



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



TO: Directors of Special Education and Pupil Services

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

DATE: April 12, 2024

SUBJECT: Connecticut Technical Education and Career System (CTECS) Admissions Process

This communication provides guidance on the admissions process for students who receive special education services and apply for admission to a CTECS high school. This letter revises and replaces the memorandum of March 4, 2022, on the same topic.

Law Regarding CTECS Admissions Process

Subsection (c) of Conn. Gen. Stat. §10-76q requires that 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 this meeting shall be to address such student's transition to the technical education and career school and ensure that such student's individualized education program (IEP) reflects the current supports and services that such student requires in order to access a free and appropriate public education (FAPE) in the least restrictive environment (LRE). A representative from such technical education and career school must be invited to such meeting.

Overview of the Sending School District Obligations

Based upon Conn. Gen. Stat. § 10-76q(c), sending school districts must do the following:

1. Promptly provide the student's special education records to the technical high school.
2. Convene a Transition planning and placement team (PPT) meeting prior to the student's enrollment at the technical high school.
3. Invite a CTECS technical high school representative to attend the Transition PPT meeting.
4. Promptly provide the Transition PPT meeting IEP to CTECS as soon as it is finalized.

CTECS' Admissions Process

CTECS' admissions process will progress based on the following actions in collaboration with the sending school districts:

1. **CTECS' application period is open from November to December.** CTECS provides an

online application for all prospective students. The parent e-signs the application to indicate approval of their child's application and authorizes the release of all information by the student's current school district. The online application can be accessed at cttech.org/admissions. Applications received on or before December 15 will be processed for the first round of initial notices. Applications submitted after December 15 through March 15 will be processed for a second round of initial notices for schools that continue to have enrollment availability. After March 15, submitted applications may continue to be considered and processed on a rolling basis only for schools that continue to have enrollment availability.

2. **CTECS uses a centralized review process for all applications.** The criteria considered for initial notification are the student's interest statement, attendance, and a recommendation survey of the student's current school counselor.
3. **CTECS Sends Initial Notification to the Sending School Districts.** On or about February 15 of each year, CTECS will notify sending families and their districts that the student has met initial requirements to continue the admissions process 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.
4. **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 as well as discipline records for the student's 7th and 8th grade school years. 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 school districts 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. Although it is ultimately the responsibility of the applicant to ensure that CTECS has received the requested documentation including confirmation that the student has been promoted, a school district's failure to provide the documentation in a timely manner to CTECS may result in termination of the student's application process.
5. **Sending School Districts Convene Transition PPT Meetings.** Concurrent with the information-gathering phase of the CTECS admissions process, when a parent confirms the student's intent to attend a CTECS school in the fall, the sending school district is required by law to schedule and convene a Transition PPT meeting 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 FAPE. The CTECS representative will provide information regarding CTECS to inform the PPT recommendations regarding implementation of the IEP in the technical high school. If during the Transition PPT meeting, the PPT determines that the student can access FAPE in the technical high school, then the student continues in the application process and is reviewed by CTECS for final acceptance. If in the rare circumstance that the PPT determines that the student cannot access a FAPE in the technical high school, then the student's CTECS application process ceases, and the student does not attend CTECS in the Fall.

6. **Criteria to move forward for final acceptance.** CTECS will conduct a final review of the records, including a review of the criteria for the student's final acceptance to CTECS, which are **Promotion** and **Safety**. See the CTECS Student Admissions Administrative Procedures document, November 2023, for a complete description of these criteria. This document can be located at <https://www.cttech.org/admissions/>
7. **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 collaboration with CTECS to ensure a student's IEP reflects the current supports and services to access FAPE in the CTECS environment.

Please contact Javette Giannelli-Allen (javette.giannelli-allen@cttech.org), CTECS Director of Special Education, or Patricia King (patricia.king@cttech.org), CTECS Director of Admissions, with any questions or assistance with implementation of this guidance.

cc: Charlene M. Russell-Tucker, Commissioner of Education, CSDE
Sinthia Sone-Moyano, Deputy Commissioner, CSDE
Dr. Ellen Solek, Executive Director, CTECS
Superintendents