

# Admission Procedures

Students must be enrolled at a partner district or another public or private school in Ohio for admission and continued enrollment at MVCTC. Admission priority will be provided first to students currently attending one of our 27 partner schools and then second to students currently residing in one of the attendance districts of the partner schools.

At all times, program admissions may be limited due to predetermined factors, including but not limited to, the size of the facilities/lab, the availability of necessary equipment, and student and staff safety concerns.

MVCTC shall comply with all applicable state and federal laws and regulations pertaining to the admission of students with disabilities. Final acceptance, for admittance, for a student on an IEP will be determined after an IEP meeting is convened with a MVCTC representative in attendance.

Admission to all MVCTC courses shall only be for credit with a grade issued at the end of the course. MVCTC does not offer an audit option.

The Miami Valley Career Technology Center has established a rolling admissions process.

Applications will be reviewed in the following order:

## **Partner School Student**

### **Early February–August**

Applications from qualified students currently attending one of the MVCTC's 27 partner schools will be reviewed. During this time, admission priority will be given to these students. Applications not received by the published early February date will be reviewed to the extent space is available.

## **Non-Partner School Resident Student**

### **Mid April–August**

To the extent that there is space available, applications from qualified students currently residing in one of the attendance districts of the 27 partner schools, but attending a different public or private school will be reviewed.

## **Open Enrollment Student**

### **Early May–August**

To the extent that there is space available in the program, applications from qualified students who wish to be admitted under MVCTC's open enrollment policy (i.e., students who neither attend one of the partner schools nor reside in one of the attendance districts of the partner schools, while attending a public or private school) will be reviewed for admission.

In addition to the foregoing, preference for admission shall be in the following order:

*Note: Students must be enrolled at a partner district or another public or private school in Ohio for admission and continued enrollment at MVCTC.*

1. Students who have completed two years of high school and need two years at MVCTC to complete their graduation requirements.
  1. Students who complete the application packet and provide all needed records by the published early February date.
  2. Students who are in good standing at their current high school and on track to graduate without any credit deficiencies.
  3. Students who have demonstrated good scores on the end-of-course exams.
  4. Students who meet the “Suggested Skills for Success” for the program.
2. In the case of a one-year program, students who have completed three years of high school and need one year at MVCTC to complete their graduation requirements.
  1. Students who complete the application packet and provide all needed records by the published early February date.
  2. Students who are in good standing at their current high school and on track to graduate without any credit deficiencies.
  3. Students who have demonstrated good scores on the end-of-course exams.
  4. Students who meet the “Suggested Skills for Success” for the program.

*\* Applications from students who do not meet the above stated admission preferences will be reviewed if openings still exist. Students who have credit deficiencies will be required to submit plans for making up the credit deficiencies if they are admitted to MVCTC.*

***The Miami Valley Career Technology Center is dedicated to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status.***