

ADMISSION POLICY

I. INTRODUCTION

Massachusetts state regulations ([603 CMR 4.00](#)) require all state-funded Career Technical Education schools and CTE 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.

An admission process is necessary for technical schools where space is a limiting factor. Technical learning spaces are designed and equipped to serve a specific maximum number of students safely. Therefore, to accommodate a safe learning environment, all applications to grades nine through eleven at Assabet Valley Regional Technical High School (Assabet) will be processed using the criteria contained in this Admission Policy.

II. ADMISSIONS

When Assabet receives more applications than it has available seats, Assabet applies a Tiered lottery – applicants will be tiered based on three (3) elements (Interest in CTE, Attendance, and Discipline) to be considered for the lottery to determine which students it will admit. The number of students accepted each year from each of the Assabet Valley RVSD member communities (Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, Westborough) will be determined by the three-year average of the previous year's October 1 enrollment numbers that are submitted to the MA Department of Elementary and Secondary Education. For example, if the town of Hudson, shows an average of 50 students enrolled over the past three years October 1 enrollment numbers, then 50 seats would be available to Hudson for the upcoming Admissions school year. If the number of students that apply from Hudson is less, those available seats will be put back into a general pool and will be filled last. This method should ensure that all member communities are represented equally based on their history of enrollment with the school district. The criteria Assabet applies have been approved by its school committee, and the school committee will approve the use of these criteria annually. Assabet's admission policy is available on the school website and is on file at the MA Department of Elementary and Secondary Education.

II. EQUAL EDUCATIONAL OPPORTUNITY

Assabet does not discriminate on the basis of race, color, sex, religion, age, national origin, ethnicity, sexual orientation, genetic information, gender identity, disability, marital status, veteran's status, or homeless status.

If a student's primary home language is not English, Assabet will provide them with an application form in their home language. Please contact our Admissions Office at 508-485-9430 x1250 or email admissions@assabet.org, if you have questions or need help filling out the application form. If there is a student with limited English proficiency, a qualified representative from Assabet will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission

process, upon the request of the applicant. Applications are available in English, Spanish, and Portuguese or the current dominant languages of our sending communities. Accommodations for any other linguistic groups will be granted upon request.

Assabet is committed to providing educational opportunities to students experiencing homelessness. Please contact the Director of Pupil Personnel at guidance@assabet.org, 508-485-9430, with any questions. Students with disabilities may voluntarily identify themselves to Assabet to request reasonable accommodations during the application and admission process. In these circumstances, accommodations will be granted upon review.

Neither a student's disability nor the primary language of their home will have any effect on their admission to Assabet.

Assabet 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 around the demographic profile.

III. ELIGIBILITY

Any rising or current 8th, 9th, 10th, or 11th, student who is a resident of the Assabet Valley Regional Technical School District (Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, Westborough), may apply for admission. Applicants from these communities who meet the admission requirements are admitted before any non-residents seeking the same program.

Accepted applicants should be aware that their admission is conditional on the following elements which will be reported by a school form completed by sending school personnel at the close of the school year: Students may only be enrolled to Assabet if they have been promoted to the grade they are seeking to enter; if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Upper-class students must be passing all classes and have no credit deficiencies towards graduation requirements.

All completed applications received by January 15th will be considered for fall admissions and included in the initial lottery. Applicants must demonstrate interest in CTE education as part of the application process. This can be demonstrated by attending an informational interview, participating in an Assabet School tour or submitting a letter of recommendation from a non-family member. The initial lottery will take place in April. Applications received after this timeline will be processed and placed on the waitlist in the order of date application received. All applications will be processed using the criteria contained in this Admission Policy.

NON-RESIDENT STUDENTS:

Students who are not residents of Assabet's seven in the district communities are eligible to apply for admission to Assabet. Please be aware that residents of the Assabet district communities who meet the 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. Students who begin their enrollment as District residents and move outside of the District during their enrollment, who request to remain at Assabet as nonresidents under M.G.L. c.

74, Section 7 and 7C will be allowed to do so, providing that they obtain approval from the Superintendent of the student's District of Residence in accordance with the MA Department of Elementary and Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* located at: http://www.doe.mass.edu/cte/admissions/nonres_guidelines.

In all cases, nonresident applicants must file a Chapter 74 *Vocational Technical Nonresident Student Tuition Application* (located at: www.doe.mass.edu/cte/admissions) with the Superintendent of the student's district of residence in accordance with the MA Department of Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74. www.doe.mass.edu/cte/admissions/nonres_guidelines.

If the student's parent/guardian finds that the decision of the Superintendent of the District of Residence is contrary to law, regulations, Board of Education, or Department of Elementary and Secondary Education policy, the application may be forwarded to the Department for review within 10 business days of its receipt from the District of Residence in accordance with the Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process pursuant to M.G.L. c. 74. M.G.L. c. 74 Section 8A requires that the municipality of residence provide transportation to students admitted to Assabet as nonresidents under M.G.L. c.74, Sections 7 and 7C.

HOMESCHOOLED STUDENTS:

Students who are formally home-schooled may apply for admission to Assabet, provided all admission criteria are followed. The Home School student's parent(s)/guardians(s) must submit a copy of the Home School approval letter from the local school superintendent.

TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to Assabet and will be subject to the same admissions standards as other applicants. Transfer applications will be considered for the following school year and be processed on the same timeline as the first-year student applicants. Transfer students from other M.G.L. c. 74 state-approved vocational-technical programs, who move into the Assabet School District are eligible to apply.

SCHOOL CHOICE:

Assabet 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.

IV. APPLICATION PROCESS

1. Students interested in applying to Assabet for fall admission to the 9th, 10th, or 11th, grade must:
 - a. Obtain an application from the local school guidance counselor, from the Assabet's website www.assabet.org or from the Assabet admissions office. Applications for the following school year will be available on October 15.
 - b. Return the completed application, signed by the applicant and parent/guardian, to the Assabet Admissions office by the January 15 deadline.
 - c. Demonstrate interest in CTE education as part of the application process. This can be demonstrated by attending an informational interview, participating in an Assabet School tour or submitting a letter of recommendation from a non-family member. If a student chooses to demonstrate interest during an interview. Every effort is made to conduct interviews with the student's sending school. In cases of student absence on interview days, admissions representatives will work with sending school professionals to reschedule the interview. If a time is not established the Assabet Admissions/Public Relations Representative will contact the applicant's family to arrange for interview time and location.
 - d. All admissions materials will be available in the students' home language.
2. It is the responsibility of the sending school counselor (or other school personnel, if applicable) to:
 - Provide information about Assabet, its programs, and the timeline of the application process to students upon request.
 - Assist in organizing and scheduling school presentations
 - Assist in organizing and scheduling Assabet visits
 - Provide contact information pursuant to current regulations for students and families in their district
 - Complete an applicant school report form which includes reporting on students attendance total for unexcused full day for 7th grade and year to date 8th grade, indicate if students over or under 27 absences, and indicate if a student has been suspended or expelled pursuant to M.G.L. c.71 37H and 37H1/2 for either of the following school premises or at school sponsored or at events during 7th grade and year to date 8th grade: possession of a dangerous weapon or assault of educational staff, provided that such suspension or expulsions were in connection with felonies that have been adjudicated or in which the student has made an admission of guilt in court.
 - Complete the end of the year form for each accepted student to determine final enrollment eligibility.

LATE APPLICATIONS/WAITLIST:

Candidates for fall admission to grades 9, 10, or 11 who apply after the deadline and meet the criteria will be placed on the waitlist based on the date of application. The waitlist will remain in place for at least one school year. At the conclusion of the school year, applicants will be asked if they would like to be considered for seats that become available within their graduating class.

WITHDRAWN STUDENTS:

Students who withdraw from Assabet may reapply for admission to Assabet following the procedures contained herein. Applications for readmission will be evaluated using the criteria contained in this Admission Policy.

V. ADMISSIONS COMMITTEE

It is the responsibility of the AVRTHS Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants consistent with all applicable laws, regulations, and guidance.

The committee consists of the following:

- Director of Pupil Personnel Services, Chairperson
- Assabet Admissions/ Public Relations Representative
- School Counselors
- Other volunteer staff

The responsibilities of the Admissions Committee include:

- a. following of the admissions procedures
- b. processing applications
- c. interviewing prospective students
- d. acceptance of students according to the procedures and criteria in the admission policy.
- e. establishment of a waiting list of candidates if all available seats have been filled.

VI. ADMISSIONS COMMUNICATION POLICIES

Assabet maintains a calendar of events on its website www.assabet.org 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 at admissions@assabet.org.

AVRTHS disseminates information about the school and/or recruitment information through a variety of methods. Including but not limited to:

- a. A timetable of all admission activities is developed in August posted to the school website and mailed to the guidance office of each sending school district and to each seventh and eighth grade student in those districts.
- b. Assabet will work with all in district schools to schedule presentations in feeding middle schools, including student panels, information on application procedures, timelines, and technical program opportunities
- c. Assabet will hold at least 2 in-person information session/tours and at least 2 virtual information sessions each recruitment cycle.
- d. Career Awareness Days are scheduled in the Fall, and all eighth-graders are invited to visit the school and see the technical programs in action. Transportation to and from Career Awareness Days is provided by Assabet.
- e. A school-wide open house in December, during which parents, students, and the local community can see demonstrations and talk to teachers in all of the academic and technical programs in the school. Admissions Information Sessions are presented for prospective applicants and their parents.
- f. The Assabet recruitment materials, which describe the vocational-technical programs, academic courses, sports, clubs, cooperative education, and special education resources, are distributed to every seventh and eighth-grade student, supplied to all local sending schools, and distributed during all open house and information sessions. All recruitment materials are available in the dominant languages of the sending communities.
- g. Further assistance for families in need. Including assistance and in-person evenings for filling out necessary forms.

Assabet offers tours to interested individual applicants, as well as, groups. To request a tour, please call or email our Admissions Office at admissions@assabet.org. 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 are as excused absences by sending districts.

VII. SELECTION PROCESS

When more students apply to Assabet than available seats.

The requirements will be the following:

1. Completed application submitted to Assabet by January 15
2. Applicants must demonstrate interest in CTE education.
3. Consideration of the information in the school report.

Applicants with completed requirements within the admissions timeline will be assigned a lottery number. Siblings residing in the same household who are both applying for admission to ninth grade will be assigned the same lottery number.

The admissions committee will meet for a lottery draw, then conduct the lottery until seats are filled. Applicants from district towns who meet the admission requirements are admitted before any non-residents seeking admission. Each lottery draw will be tiered based on interest in CTE, attendance, and discipline. Given priority to students who have fewer than the outlined 27 absences or outlined discipline infractions. The lottery draw will take place in April. Applicants received after this timeline will be processed and placed on the waitlist in the order of date application was received.

VIII. EXPLORATORY PROGRAM (IF APPLICABLE)

Because AVRTHS offers more than 5 Chapter 74 state-approved programs, Assabet provides a half-year exploratory program for 9th-grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

All ninth-graders who enroll at Assabet participate in a 5-month vocational-technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational technical programs. After a 36-hour mini exploratory that includes rotating through all program offerings, students choose the top 6 programs they wish to explore for an extended period of time (approx. 30 hours per program).

During the extended exploratory students will receive a feedback form from the technical program teachers which includes strengths and areas for improvement.

IX. PROGRAM-SPECIFIC ADMISSION

Assabet uses the following system for students to identify and enroll in their Chapter 74 technical program:

Assabet Valley Regional Technical High School ensures a fair and transparent process for Grade 9 students entering technical programs. All freshmen participate in a structured exploratory experience, rotating through six Chapter 74-approved programs for approximately 30 hours each. Students rank only the shops they explored, and rankings must be submitted by the stated deadline.

Permanent shop placement is determined by a merit-based, 1,000-point system:

- **Exploratory Performance (up to 600 points)** – Based on shop grades.
- **Academic Performance (up to 200 points)** – Based on Term 1 GPA.
- **Attendance (up to 200 points)** – Based on unexcused absences; excused absences require appropriate documentation.

Disciplinary infractions during exploratory may affect placement. Students with serious suspensions or expulsions under M.G.L. c.71 (§37H, §37H½, or §37H¾) are placed at the bottom of the list, regardless of points.

Placements are made in order of total points, assigning students to the highest-ranked shop with space. Ties are broken by exploratory grades, then attendance, then academic performance, and finally by lottery if needed. Students not placed in one of their ranked programs will be offered seats in programs with available space, with waitlists maintained for oversubscribed shops.

Placement is contingent on successful grade promotion. Students not promoted due to academic failure or insufficient credits forfeit their shop seat.

X. REVIEW AND APPEALS PROCESS

ADMISSION TO Assabet Valley Regional Technical High School

If Assabet does not accept an applicant or places them on a waitlist, the applicant or their parent/guardian may request that the Superintendent of Assabet review that decision within 30 days of the admissions decision.

These requests can be made in the following ways:

By email	By hard-copy mail or hand delivery
ehoule1@assabet.org	215 Fitchburg Street, Marlborough, MA 01752

The Superintendent 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 will review the following information:

Material submitted by the applicant
A written record of the lottery process

ADMISSION TO SPECIFIC PROGRAMS WITHIN Assabet Valley Regional Technical High School
 Students who have been admitted to Assabet will need to apply to a specific program of study (also known as a “major” or “shop”) during the beginning of Term 2.

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 email	By hard-copy mail or hand delivery
ehoule1@assabet.org	215 Fitchburg Street, Marlborough MA 01752

In making this determination, the Superintendent will review the following information:

Material submitted by the applicant
A written record of the lottery process

XI. MAINTENANCE OF RECORDS

Assabet maintains records of all students who apply, enroll, or are waitlisted, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Assabet will provide this information to the Massachusetts Department of Elementary and Secondary Education upon request.

PROPOSED: 9/14/2021 APPROVED: 9/28/2021
REVISED: 10/5/22 APPROVED: 11/15/22
REVISED: 09/30/25 APPROVED: 10/14/25