

# Randolph Technical Career Center

[www.RandolphTech.org](http://www.RandolphTech.org)

## **Student Application** *School year 2008-2009*

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

High School \_\_\_\_\_ Grade Upon Entering 11<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_

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

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

Home Phone \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Daytime Phone \_\_\_\_\_

### **Program Information**

Indicate your first (1) choice and second (2) choice of the RTCC Programs below.

- |  |  |
|--|--|
| <input type="checkbox"/> Automotive Technology       | <input type="checkbox"/> Graphic Arts                      |
| <input type="checkbox"/> Business Management         | <input type="checkbox"/> Health Careers                    |
| <input type="checkbox"/> Building Trades             | <input type="checkbox"/> Human Services                    |
| <input type="checkbox"/> Computer Technology         | <input type="checkbox"/> Media & Communications            |
| <input type="checkbox"/> Culinary Arts               | <input type="checkbox"/> Power Technology                  |
| <input type="checkbox"/> Diesel Technology           | <input type="checkbox"/> 21 <sup>st</sup> Century Business |
| <input type="checkbox"/> Environmental Resource Mgt. |  |

*The Randolph Technical Career Center ensures equal employment and educational opportunities regardless of race, age, national origin, or handicap in compliance with federal and state law.*

# Randolph Technical Career Center

## Student Application (continued)

Using your own words and handwriting, please explain why you want to enroll in this program and what your goals at RTCC will be.

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Please explain your current college and or career plans.

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

\_\_\_\_\_  
Date

## Educational Information (to be completed by Guidance Counselor)

Counselor's Name \_\_\_\_\_

Please include the following with the application:

- TRANSCRIPT:**  
Please include a copy of the student's transcript *and* a current report card with the application.
- ATTENDANCE:**  
Number of days absent to date this year. \_\_\_\_\_
- DISCIPLINE & BEHAVIOR:**  
Please list any discipline infractions.

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### 4. PLEASE LIST ACADEMIC COURSES NEEDED FOR GRADUATION AND COLLEGE ELIGIBILITY

	<u>Junior Year</u>		<u>Senior Year</u>	
Course	Credit		Course	Credit

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***APPLICATION CAN NOT BE PROCESSED WITHOUT A TRANSCRIPT AND A CURRENT REPORT CARD***

I \_\_\_\_\_ believe that \_\_\_\_\_  
(Guidance Counselor Signature) (Student's Name)

can meet the academic requirements of the program selected and can behave in a manner as to ensure his/her safety and the safety of others.

# **Randolph Technical Career Center**

## **APPLICATION FOR ADMISSION**

1. The student will be introduced to RTCC through a presentation done by RTCC staff or by an individual meeting with the high school guidance counselor.
2. The student must visit the RTCC programs being considered. The student's guidance counselor may arrange visits by contacting the guidance coordinator or student services coordinator.
3. The student, the student's parent/guardian, and the guidance counselor must sign the application. The counselor will forward the application to RTCC.
4. Students must be juniors or seniors. First priority will be given to students who have their graduation requirements in order and can devote their day to their technical program.
5. The Admissions Committee will review all applications and make recommendations.
6. Admission to a program will also depend on successful completion of the application procedures.
7. Students with special needs, including students with IEPs or 504 Plans, are encouraged to apply to RTCC. Once a student with an IEP or a 504 Plan has been accepted to RTCC, a meeting must be held to determine appropriate technical program placement and the accommodations necessary for success in that program. This meeting must be held before the student begins classes at RTCC.
8. Students and guidance counselors will be notified as soon as possible regarding each student's official admission to RTCC. 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.

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