



# 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 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 High School website under the CTE link and 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 the date specified in the Haverhill High School calendar. In addition to this application form, the applicant's current guidance counselor will submit academic, attendance and discipline records to be used as a basis for admission. For fall admission, this would be terms 1 & 2 of the current school year and terms 1-4 of the previous school year. In addition to grades, attendance and discipline/conduct, the current guidance counselor's recommendation on a form provided by Haverhill High School 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.
2. Request (a) academic, attendance and discipline records and (b) a letter of recommendation from your guidance counselor.
3. A representative from the 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><b>Part 1: Student Application</b> Fill in the required student information, including which program you are applying for.</p> <p>Completed applications should be sent to: <b>Haverhill High School</b> <b>Attn: CTE Admissions Committee</b> <b>137 Monument Street</b> <b>Haverhill, MA 01832</b></p>
<input type="checkbox"/>	<p><b>Part 2: Guidance Counselor Section</b> Applicants must submit this section to their current guidance counselor.</p>
<input type="checkbox"/>	<p><b>Part 3: Authorization to Release Records</b> Your current guidance counselor must send your previous and current academic, attendance and discipline records to CTE program director at Haverhill High School. Use this page to request the records.</p>
<input type="checkbox"/>	<p><b>Part 4: Interview Questions</b> 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>





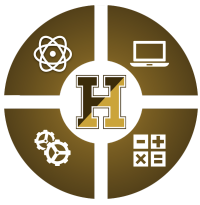
# Haverhill High School

Career Technical Education

## Application for Admission

Part 1: Student Application				
<b>Student Information</b>				
Please indicate your program of interest. <input type="checkbox"/> Health Occupations <input type="checkbox"/> Programming & Web Development <input type="checkbox"/> NAF Academy of Information Technology				
Last Name			First Name	
Home Street Address				
City	State	Zip	Home: Cell:	Text: Y or N
Email Address				
DOB	Current School		Guidance Counselor	
<b>Parent/Guardian Information</b> Check one: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian				
Last Name			_Mr. _ Ms. First Name	
Home Street Address				
City	State	Zip	Home: Cell:	Text: Y or N
Email Address				
<b>Parent/Guardian Information</b> Check one: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian				
Last Name			_Mr. _ Ms. First Name	
Home Street Address				
City	State	Zip	Home: Cell:	Text: Y or N
Email Address				

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



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## Application for Admission

### 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

#### Do you have a disability?

Yes  No If yes, will you need assistance in completing this application?  Yes  No

#### Are you receiving special education services or 504 accommodations?

Yes  No If yes, will you need assistance in completing this application?  Yes  No

#### Do you possess limited English proficiency or are you an English language learner?

Yes  No If yes, will you need assistance in completing this application?  Yes  No

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

#### 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?

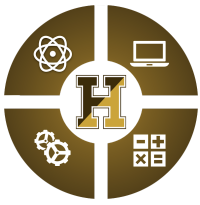
\_\_\_\_\_

#### Race/Ethnicity (Check all that apply.)

- African American / Black
- American Indian / Alaskan Native
- Asian
- Native Hawaiian / Pacific Islander
- White
- Hispanic / Latino
- Non-Hispanic or Latino

#### What access do you have to computers and internet?

- At home
- At the public library
- Smartphone/Mobile Device
- Unable to access



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### Part 2: Guidance Counselor Section

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

Date: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

**CTE Program**

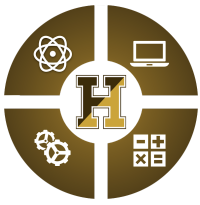
- Health Occupations
- Programming & Web Development
- NAF Academy of IT

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

<b>Academic Record</b>		Previous Grade Level: ___ 7th ___ 8th	Current Grade Level: ___ 8th ___ 9th
	English Language Arts (or equivalent)		
	Social Studies		
	Mathematics		
	Science		

<b>Attendance Record</b>		Previous Grade Level: ___ 7th ___ 8th	Current Grade Level: ___ 8th ___ 9th
	# of Unexcused Absences		

<b>Discipline / Conduct Record</b>	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: ___ 7th ___ 8th	Current Grade Level: ___ 8th ___ 9th
	In-School		
	Out of School		



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## Part 2: Guidance Counselor Section

<i>Please assess the applicant in the following areas.</i>	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: CTE Admissions Committee**  
**137 Monument Street**  
**Haverhill, MA 01832**



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## 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 applicable to the HHS Career Technical Education (CTE) admissions policy and 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:

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## Part 4: Interview Questions

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

1. Why do you want to enroll in this CTE program?

Evidence: Applicant is able to clearly articulate an interest in the program.

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

2. What interests you about this field or program? Feel free to tell us about any projects, hobbies or volunteer work that demonstrates your curiosity or interest.

Evidence: Applicant is able to clearly articulate interest in the field and/or identify projects, clubs, hobbies, volunteer work that are appropriately aligned with the program.

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

3. What do you hope to gain from this program? In simple terms, consider what you hope to be able to do or accomplish in this field.

Evidence: Applicant is able to articulate a desired goal within the appropriate field. Goals may include earning certificates, attending college or simply solving a problem.

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