



Venango Technology Center

## Admissions Procedure

1. Students may receive an *Application for Admission* in a mailing to freshman, after visiting the VTC or from their School Counseling office.
2. Students fill out the *Application for Admission* and return it to their school counselor.
3. Students give a *Teacher Evaluation Form* to two teachers. These forms are returned to the home School Counseling office by the teachers.
4. The home school counselors complete the *Counselor Recommendation Form* on all students who have returned a completed application.
5. The home school counselors return all information to the VTC Coordinator of Student Services.
6. Using the *Admissions Summary Sheet*, VTC faculty review and rank student applications.
7. Program quotas for each school district are calculated based on the three year average of the average daily membership (ADM).
8. The number of returning students is determined for each program per district.
9. Students intending to return to the VTC are subtracted from the program quota calculated in step 7. The result is the number of seats available in each program for each district.
10. The Coordinator of Student Services meets with each home school counselor to review the quota and ranking of applicants. The district and VTC reach an agreement on which applicants are assigned a status of "accepted". Applications are reviewed without regard to federally protected classes.
11. Any applications not accepted are assigned an 'admitted-waiting' or 'admitted-waiting with concerns'. With agreement from the school districts, these applications are assigned an 'admitted' status as openings become available.
12. The home school counselors sign the list agreeing to the student selection. Sending high schools make the final selection of new students.
13. Students are notified by letter of their acceptance or that they have been added to the waiting list should a seat become available.