument Street Haverhill, MA 01832</p> <p>If you need help completing this application, please contact: Victoria Kelley <a href="mailto:cte@haverhill-ps.org">cte@haverhill-ps.org</a></p>
<input type="checkbox"/>	<p>Part 2: Guidance Counselor Section Applicants must submit this section to their guidance counselor.</p>
<input type="checkbox"/>	<p>Part 3: Authorization to Release Records Your guidance counselor must send your previous and current academic, attendance and discipline records to Supervisor Career Technical Education at Haverhill High School. Use this page to request the records.</p>
<input type="checkbox"/>	<p>Part 4: Interview Questions This section provides a list of the interview questions that will be asked of each applicant. Refer to these in preparation for your interview.</p>



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## Application for Admission

### Part 1: Student Application

#### Student Information

Please indicate your program of interest.

Healthcare Occupations     Computer Science & Web Development  
 Information Technology (DESE's Information Support Services and Networking)  
 Project Lead the Way Biomedical     Project Lead the Way Engineering/Manufacturing

Last Name

First Name

Haverhill Resident     Homeless     Other

Home Street Address

City

State

Zip

Home:

Cell:

Text: Y or N

Email Address

DOB

Current School

Guidance Counselor

#### Parent/Guardian Information

Check one:     Parent     Guardian

Last Name

Mr.  Ms. First Name

Home Street Address

City

State

Zip

Home:

Cell:

Text: Y or N

Email Address

#### Parent/Guardian Information

Check one:     Parent     Guardian

Last Name

Mr.  Ms. First Name

Home Street Address



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## Application for Admission

City	State	Zip	Home: Cell:	Text: Y or N
Email Address				

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

### Voluntary Information Section

The information requested in this section is not required for admission. Submission of the information is entirely voluntary. Information submitted voluntarily by the applicant will not affect the applicant's admission to the school. The information, if supplied, will be used for monitoring equal educational opportunity in the school district. In addition, note that applicants with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process. Applicants who are English language learners or limited English proficient may voluntarily self-identify for the purpose of receiving interpretive services during the entire application and admission process.

Gender

Male  Female  Non-Binary

Do you have a disability?

Yes  No If yes, will you need assistance during the application process?  Yes  No

Are you receiving special education services or 504 accommodations?

Yes  No If yes, will you need assistance during the application process?  Yes  No

Are you an English language learner?

Yes  No If yes, will you need assistance during the application process?  Yes  No

Are you eligible for free/reduced lunch?  Yes  No  Unsure

Need language assistance during the application process?  Yes  No

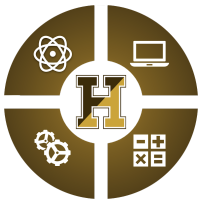
If Yes, what language? \_\_\_\_\_

Do you require any accommodations to complete this application or the admission process?

Yes  No If yes, please explain.

What language is regularly spoken at home?

\_\_\_\_\_



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Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_

Middle School Guidance \_\_\_\_\_ CTE Program:  
 Counselor:

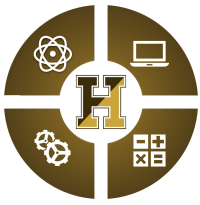
- \_\_\_\_\_ Healthcare Occupations
- \_\_\_\_\_ Computer Science & Web Development
- \_\_\_\_\_ Information Technology (DESE's Information Support Services and Networking)
- \_\_\_\_\_ Project Lead the Way Biomedical Science
- \_\_\_\_\_ Project Lead the Way Engineering/Manufacturing

How long have you known the applicant and in what capacity?

Academic Record		Previous Grade Level: _____	Current Grade Level: _____
	English Language Arts (or equivalent)		
	Social Studies		
	Mathematics		
	Science		

Attendance Record		Previous Grade Level: _____	Current Grade Level: _____
	# of Unexcused Absences		

Discipline / Conduct Record	In the previous or current grade, has the applicant been suspended or expelled from school for assault; violations of weapons or drug regulations; or for posing a danger to other students? ___ Yes ___ No		
	# of Suspension Days	Previous Grade Level: _____	Current Grade Level: _____
	In-School		



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## Application for Admission

	Out of School		
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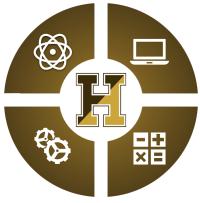
**Part 2: Guidance Counselor Section**

Please assess the applicant in the following areas.	Excellent	Above Average	Average	Marginal	No Opportunity to Observe
Please rate the applicant's level of interest in this CTE program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What level of alignment exists between the applicant's educational and career goals and this CTE program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate the applicant's motivation to complete assignments and ability to follow-through tasks to completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate the applicant's ability to work effectively as part of a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Guidance Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations should be sent to:

Haverhill High School  
 Attn: Victoria Kelley  
 cte@haverhill-ps.org  
 137 Monument Street  
 Haverhill, MA 01832



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## Application for Admission

### Part 3: Authorization to Release Records

Student's Name: \_\_\_\_\_ (Last, First MI)

I hereby authorize \_\_\_\_\_ to release the Grade 7 and Grade 8  
(name of school)

academic, attendance and discipline/conduct records for the student named above. I give permission to release only records required by the HHS Career Technical Education (CTE) admissions policy be sent to the appropriate representative or office at Haverhill High School. Records will be used for the sole purpose of determining eligibility for admission to a CTE program

I understand that this request:

- will be in effect until terminated by me in writing;
- must be fulfilled by the sending school using printed or electronic documents. Oral communication of records will not be accepted as official documentation.

I hereby certify that I am this student's legal parent or guardian and I have read and understand the above stipulations.

\_\_\_\_\_  
(Parent/Guardian print name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian signature)

\_\_\_\_\_  
(Student signature)

Records should be sent to:

Haverhill High School

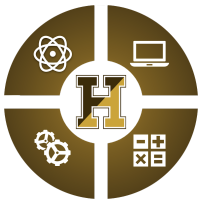


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## Application for Admission

Attn: Victoria Kelley  
cte@haverhill-ps.org  
137 Monument Street Haverhill,  
MA 01832



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Career Technical Education

## Application for Admission

### Part 4: Interview Questions

Each applicant will be asked five questions and rated according to how effectively they respond to the prompt.

1. What do you know about <program name>?

clearly evident (3)    somewhat evident (2)    minimally evident (1)    not evident (0)

2. Why do you want a career in <program name>?

clearly evident (3)    somewhat evident (2)    minimally evident (1)    not evident (0)

3. Tell us about any experiences (Ex: projects, hobbies for volunteer work etc.) that you have had in <program name>.

4. Why do you want to be in a program that gives you specific work experience in <program name>?

clearly evident (3)    somewhat evident (2)    minimally evident (1)    not evident (0)

5. When you finish this four-year program, what do you see yourself doing after high school?

clearly evident (3)    somewhat evident (2)    minimally evident (1)    not evident (0)