



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



TO: Directors of Special Education and Pupil Services

FROM: Bryan Klimkiewicz, Special Education Division Director
Dr. Ellen Solek, Interim Superintendent, Connecticut Technical Education and Career System

DATE: March 4, 2022

SUBJECT: Connecticut Technical Education and Career System Admissions Process

This communication provides guidance on the admissions process for students who receive special education services and apply for admission to a technical high school of the Connecticut Technical Education and Career System (CTECS). This letter revises and replaces the memorandum of May 29, 2020 on the same topic.

New Law Regarding Admissions Process

Public Act 21-144 amended Connecticut state law by removing language in subsection (c) of Conn. Gen. Stat. §10-76q that addressed the preclusion of a student's enrollment at a technical high school based upon the student's special education services and replaced it with the following:

Prior to a student's enrollment in a technical education and career school, the local or regional board of education for the town in which such student resides shall convene a planning and placement team meeting. The purpose of such meeting shall be to address such student's transition to such technical education and career school and ensure that such student's individualized education program reflects the current supports and services that such student requires in order to access a free and appropriate public education in the least restrictive environment. A representative from such technical education and career school shall be invited to such meeting. Conn. Gen. Stat. §10-76q(c)

CTECS' Efforts to Improve its Admissions Process

In addition to supporting the change in the law, CTECS revised its admissions procedures and implemented a centralized application review process to ensure that students with disabilities have equal access to admission to a technical high school. Fundamentally, the changes that have taken place in the admission process are intended to encourage collaboration between the student's local education agency and the CTECS school to ensure that students receive a free and appropriate public education (FAPE).

Overview of Sending School District Obligations

Based upon the new law, school districts that have students with individualized education programs (IEPs) who apply to a CTECS technical high school must do the following:

1. Promptly provide the student's special education records to the technical high school upon request so that the representative from CTECS can review the records.
2. Convene a Transition PPT meeting prior to the student's enrollment at the technical high school to address transition to the new school.
3. Invite a CTECS technical high school representative to attend the Transition PPT meeting.

CTECS' Admissions Process

In accordance with the law, the CTECS admissions process will progress based on the following actions in collaboration with the sending school districts:

1. **CTECS Sends Initial Notification to Sending Districts:** On or about February 15 of each year, CTECS will notify sending families and their districts that the student has met initial requirements for enrollment in the CTECS program. After receipt of an Initial Notification, an applicant may continue the admissions process by submitting the Parent Response Form within the time provided to confirm the applicant's intent to attend a CTECS school in the fall.
2. **CTECS Requests Student Records:** Upon receipt of the Parent Response Form confirming the intent to attend a CTECS school in the fall, CTECS will request up-to-date education records directly from the sending school district, including the most recent IEP and other special education records. Records must be provided promptly and not later than ten (10) calendar days from the date of the request from CTECS pursuant to Conn. Gen. Stat. §10-220h. Sending schools must provide these records promptly in order to ensure that the CTECS admissions team has the most current student information in preparation for the required Transition PPT meeting, which will be scheduled by the sending school district.
3. **Sending Districts Convene Transition PPT Meetings:** In accordance with the new state law, when a parent confirms the student's intent to attend a CTECS school in the fall, the sending district must convene a Transition PPT meeting between February 15 and June 10, and invite a representative from CTECS to this meeting. The purpose of the Transition PPT meeting is to address the student's transition to the CTECS school and ensure that the student's IEP reflects the current supports and services that the student requires in order to access a FAPE. The CTECS representative will provide information regarding CTECS to inform the PPT recommendations regarding implementation of the IEP in the technical high school.
4. **Transition to CTECS:** After the Transition PPT, the sending school district will share the IEP with CTECS as soon as it is finalized. Following the receipt of the IEP developed in the Transition PPT meeting attended by a CTECS representative, the student will move forward to final acceptance.

We appreciate your attentiveness to this new legislation as school districts and CTECS collaborate to ensure a student's IEP reflects the current supports and services to access a FAPE in the CTECS environment.

Please contact Javette Giannelli-Allen (javette.giannelli-allen@cttech.org), CTECS Director of Special Education, or Evette Corujo-Aird (evette.corujo-aird@cttech.org), CTECS Acting Director of Admissions and Student Services, with any questions or assistance with implementation of this guidance.

cc: Charlene Russell-Tucker, Commissioner of Education
Desi Nesmith, Deputy Commissioner of Education