

SOUTHEASTERN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Southeastern Regional Vocational Technical High School is a four-year public vocational high school that serves nine local communities: Brockton, East Bridgewater, Easton, Foxboro, Mansfield, Norton, Sharon, Stoughton, and West Bridgewater.

Admissions Policy

SOUTHEASTERN REGIONAL VOCATIONAL TECHNICAL SCHOOL

ADMISSIONS POLICY

I. INTRODUCTION

An Admissions Policy is necessary for vocational-technical schools where space is a limiting factor. Vocational programs (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, technical programs can lack the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary. All applications to grades nine through grade twelve at Southeastern Regional Vocational Technical High School will be evaluated using the criteria contained in this Admissions Policy.

II. EQUAL EDUCATIONAL OPPORTUNITY

Southeastern Regional Vocational Technical High School admits students and makes its advantages, privileges, and courses of study available to them without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or housing status.

Southeastern has an online application that is adaptable to languages other than English. If a student with limited English proficiency needs assistance, a qualified representative from Southeastern will assist the applicant throughout the entire Admissions Process.

Students with disabilities may self-identify and request reasonable accommodations during the entire application and admissions process.

Information on limited English proficiency and disability, submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the application and Admissions Process, will not affect the applicant's admission to the school.

Consistent with Massachusetts [regulations](#), Southeastern has created a plan with deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population with a comparable academic and demographic profile compared to students in similar grades in sending districts. These strategies are included in this policy and discussed regularly at public meetings.

III. ELIGIBILITY

Any eighth, ninth, tenth, or eleventh-grade student who is a resident of the Southeastern Regional School District (Brockton, East Bridgewater, Easton, Foxboro, Mansfield, Norton, Sharon, Stoughton, and West Bridgewater), who expects to be promoted by their local district to the grade they seek to enter, is eligible to apply for fall admission or admission during the school year, subject to the availability of openings. Resident students will be evaluated using the criteria contained in this Admissions Policy.

Residents of the Southeastern Regional School District who meet the minimum admissions requirements are admitted before any non-residents seeking the same program. Students who are not residents of the Southeastern Regional School District are eligible to apply for fall admissions or admission during the school year, subject to the availability of openings, provided they expect to be promoted by their local district to the grade they seek to enter. A nonresident student seeking admission to Southeastern Regional Vocational Technical High School in grades nine, ten, and eleven, under M.G.L. c.74, Sections 7 and 7C, must follow the Admissions Process in this Admissions Policy. All nonresident students will be evaluated and ranked using the criteria set forth in this Admissions Policy.

Students of the Southeastern faculty that are out-of-district are afforded the opportunity to apply for admissions. Applicants of faculty members are subject to all of the same admissions criteria as any in-district residents. Special considerations or privileges are not granted to these applicants and the student will be evaluated and ranked using the criteria outlined in the Admissions Policy. Students will be accepted above the cap and not admitted in place of a resident applicant.

Students who begin their enrollment as District residents and move outside the District during their enrollment, who request to remain at Southeastern as nonresidents under M.G.L. c.74, Sections 7 and 7C will be allowed to do so provided that they obtain approval from the superintendent of the student's district of residence in accordance with: Massachusetts Department of Elementary and Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* are located at: <https://www.doe.mass.edu/ccte/pathways/cte/default.html>

In all cases, nonresident applicants must file a Chapter 74 *Vocational Technical Nonresident Student Tuition Application* located at: <https://www.doe.mass.edu/ccte/pathways/cte/default.html> with the superintendent of the student's district of residence in accordance with: Massachusetts Department of Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c.74.—<https://www.doe.mass.edu/ccte/pathways/cte/default.html>.

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 Southeastern as nonresidents under M.G.L. c.74, Sections 7 and 7C.

Transfer students from other M.G.L. c. 74 state-approved vocational technical programs who move into the Southeastern Regional School District are eligible to apply for fall admissions or admission during the school year to grades nine through twelve at Southeastern provided they expect to be promoted by their current school to the grade they seek to enter. Transfer students will be evaluated using criteria contained in this Admissions Policy.

Southeastern Regional Vocational Technical High School does not participate in School Choice.

Homeless students will be accepted to Southeastern Regional Vocational Technical School according to the selection criteria in this Admissions Policy.

Students who are formally home-schooled may apply for admission to Southeastern Regional Vocational Technical High School, including admission during the school year, provided all admissions criteria are followed. The home-schooled student's parent(s)/guardian(s) must submit a copy of the home-school approval letter from the local superintendent. Home-schooled students will be accepted to Southeastern Regional Vocational Technical High School according to the selection criteria contained in this Admissions Policy. Please refer to *Section VI: Application Process* for additional information regarding selection criteria.

IV. ORGANIZATIONAL STRUCTURE

Southeastern Regional Vocational Technical High School is a public school located on a scenic suburban campus in South Easton, Massachusetts. It is operated by the Southeastern Regional School District and is accredited by the New England Association of Schools and Colleges. Southeastern is committed to providing quality academic and vocational education.

It is the responsibility of the Southeastern Superintendent to oversee the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

The Southeastern Regional School District does not have a predetermined city/town quota in regard to the number of students accepted from sending communities.

Southeastern has an Admissions Team appointed by the Superintendent. Responsibilities of the Admissions Team include:

- Determination of standards for admissions
- Development and implementation of admissions procedures
- Reviews exploratory process and rubrics

All members of the Admissions Team will undergo diversity, equity, and inclusion training on no less than an annual basis to ensure that all components of the admissions process are fair and equitable.

The Southeastern Admissions Advisor, who is a member of the Admissions Team, is responsible for disseminating information about Southeastern Regional Vocational Technical School through local assemblies, press releases, brochures, social media, and hosting an annual Open House for the community. The Admissions Advisor reviews the applications and works directly with the sending school's Guidance Department throughout the Admissions Process.

The Acting Principal is responsible for supervising all aspects of the Admissions Process.

V. NOTIFICATION OF ACCESS TO VOCATIONAL EDUCATION PROCESS

Southeastern disseminates information about the school through a variety of methods:

- The Admissions Advisor visits eighth graders in their local schools beginning in October
- Prospective students and their parent(s)/caregiver(s) have an opportunity to visit Southeastern at the annual Open House in the Fall . At the Open House, students will be able to visit all vocational programs, speak with teachers, counselors, and administrators, and meet with a member of the Admissions Team about all offerings.
- The Admissions Advisor makes arrangements for public service notices to be posted on Southeastern's website and social media platforms, and using other media devices throughout the communities we serve. In addition to media marketing, Southeastern will use mailings to communicate the Open House and application process.
- Southeastern has a comprehensive website that describes the academic and vocational programming, athletics and extracurricular activities, special education resources, multilingual learner resources, and any pertinent information about the school that allows students to make informed decisions. The website can be translated into different languages.
- Southeastern will provide translation and interpretation services to families and students whose primary language is not English.

VI. APPLICATION PROCESS

A. Application Deadline

1. The application portal will be open from July 1st to January 31st of the following calendar year.
2. All applications are due January 31st, 2025.
 - a. No applications will be accepted after January 31st.

B. Application Process for Fall Admissions to the Ninth, Tenth, and Eleventh Grade

1. Students interested in applying to Southeastern for admission to the ninth, tenth, or eleventh grade can apply online, request a paper copy be mailed or emailed to the family, or visit Southeastern Regional Vocational Technical High School's Admissions Department.

2. After the application has been submitted, an applicant may:
 - a. Review the status of their application by logging on to the account they created when they submitted an online application. The applicant can also get status updates from the local Guidance Counselor or the Admissions Advisor at Southeastern. If an applicant does not have a Guidance Counselor or is homeschooled, the applicant should contact the Admissions Advisor at Southeastern.
 - b. Attend an interview with a Southeastern Admission Representative at their local school, or call the Southeastern Regional Vocational Technical School Admissions Department to schedule an interview. If the applicant or parent(s)/guardian(s) cannot provide transportation, a representative from Southeastern will go to the local school to interview the applicant or interview the applicant virtually.
3. A completed application for applicants includes:
 - a. Completion of the application form including required signatures.
 - b. Completed recommendation form from the sending school. Homeschooled students must submit three letters of recommendation from community members not directly related to the applicant.
 - c. The final grades in English Language Arts, Social Studies, Math, and Science for the previous year and the current year's 2nd marking period report card. If no grade is available for one of the subjects, Southeastern's Admissions Advisor will work with the local Guidance Counselor to find an equivalent match.
 - d. Attendance records must include the previous year's full year and up until December 31st of the current year's records, and differentiate between excused and unexcused absences.
 - e. An account of all discipline referrals, which include all of the previous year and current school year infractions that resulted in one or more suspensions or expulsion pursuant to M.G.L. c.71, § 37H or M.G.L. c.71, § 37H-½, or resulted in suspension or expulsion for more than 10 days for a single infraction or an accumulation of infractions resulting in 10 or more days of suspensions pursuant to M.G.L. c.71, § 37H-¾.

The application information stated above is required.

4. If incomplete applications are received, the following procedures will be followed:
 - a. The Southeastern Regional Admissions Advisor will notify the local school Guidance Counselor that the application is incomplete and will request assistance with completing the application process.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Southeastern Admissions Advisor in the event that the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s) and the application remains incomplete for ten school days, the application may be voided.

C. Application Process for Admission to the Twelfth Grade (Transfer Student)

1. Students interested in applying to Southeastern for admission to the twelfth grade can do so by applying online, obtaining an application from their local school Guidance Counselor, requesting a paper application be mailed or emailed to the family, or visiting Southeastern Regional Vocational Technical High School's Guidance Department.
2. The applicant must have at least one year of vocational school experience in order to be considered for enrollment.
3. In order for the student to gain admission, the student would have to meet the criteria detailed in Section VII and there would also have to be openings available in the vocational program that they are studying at their current school. If there are no openings or if the same vocational program is not offered at Southeastern Regional Vocational Technical High School, the student may not gain admission.
4. Refer to Heading VI, Section A, Numbers 2-5 for additional information.

D. Transfer Students From Other Vocational Schools

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Southeastern, provided space in the school and/or program is available. Such applications will be evaluated according to the provisions of the Admissions Policy.

Transfer applications will be processed between July and December. Once the application is processed, the applicant will be added to the established waiting list for their respective years of graduation. No transfer students will be accepted after Southeastern's second marking period.

E. Previously Withdrawn Students

Students who withdraw from Southeastern Regional Vocational Technical High School and who are either currently attending or not attending another high school may reapply for admission to Southeastern following the procedures contained herein. Those students will be evaluated using their current and previous school year's records.

F. Home Schooled Students

Formally homeschooled students may apply for admission to Southeastern Regional Vocational Technical High School, including admission during the school year, provided all admission criteria are followed.

The homeschooled student's parent(s)/guardian(s) must submit a copy of the homeschool approval letter from the local school Superintendent, provide documentation showing the approval of the curriculum, and provide evidence of work reflecting state benchmarks. Homeschooled students will be accepted to Southeastern Regional Vocational Technical High School according to the selection criteria contained in this Admissions Policy. Please refer to *Section VI: Application Process* for additional information regarding selection criteria. The Admissions Policy for homeschooled students includes:

Students who are homeschooled may apply for admission to Southeastern, including admission during the school year, provided all admissions policy criteria are followed:

- a) The homeschooled student must submit a copy of the "Home School Approval letter" from the local Superintendent.
- b) If grades are unavailable, a representative sample portfolio of the student's body of work in English, Math, Science, and Social Studies must be submitted.
- c) Homeschooled students will be ranked on their portfolio/grades (33%), three letters of recommendation (33%), and an interview with Southeastern staff (33%).
- d) If a student has also attended school within the two years of applying, the current year's and one-year prior records will be included as appropriate.
- e) Three letters of recommendation must be written by community members who are not directly related to the applicant.

VII. SELECTION CRITERIA

The Admissions Committee uses weighted admissions criteria to process completed applications. Each applicant will be assigned a score derived from the sub-scores of the following criteria:

- A. Scholastic Achievement:** A maximum of 30 points is derived from the previous full-year grades and all grades before the first semester or first trimester for the current school year in English, Math, Social Studies, and Science from the local report card. Each course is evaluated using the following criteria:

<i>Grade Averages</i>	<i>7th Grade Points</i>	<i>8th Grade Point</i>
A/B	15	15
C	13	13
D	6	6
F	0	0

- B. Attendance:** A maximum of 30 points derived from the total number of unexcused absences from the previous full year and through the first semester or first trimester of the current school year for the current school year from the local school report card/school records.

<i>Number of Absences (Unexcused) (7th)</i>	<i>7th Grade Points</i>	<i>Number of Absences (Unexcused) (8th)</i>	<i>8th Grade Points</i>
0-7	15	0-4	15
8-12	10	5-6	10
13-15	7	7-8	7
16-17	5	9+	0
18+	0		

- C. School Discipline Referrals:** A maximum of 10 points is derived from the report of the sending school's discipline records from the previous school year and the first semester or trimester of the current school year. It is based on infractions that resulted in a suspension or expulsion pursuant to M.G.L. c.71, § 37H or M.G.L.-c.71, § 37H-½, or resulted in a suspension or expulsion for more than 10 days for a single infraction or an accumulation of 10+days for various infractions pursuant to M.G.L. c.71, § 37H-¾.

<i>Discipline Rating</i>	<i>7th Grade Points</i>	<i>8th Grade Points</i>
No infractions leading to a long-term suspension or expulsion pursuant to M.G.L. c. 71 37H, 37H ½, and/or a single infraction or cumulative infractions resulting in 10+ days under 37H ¾	5	5
One or more suspensions leading to a long-term suspension or expulsion pursuant to M.G.L. c. 71 37H, 37H ½, and/or a single infraction or cumulative infractions resulting in 10+ days under 37H ¾	0	0

D. Sending School Recommendation: A maximum of 10 points is derived from the recommendation of the sending school counselor and/or other sending school personnel who know the applicant best. Southeastern promotes an educational philosophy where student growth and development are enhanced when instilling the following core values in our students. The sending school recommendation should consider how the applicant reflects these values.

HONESTY requires students to act with integrity, honesty, positivity, and empathy for others.			
<input type="checkbox"/> Exemplary – Acts with honesty, integrity, shows resiliency, and maintains a positive attitude in all situations.	<input type="checkbox"/> Proficient – Acts with honesty, integrity, shows resiliency, and maintains a positive attitude in most situations.	<input type="checkbox"/> Developing – Occasionally lacks honesty, integrity, and/or displays a poor attitude and gives up when faced with challenging tasks.	<input type="checkbox"/> Limited – Often acts with a lack of honesty, integrity, displays a poor attitude, and rarely works through challenging tasks.
ACCOUNTABILITY develops personal responsibility for both behavior and learning.			
<input type="checkbox"/> Exemplary – Follows rules, takes personal responsibility, and is accountable for their educational expectations in all instances.	<input type="checkbox"/> Proficient – Follows rules, takes personal responsibility and is accountable for their educational expectations in most instances.	<input type="checkbox"/> Developing – Occasionally breaks rules, does not comprehend their personal responsibility in situations and is not accountable in meeting educational expectations.	<input type="checkbox"/> Limited – Regularly breaks rules, shows no personal responsibility for their actions, and is rarely accountable in meeting their educational expectations.
WORK READINESS is demonstrated through an applied work ethic that includes punctuality, continuous improvement, and the determination to succeed.			
<input type="checkbox"/> Exemplary – Demonstrates a work ethic that displays their best effort in every task they complete and often seeks to take on extra work for the benefit of enrichment and growth.	<input type="checkbox"/> Proficient – Generally demonstrates a work ethic that displays effort in most tasks they complete and is usually willing to take on extra work for the benefit of enrichment and growth.	<input type="checkbox"/> Developing – Occasionally lacks work ethic and looks to take the easiest path to complete tasks, even at the risk of work quality. Is generally not interested in taking on extra assignments for the benefit of enrichment and growth.	<input type="checkbox"/> Limited – Has a poor work ethic and routinely looks for ways to get out of completing tasks and assigned work.
KINDNESS and compassion towards others. Actively contributes to a safe learning environment that promotes a positive school culture.			
<input type="checkbox"/> Exemplary – Shows kindness in regard to the feelings, beliefs, rights, and traditions of others. Demonstrates leadership qualities and engages in activities promoting a positive school culture.	<input type="checkbox"/> Proficient – Shows kindness in regard to the feelings, beliefs, rights, and traditions of others. Demonstrates leadership qualities and actively contributes to a positive school culture in most instances.	<input type="checkbox"/> Developing – Occasionally shows disregard for the feelings, beliefs, rights, and traditions of others. Has limited contributions to a positive school culture.	<input type="checkbox"/> Limited – Routinely shows disregard for the feelings, beliefs, rights, and traditions of others. Does not contribute to promoting a positive school culture.
SUCCESS in collaborating, communicating effectively, and developing positive relationships.			
<input type="checkbox"/> Exemplary – Works collaboratively with other students towards a common goal. Communicates effectively and appropriately with peers and adults.	<input type="checkbox"/> Proficient – Works collaboratively and communicates effectively and appropriately with peers and adults in most instances.	<input type="checkbox"/> Developing – Occasionally works with others and contributes in the classroom. Needs to develop collaboration and communication skills.	<input type="checkbox"/> Limited – Routinely incapable of collaborating and communicating effectively and appropriately with others.

E. Interview: A maximum of 20 points is derived from the interviewer's rating. A member of the Southeastern Admissions Team will conduct the interview. Interviews may take place at the sending school, on the Southeastern campus, or remotely when necessary.

All interviewers will receive training before interviewing to calibrate scoring and minimize implicit bias during the interview process.

Southeastern provides the following accommodations for their interview:

- 1) Translators to ensure interviews can be conducted in the student's most comfortable language
- 2) Students can bring notes they used to prepare for the interview to reference during the interview
- 3) Printed questions in multiple languages to be placed in front of the student
- 4) A trusted school personnel present in the room

The following criterion is used to total the overall interview score.

<i>Rating</i>	<i>Points</i>
Excellent	17-20
Above Average	13-16
Average	9-12
Below Average	8

Application Point Total: 100 points

After points are given in each area, they are totaled for each applicant. A maximum of one hundred (100) points can be earned.

VIII. SELECTION PROCESS

The Admissions Committee considers scholastic achievement, attendance, school discipline, the recommendation of the local school, and interview results. Applications are reviewed and processed, and points are assigned at each grade level.

After a point total for each resident applicant has been determined, all applicants are placed in order of their "point total." Resident applicants are then accepted according to the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on, until all seats are filled. All resident applicants are accepted or placed on a waiting list. The waitlist is valid for the current school year. If openings occur, the seats are filled by accepting resident applicants from the waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list, which is determined by the total points given according to the selection criteria.

Nonresident applicants are accepted after all acceptable resident applicants.

All applicants who complete the admissions process are notified of their status by letter to the student and/or parent(s)/guardian(s). School Guidance Counselors will also be notified. Students must be promoted to the next grade level to maintain their acceptance status. Students must pass English Language Arts and Mathematics by June of the school year in which the application was processed.

IX. ENROLLMENT

To enroll at Southeastern Regional Vocational Technical High School for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. Acceptance and enrollment at Southeastern are conditional upon the accuracy and completeness of a student's application and school records. Southeastern reserves the right to revoke its acceptance of any student if the Admissions Team determines that inaccurate, incomplete, or misleading information was presented during the Application Process. Additionally, Southeastern reviews all final grades, attendance, and behavior records. Conditional admission is based upon promotion to the next grade level by the sending school, successful completion of English Language Arts and Mathematics, and consistent behavior at the time of acceptance. If an applicant has an incident that rises to the level of a 37H, 37H $\frac{1}{2}$, and/or ten plus incidents under 37H $\frac{3}{4}$, after acceptance and at any time before the start of the next school year, Southeastern reserves the right to revoke the admission based on this new information.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in Southeastern Regional participate in a vocational exploratory program. Students explore 15 vocational programs either through a two- or three-day project-based experience. After reflecting on their experiences in the vocational programs visited, the students make their final program selection. However, students are not limited in choosing their final program to only those programs explored and may choose from all the programs that Southeastern Regional has to offer.

During the exploratory process, students are evaluated by the vocational teachers using the following rubric:

Safety	25	21	18	15
1. Safe use of tools and equipment per teacher instructions 2. Follows all shop-specific safety rules 3. No horseplay	Student followed all safety requirements with no reminders or redirection required.	Student required few reminders or redirection to follow specific safety requirements	Student required multiple reminders or redirections to follow one or more specific safety requirement(s)	Student required frequent reminders or redirection in order to participate safely in the shop environment
Professionalism	25	21	18	15
1. Maintains a positive, respectful attitude towards group members and teachers 2. Actively listens and engages with group members and instructors. 3. Completes work in an appropriately ethical, engaged, and cooperative manner	Student followed all professionalism requirements with no reminders or redirection required.	Student required few reminders or redirections to follow specific professionalism requirements	Student required multiple reminders or redirections to follow one or more specific professionalism requirement(s)	Student required frequent reminders or redirection in order to participate in a professional manner during exploratory

Employability	25	21	18	15
1. ID present and visible 2. Appropriate shop attire per student handbook 3. Stays on task and participates in all shop activities and discussions 4. Demonstrates respectful behavior and appropriate control of language and personal boundaries	Student followed all employability requirements with no reminders or redirection required.	Student required few reminders or redirections to follow specific employability requirements	Student required multiple reminders or redirections to follow one or more specific employability requirement(s)	Student required frequent reminders or redirection in order to demonstrate employability during this exploratory

<i>This rubric will only be used for placement purposes</i>				
Shop-specific interest or aptitude	13	9	5	0
	Student demonstrates an extraordinarily high level of interest and/or aptitude for the skills commonly used in this shop.	Student shows an above-average interest and/or aptitude for the skills commonly used in the shop.	Student shows some interest and/or aptitude for the skills commonly used in the shop.	Student has not expressed interest and/or aptitude or was disengaged in the shop.
Shop-specific activity results	12	9	5	0
	Student demonstrates extraordinarily high-quality work specific to this shop.	Student produces above-average work specific to this shop.	Student produces average quality work specific to this shop.	Student performance on tasks related to the content or skills is below average specific to this shop.

The following process will determine the placement of students in their final program:

Students will be ranked on a 400-point scale based on the following criteria:

- Up to 100 points for the student's average across all academic classes rounded to 2 decimal places
- Up to 100 points based on attendance
- Up to 100 points based on behavior
- Up to 75 points for the Safety, Professionalism, and Employability average rounded to 2 decimal points.
- Up to 25 additional points for Interest and Aptitude

All students who select a program as their first choice will be placed in that program, provided space is available. For oversubscribed programs (those with fewer spots available than first-choice selections), students who have the highest point total in their first choice will be placed first until all spots are filled.

After allocating all first-choice selections, the same process will fill the remaining seats with second-choice selections and then again for third through fifth choices. Students who have not been placed in any of their first five choices will meet with the Guidance Department to see all programs with available spaces. Students with the highest point totals will be placed first during this last part of the process.

Students who wish to transfer from one vocational program to another will be allowed to apply for a transfer. The first time will be after completing two weeks in their program after placement in freshman year. Transfer requests will be considered subject to the availability of openings in the requested shops and based on a student's previous program placement score (the highest scores will be placed first). To be eligible to request a transfer, students must pass all of their courses (academic and vocational) at the time of the request. Each transfer applicant will be counseled individually to determine the appropriateness of the transfer for the particular student. Teachers will be informed before the schedule change goes into effect.

Scoring	Subject	Numerical Grade	Unexcused Absences	Points	Suspensions	Points	Vocational Experience Avg. Score
	English		0-2	100	0	100	
	Math		3-4	90	1	80	
	Science		5-6	70	2	70	
	Social Studies		7-9	50	3	50	
	Avg. Grade		10+	20	4+	0	

If a student's point total does not afford a placement in any of their top five (5) choices, the Director of Guidance or designee will meet with the student and present a list of vocational programs with openings. The process continues until all students are placed. Students who wish to transfer from one vocational program to another can apply for a transfer on several occasions. The first time will be after completing two weeks in their program after placement in freshman year. Transfer requests will be considered subject to the availability of openings in the requested shops and based on a student's previous program placement score (the highest scores will be placed first). To be eligible to request a transfer, students must pass all their courses (academic and vocational) at the time of the request. Each transfer applicant will be counseled individually to determine the appropriateness of the transfer for the particular student.

Ninth, tenth, and eleventh-grade transfer students will be placed in a program with openings. Once enrolled, students will have an opportunity to explore other vocational programs that have openings. If the number of transfer students seeking a particular shop exceeds the number of openings, then the most recent report card grades, attendance, and behavior will determine which transfer student is placed in that particular shop. The vocational teacher will be consulted as a standard practice. If a vocational program has no openings, a student will have several opportunities to request a change.

XI. REVIEWS AND APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Southeastern Regional Vocational Technical High School indicating that the applicant has been placed on the waiting list, may request a review of the records by sending a letter of appeal to the Acting Principal within thirty (30) days of the receipt of the letter. The Acting Principal will respond in writing or set up a meeting to discuss the review findings within thirty (30) days. The review will be based on the accuracy of the information received from the sending school, and the parent(s)/guardian(s) must provide the supporting documents regarding the reason for the appeal.