

APPLICATION PROCESS

OVERVIEW

Selective CVTE schools/programs may ask students to submit an application form. Application forms should be clear and concise, with easy-to-follow instructions, available in both English and the language of the applicant's home, and contain a notice of equal educational opportunity. CVTE schools/programs should make help available to students and families who may need assistance completing application forms.

REQUIREMENTS

APPLICATION FORM

CVTE school/program application forms should contain a **clear, step-by-step description** of how rising or current 8th, 9th, 10th, 11th and 12th (if applicable) grade students apply to the school/program, including any relevant dates and deadlines. If a school/program intends to use the same form from year to year, consider using more general timeframes for deadlines (e.g., "early fall"), but take care to clearly direct applicants to the school's calendar with more specific dates, so that students do not miss relevant deadlines.

CVTE schools/programs must provide students with an application form written in both English and the primary language of the applicant's home, if such primary language is other than English. The application form should be available in both digital and hard copy format, and should identify clear steps for students and their families to get help from the school if needed to complete an application.

Include on the form the appropriate contact at the CVTE school/program who will assist families with completing the application form where needed.

- Example: *Please contact our Admissions Office at 617-555-1234 (Admissions@CVTEschool.com) if you have questions or need help filling out the application form.*

Include on the form a notice of equal educational opportunity.

- Example: *[Name of school] admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.*

CVTE schools/programs may include students experiencing homelessness in the equal opportunity notice above, or may include a separate statement, for example:

- Example: *[Name of school] is committed to providing educational opportunities to students experiencing homelessness. Please contact [Name of school]'s liaison at [contact email, business phone number/fax and address] with any questions.*

If parents or guardians must sign the application form, use inclusive language:

- Example: *parent/guardian* rather than *mother/father*.

Application forms should clearly state where students and families can return the completed form.

Information Requested:

Applications should only request information that is relevant to the admissions process. Examples include:

- Student's name
- Student's home address
- Name of student's current school
- Student/parent/guardian's e-mail address
- Current grade

Applications may ask applicants to **voluntarily self-identify** as a member of one or more protected classes for the purpose of monitoring the CVTE school/program's civil rights efforts. However, this section **must clearly state** that it is not mandatory and will have no bearing on the student's consideration for admission. Use inclusive language in this section to make students and their families feel welcome.

- Example: *Applicant gender: ___ Female ___ Male ___ Non-binary*

CVTE schools/programs may not request or require information from applicants concerning citizenship or immigration status.

Include in the application form a section where students with disabilities can indicate that they require reasonable accommodations to complete the admissions process, as well as the accommodations they are seeking.

Also include in the application form a section where parents/guardians may indicate that they require a translation, as well as the primary language of their home.

NON-RESIDENT STUDENTS

Not all CVTE programs approved under state law (M.G.L. c.74) are available in every district. If a student wishes to enroll in a program not available where they reside, they may apply as a non-resident to the CVTE school offering that program. However, resident students who meet the minimum requirements for admission must be admitted before the CVTE school/program admits non-residents seeking the same program.

NOTE: Students residing in cities and towns that offer an approved ninth grade exploratory program must attend the exploratory program provided by their district of residence. However, students may apply as non-residents to explore aviation maintenance technology, or specialized agriculture and natural resources programs, or concentrations therein, designated by the Commissioner, where not available in their district of residence.

In addition to applying for **admission** to the CVTE school/program, the non-resident student must also submit an application for tuition to their district of residence asking that district to pay their non-resident student **tuition**.

Specific timelines for non-resident admission are set out in [CMR 603 4.03\(6\)\(b\)](#). Here are a few important dates for students and their families:

- Non-resident students must submit an **application for admission** to the [CVTE school/program](#) by **March 15** of the school year before they wish to attend.
- Non-resident students must submit an **application for tuition** to their [district of residence](#) by **April 1** of the school year before they wish to attend.

If a district disapproves a student’s application for tuition, the student’s parent or guardian may request that the Department review the disapproval. The student’s parent or guardian must submit this request in writing, along with any supporting documents, [to the Department](#) by **May 1** of the school year before the student wishes to attend.

Please submit these requests for appeal in any of the following ways:

By e-mail	By hard-copy mail
ccte@mass.gov	Office of College, Career, and Technical Education Department of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148

You may also refer to the Department’s [CVTE Admissions](#) page for the non-resident tuition [guidelines](#) and [application](#) form.

What happens if a student moves after April 1?

If a student moves after April 1 to a district that is not a member of their CVTE school/program, they must submit a new tuition application to their new home district **as soon as practicable**.

The superintendent in the new district must either approve or disapprove it **within 10 school days** of receiving it. If the superintendent disapproves the tuition application, the student’s parent or guardian may request that the Department review the disapproval. The student’s parent or guardian must submit this request in writing, along with any supporting documents, [to the Department](#) **within 14 school days** of the disapproval.

For Receiving CVTE Schools/Programs:

CVTE schools/programs that admit non-residents **must**:

- Notify non-resident students **in writing** that their admission is program-specific and students that change programs must submit a new tuition application to their district of residence.
- Provide **the same rights and privileges** to admitted non-resident students as they provide to resident students.
 - This includes the right to remain in the school until they complete their secondary program (unless the student moves, or changes to a new program).

- o See [603 CMR 4.03\(6\)\(b\)3](#). for more information.

For Districts of Residence:

If a student in your district submits a tuition application to attend a CVTE school/program as a non-resident, the superintendent **must, within 10 school days:**

- Approve or disapprove that application; and
- Submit that approval or disapproval to the CVTE school/program and the student's parent/guardian.

If the superintendent disapproves the tuition application, they **must** clearly state the reason for doing so.

If your district does not offer a 9th grade exploratory program, students may apply to attend exploratory out of district.

If your district does offer an exploratory program, students may still apply to attend exploratory out of district to study aviation maintenance technology, or specialized agriculture and natural resources programs, or concentrations therein, designated by the Commissioner, and not available in your district.

Examples:

- *District A offers three Chapter 74-approved CVTE programs, but does not offer an exploratory program for 9th grade students.*
 - o *Student who lives in District A may apply to attend an exploratory program out of district.*
- *District B offers a 9th grade exploratory program that covers a range of technical programs, but not agricultural or natural resources programs.*

Student who lives in District B and wishes to study Animal Science may apply to attend an exploratory program out of district.

CONSIDERATIONS

STUDENT AND FAMILY SUPPORT

It can be difficult for families to navigate the process of applying to CVTE schools/programs. Embedding supports into the application process will help students and their families, and also help CVTE schools/programs recruit and retain strong incoming classes of students. Below are some suggestions:

- 1) Collaborate with sending/member districts to host an **application completion support night**.

At the event, families can ask clarifying questions and gain real-time support, and CVTE programs can determine if any additional materials are required.

Consider offering virtual equivalents of these events for families that may not be able to attend in-person.

- 2) Clearly explain all applicable **deadlines** and consider allowing a grace period for late applications, particularly for students with mitigating circumstances that may result in late submissions, such as those experiencing homelessness.

Also consider incorporating processes or technology that send reminders to parents/guardians and students about due dates.

- 3) Build in a process for reaching out to families if a student returns an **incomplete application form**.
- 4) If the school/program interviews student applicants, host interview **workshops**.
- 5) Examine **waitlist protocols** with an eye toward improving equal access for all students.
- 6) Solicit **feedback from the community** on the application process through surveys and discussions.