

For Office Use Only  
Date Rec'd: \_\_\_\_\_  
Visit: \_\_\_\_\_



**Student Application Information (Please Print)**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Middle

High School \_\_\_\_\_ Current Grade: \_\_\_\_\_

Legal Town of Residence \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street (with #) City State Zip

Home Phone \_\_\_\_\_ Student Cell \_\_\_\_\_ Student E-mail \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Primary Phone Contact # \_\_\_\_\_ E-mail \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Primary Phone Contact # \_\_\_\_\_ E-mail \_\_\_\_\_

**Burlington Technical Center Programs:**

- ❖ Auto Body Repair
- ❖ Automotive Science & Technology
- ❖ Aviation & Aerospace Technology
- ❖ Criminal Justice
- ❖ Culinary Arts / Professional Foods
- ❖ Design & Illustration
- ❖ Digital Media Lab
- ❖ Health Sciences Academy
- ❖ Human Services
- ❖ Programming and Computer Science
- ❖ Welding and Metal Fabrication

**Please indicate the BTC program you are applying to:**

First (1) Choice Program: \_\_\_\_\_ Did you visit? \_\_\_\_\_

Second (2) Choice Program: \_\_\_\_\_ Did you visit? \_\_\_\_\_

Some BTC programs have safety risks due to the nature of the equipment and tools used in those programs. We understand that care, caution and appropriate behavior are necessary to ensure a safe environment for oneself and others.

\_\_\_\_\_  
Student Signature Date Parent/Guardian Signature Date

**Please explain why you would like to enroll in this program and how it relates to your current career/post high school academic plan:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My personalized learning plan (PLP) supports my intention to apply and/or enroll in a career and technical education program at Burlington Technical Center.**

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

**Sending School Personnel:** *Please include the following with the application: Transcript, Attendance, and applicable Discipline*

I \_\_\_\_\_ believe the above named student can meet the academic requirements of the  
(Counselor or Case Manager Signature)  
selected program and can participate responsibly to ensure his/her safety and the safety of others.

## ADMISSIONS PROCEDURES AND REQUIREMENTS FOR HIGH SCHOOL STUDENTS

1. The student will be introduced to BTC programs through a presentation from BTC staff or by an individual meeting with the high school guidance counselor or case manager.
2. The student must visit the BTC programs being considered. Students may visit during Open Lab Dates, BTC Open House, or by arranging an individual visit. In addition to the student visit, individual programs may have further admissions requirements/prerequisites that can be found in the BTC Program of Studies available online.
3. The application form must be completed and signed by the student, the guidance counselor or case manager and the parent/guardian. The counselor or case manager will forward the application to BTC. Transcripts, attendance and applicable discipline records will be attached.
4. First priority will be given to students who have their applications submitted by the deadline established annually by BTC.
5. The Admissions Committee, made up of the guidance coordinator, student services staff, BTC director and program instructors will review applications.
6. Admission to a program will be based on successful completion of the application procedures outlined in steps 1 – 5 above.

\*Priority placement will be given to students having Junior status based on a performance standard of having earned a minimum of **ten credits** upon admission to BTC. Sophomores will be placed on a waiting list. They will be accepted on a space available basis prior to the start of the academic school year.

\*Students must be 16 years old upon admission and must have at least tenth grade standing for grades 11-12 Programs. An "Early Admissions" request must accompany the application of a younger student and either a counselor or special educator must contact the BTC guidance coordinator prior to application.

\*Students with special needs, including students with Individualized Educational Plans and students with 504 plans, are encouraged to apply to BTC. For more information about supports available at BTC for students with special needs, please contact the student services coordinator at 864-8426 x 12009. It is recommended that a meeting or consultation be held with the BTC student services coordinator prior to application to discuss program competencies, requirements and expectations. Participants in the meeting may include the sending school special educator, the BTC student services coordinator, the BTC program instructor and others as deemed necessary by the special educator and student services coordinator.

\*Students and guidance counselors will be notified as soon as possible regarding each student's official admission to BTC. All students will be on a probationary status for 10 Technical Center school days, beginning with the first day of attendance. This phase will be used for curriculum-based assessment and to determine the appropriateness of placement. Students will automatically be granted full standing after the probationary period unless notified of continued probationary status or withdrawal.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Burlington School District are hereby notified that it is the intent of the Burlington Board of School Commissioners that the District will not discriminate against employees and/or applicants for employment, students or other designated beneficiaries of the statutes listed below on the basis of race, sex, gender (including but not limited to pregnancy and parental status), color, age, creed, religion, disability, handicap, ancestry, place of birth, national origin, marital status, political affiliation, sexual orientation, gender identity or gender expression in any of its employment and education practices, policies, procedures or decisions or in the operation of, access to, participation in, benefit of or admission to its programs, activities, services and facilities and that it will provide equal access to the Boy Scouts of America and other designated youth groups in compliance with and to the extent provided by the laws listed below.

The District's Title VI Coordinator, the Age Discrimination Act Coordinator and Americans with Disabilities Act Coordinator for employees and others: Nikki Fuller, Human Resources Director, Burlington School District [\(802\) 864-2159](tel:8028642159); [1-800-253-0191](tel:18002530191) TDD

The District's Title IX Coordinator for employees, students, parents and other such relatives, friends, guest speakers or visitors: Denise Bailey, Esq. Human Resources Compliance Manager, Burlington School District [\(802\) 540-0214](tel:8025400214); [1-800-253-0191](tel:18002530191) TDD

The District's Americans with Disabilities Act Coordinator for students and §504 Coordinator: Director of Special Services of the Burlington School District [\(802\) 864-2159](tel:8028642159); [1-800-253-0191](tel:18002530191) TDD

**Burlington Technical Center - 52 Institute Road, Burlington, VT 05408**  
**802-864-8426-phone 802-864-8521-fax**