

APPENDIX 1: MODEL POLICY TEMPLATE

INTRODUCTION

Massachusetts state regulations ([603 CMR 4.00](#)) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

To assist CVTE schools/programs as they create or revise their admissions policies, the Department has included a model policy template below. This template may help serve as a starting point; however, CVTE schools/programs should consult with their own attorneys to ensure that their policies comply with state and federal law.

I. ADMISSIONS

IF USING SELECTIVE CRITERIA

When [name of school] receives more applications than it has available seats, [name of school] applies selection criteria to determine which students it will admit. The criteria [name of school] applies have been approved by its [school committee or board of trustees], and the [school committee or board of trustees] will approve the use of these criteria annually. [Name of school]'s admission policy is on file at the Department of Elementary and Secondary Education.

IF USING A LOTTERY

When [name of school] receives more applications than it has available seats, [name of school] applies a lottery to determine which students it will admit. The lottery will admit resident students before admitting any non-residents seeking the same program. [Name of school]'s admission policy is on file at the Department of Elementary and Secondary Education.

II. EQUAL EDUCATIONAL OPPORTUNITY

[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.

If a student's primary home language is not English, [name of school] will provide them with an application form in their home language. Please contact our Admissions Office at [phone number, email] if you have questions or need help filling out the application form.

[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.

Students with disabilities may voluntarily identify themselves to [name of school] to request reasonable accommodations during the application and admission process.

Neither a student’s disability nor the primary language of their home will have any effect on their admission to [name of school].

Consistent with Massachusetts [regulations](#), [name of school] has created a plan with “deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile.”

Insert school’s specific plan information below.

III. ELIGIBILITY

Any rising or current 8th, 9th, 10th, 11th, or 12th grade (if applicable) student who is a resident of [district name or member municipality] may apply for admission to [name of school]. Students may only be admitted to [name of school] if they have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

APPORTIONMENT (IF APPLICABLE):

[Name of school] has a regional agreement in place that identifies the cities and towns that are members of the region, and explains how those cities and towns allocate seats to their residents. This agreement can be found at [insert website address and any other information needed to access the agreement].

Insert relevant provisions of this agreement where applicable.

NON-RESIDENT STUDENTS:

Students who are not residents of [district name or member municipality] are eligible to apply for admission to [name of school]. Please be aware that residents of [district name or member municipality] who meet the minimum admission requirements will be admitted before any non-residents seeking the same program. Students and families can find information on the [Chapter 74 Nonresident Student Tuition Program](#) online.

HOMESCHOOLED STUDENTS:

Homeschool applicants may apply to attend [school name] full-time and will be subject to the same admissions standards as other applicants.

TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to [name of school] and will be subject to the same admissions standards as other applicants.

Insert applicable time period or clarify that they may apply at any time.

SCHOOL CHOICE:

[Name of school] [does/does not] participate in the inter-district school choice program. The inter-district school choice program, [M.G.L. c. 76, § 12B](#), allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

If yes:

Students applying to [name of school] under the school choice program should contact our Superintendent's office at [phone number, email] with any questions. More information on school choice can be found on the Department's [website](#).

IV. ORGANIZATIONAL STRUCTURE

[Name of school] is a [school type] located in [municipality], Massachusetts.

The Superintendent of [name of school] is:

Insert name and contact information

The Principal of [name of school] is:

Insert name and contact information

The Supervisor/Director of [name of school] is:

Insert name and contact information

It is the responsibility of [name of school's] Superintendent to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

V. ADMISSIONS COMMUNICATION POLICIES

[Name of school] maintains a calendar of events on its website [insert link] where it provides information on the admissions process, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the Admissions Office [or other office, to be identified here by the school] at [contact info].

[Name of school] also shares recruitment information with potential applicants in the following ways:

Insert description.

[Name of school] offers tours of its facilities to interested applicants. To request a tour, please call or email our Admissions Office at [contact info]. If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Such tours may **not** be counted as unexcused absences by sending districts.

Insert information about transportation.

VI. APPLICATION PROCESS

APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE

1. Students interested in applying to [name of school] for fall admission to the 9th, 10th, 11th or 12th

grade (if applicable) must:

Insert the process and timeline for students to obtain, complete, and submit an application.

Insert accommodations made so that all students can access and complete applications in their home language.

2. It is the responsibility of the sending school counselor (or other school personnel, if applicable) to:

Insert sending school roles and timelines for sharing information.

[If your school/district uses a lottery, explain how it will work for students who apply during the school year.]

LATE APPLICATIONS

Insert whether your school will/will not accept late applications.

If yes, insert the late application process.

TRANSFER STUDENTS

Students already enrolled in a Chapter 74 state-approved program in another school may apply for admission to [name of school]. Please contact the Admissions Office at [contact info] with any questions or to request an application form.

WITHDRAWN STUDENTS

Schools may want to add language regarding admission of students who have previously withdrawn from the school and are reapplying.

VII. SELECTION PROCESS

When more students apply to [name of school] than available seats, [name of school] uses the following system to select students for admission:

Describe in detail the process for applying selective criteria or a lottery to applicant pool.

VIII. EXPLORATORY PROGRAM (IF APPLICABLE)

Because [name of school] offers 5 or more Chapter 74 state-approved programs, [name of school] provides a [half year/full year] exploratory program for 9th grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

Insert description of exploratory program.

IX. PROGRAM-SPECIFIC ADMISSION

[Name of school] uses the following system for students to identify and enroll in their Chapter 74 technical program:

Insert a detailed description of the exploratory program, if applicable, as well as its process and scoring system for student program selection. If applicable, attach at the end of the policy any scoring sheets/rubrics and/or questions/materials used as part of the admissions process.

X. REVIEW AND APPEALS PROCESS

ADMISSION TO [NAME OF SCHOOL]

If [name of school] does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the [Superintendent or their designee] of [name of school] review that decision [within a stipulated timeline]. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
[insert relevant email]	[insert relevant address information]

The [Superintendent or their designee] will respond to these requests for review in writing and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. In making this determination, the [Superintendent or their designee] will review the following information:

Insert applicable criteria or other information the [Superintendent or their designee] will review.

ADMISSION TO SPECIFIC PROGRAMS WITHIN [NAME OF SCHOOL]

Students who have been admitted to [name of school] will need to apply to a specific program of study (also known as a “major” or “shop”) during [insert applicable year/semester].

If the student applies to a program and is denied or waitlisted, the student may appeal their rejection to the Superintendent in the following ways:

By e-mail	By hard-copy mail or hand delivery
[insert relevant email]	[insert relevant address information]

In making this determination, the [Superintendent or their designee] will review the following information:

Insert applicable criteria or other information the [Superintendent or their designee] will review.

XI. MAINTENANCE OF RECORDS

[Name of school] maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria (if used), to facilitate analysis of its admissions system and compliance with applicable laws and regulations. [Name of school] will provide this information to the Department upon request.