

BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
2025 ADMISSION POLICY
Effective School Year 2025-2026

I. INTRODUCTION

An admission process is necessary for vocational technical schools where space is an intrinsic limiting factor. Vocational/technical programs are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops lacks both the space and flexibility to accommodate the possible needs and interests of all applicants. Therefore, the selection process is necessary. All applicants to grades nine through twelve at Bristol-Plymouth Regional Technical School will be evaluated using the criteria contained in this Admission Policy. The Bristol-Plymouth Regional Technical School District Committee approved this policy on October 2, 2024, that is aligned to 603 CMR 4.03(6).

II. EQUAL EDUCATIONAL OPPORTUNITY

Bristol-Plymouth Regional Technical School admits students and makes available to them its advantages, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, disability, sexual orientation, age, economic or homelessness status, or pregnancy or pregnancy-related condition. Bristol-Plymouth Regional Technical School is committed to providing educational opportunities to students experiencing homelessness. Please contact Melanie Shaw, Homelessness Liaison, at mshaw@bptech.org, by phone at (508) 823-5151 ext. 115, by fax at (774) 299-6355, or 207 Hart Street, Taunton, MA 02780.

If there is a student with limited English proficiency, a qualified representative from Bristol-Plymouth Regional Technical School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

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

Information on limited English proficiency and disability submitted voluntarily by the applicant for receiving assistance and accommodations during the entire application and admission process will not affect the applicant's admission to the school.

III. ELIGIBILITY

Any eighth or ninth grade student who is a resident of the Bristol-Plymouth Regional Technical School District (Taunton, Berkley, Bridgewater, Dighton, Middleboro, Raynham, Rehoboth, Freetown) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to Bristol-Plymouth Regional Technical School. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Bristol-Plymouth Regional Technical School District residents.

Students who are not residents of the Bristol-Plymouth Regional Technical School District are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Bristol-Plymouth, provided they expect to be promoted to the grade they seek to enter by their local district.

Non-resident students will be evaluated using the criteria contained in this Admission Policy. Not all CVTE programs approved under state law (M.G.L. c.74) are available in every district. If a student wishes to enroll in a program not available where they reside, they may apply as a non-resident to the CVTE school offering the program. However, resident students who meet the minimum requirements for admission must be admitted before the CVTE school/program admits non-residents seeking the same program. All completed applications from within the district will be considered for admission before out-of-district applications.

In addition to applying for admission to the CVTE school/program, the non-resident student must also submit an application to their district of residency asking the district to pay for their non-resident student tuition.

Specific timelines for non-resident admissions are set out in CMR 603 4.03(6)(b). Here are a few important dates for students and their families:

- Non-resident students must submit an application for admission to the CVTE school/program by February 1 of the school year before they wish to attend.
- 1. Non-resident students must submit an application for tuition to their district of residence by March 1 of the school year before they wish to attend.
- 2. If a district disapproves a student's application for tuition, the student's parent or guardian may request that the Department of Elementary and Secondary Education (DESE) review the disapproval. The student's parent or guardian must submit this request in writing, along with any supporting documents, to DESE by May 1 of the school year before the student wishes to attend.

Please submit these requests for appeal in any of the following ways:

Email- ccte@mass.gov

Hard Copy-
Office of College, Career, and Technical Education
Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148

You may refer to DESE's CVTE Admissions page for the non-resident tuition guidelines and application form.

If a student moves after March 1 to a district that is not a member of their CVTE school/program, they must submit a new tuition application to their home district as soon as practicable.

The Superintendent in the new district must either approve or disapprove the application within 10 school days of receipt. If the Superintendent disapproves the tuition application, the student's parent or guardian must submit this request in writing, along with any supporting documents, to DESE within 14 school days of the disapproval.

Bristol-Plymouth Regional Technical School does not offer transportation to and from school to out-of-district students who are offered acceptance.

Bristol-Plymouth Regional Technical School does not participate in the School Choice Program.

Transfer students from other technical schools are eligible to apply for fall admission or admission during the school year to grades 10-12 at Bristol-Plymouth provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy and placed in a technical area on a space-available basis.

Students who are homeless will be accepted to Bristol-Plymouth Regional Technical School according to the selection criteria contained in this admission policy.

Students who are formally being homeschooled may apply for admission to Bristol-Plymouth Regional Technical School, provided all admission policy criteria are followed. The homeschooled student's parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from the local school Superintendent. Home schooled students will be accepted to Bristol-Plymouth Regional Technical School according to the selection criteria contained in this Admission Policy. Please refer to Section VI. Application Process for additional information regarding selection criteria.

IV. ORGANIZATIONAL STRUCTURE

Bristol-Plymouth is a public regional technical school located on a scenic campus in Taunton, Massachusetts. Bristol-Plymouth is a member of the Bristol-Plymouth Regional Technical School District and is accredited by the New England Association of Schools and Colleges. Bristol-Plymouth is committed to providing quality technical programs.

It is the responsibility of the Bristol-Plymouth Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Bristol-Plymouth has an Admission Committee appointed by the Superintendent-Director. The committee consists of a member of the Administration, Guidance, Special Needs, Technical and Academic Departments. Responsibilities of the Admissions Committee include:

1. Determination of standards for admission
2. Development and implementation of admission procedures
3. Processing of applicants
4. Ranking of students
5. Acceptance of students according to the procedure and criteria in the Admission Policy
6. Establishment and maintenance of a waitlist of all acceptable candidates with fully completed applications

The Bristol-Plymouth Pupil Services Administrator is responsible for disseminating information about Bristol-Plymouth through local school assemblies and press releases, and for collecting applications from the local schools and online admissions portal/software. Bristol-Plymouth Regional Technical School does not apportion seats to the towns and city in the District.

V. RECRUITMENT PROCESS

1. Bristol-Plymouth disseminates information about the school through a variety of methods.
 - a. Visitations with an informational PowerPoint presentation to 8th grade classes in local schools by Bristol-Plymouth staff and students are scheduled from September to November.
 - b. An Open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all technical programs and speak with teachers as well as view presentations about our academic and technical course offerings. Seventh and eighth grade students and parents are emailed an invitation to the Open House.
 - c. All eighth grade students are invited to tour the technical facilities at Bristol-Plymouth with their middle schools that are scheduled during December and January.
 - d. Brochures, which describe technical programs including academic courses, sports, and cooperative education, are distributed during the 8th grade visitations, the Open House, and presentations at local middle schools.

- e. Recruitment communications are shared via social media and www.bptech.org.
- f. Parent(s)/guardian(s) may schedule after school individual tours/visits at a mutually convenient time.
- g. Students who are homeless and those who are homeschooled may contact their sending town's middle school for information about tours and applications, or they may contact the Student Services Department for a tour.

VI. APPLICATION PROCESS

APPLICATION PROCESS – FOR FALL ADMISSION* TO THE NINTH & TENTH GRADE

1. Students interested in applying to Bristol-Plymouth for fall admission to the ninth & tenth grade vocational technical education programs must:
 - a. Complete an online or paper application for Bristol-Plymouth Regional Technical School or from their local school guidance counselor as early in the school year as possible. Log into **www.bptech.org**, click the **admissions tab** to complete your electronic application including electronic **parent and student signatures**.
 - b. Completed applications are automatically processed once signed and submitted. Return the completed paper application to the Bristol-Plymouth Regional Technical School Pupil Services Administrator by February 1.
 - c. Be interviewed at their local middle school or at Bristol-Plymouth Regional Technical School. If the applicant or parent/guardian cannot provide transportation, a representative from Bristol-Plymouth will go to the local school to interview the applicant.
 - d. Be interviewed at Bristol-Plymouth Regional Technical School to complete the process.
 - e. All student records submitted to the Admissions Office shall be reviewed for accuracy by both the submitting district and the parent/guardian by February 1st.
2. It is the responsibility of the local school guidance counselor to:
 - a. Complete their portion of the application form on the Bristol-Plymouth application portal or by paper copy.
 - b. Complete application in portal or forward the completed paper applications to the Pupil Services Administrator at Bristol-Plymouth by March 1 (along with hard copies of grades, attendance and discipline, as recorded and on file as of March 1). Bristol-Plymouth will not accept modified or updated records after first round of acceptances from parents, or middle schools, or sending schools. Complete applications include:
 - i. Completed application form (including required signatures)
 - ii. For application to grade 9, the complete grade 7 report card and the grade 8 report card reflecting the 1st and 2nd terms (midyear) grades; the sum of grade 7 and terms 1 & 2 (midyear) grade 8 unexcused absences from the local school report card; grade 7 and terms 1 & 2 (midyear) grade 8 assessments of infractions that resulted in 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 cumulatively pursuant to M.G.L. c. 71, §37H ¾. from the local school report card, from the local school guidance counselor's assessment or local school guidance counselor's

recommendation, and the signed discipline release form (signed by the Principal or Assistant Principal).

** applying for admission during the winter and spring to begin classes the following fall or Chapter 74 vocational-technical transfer applicants*

2. Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical education 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 Bristol-Plymouth subject to availability. Students interested in applying as a transfer from another Chapter 74 vocational technical educational program for to the NINTH, TENTH, ELEVENTH, and TWELFTH GRADE must:
 - a. Complete an online or paper application for Bristol-Plymouth Regional Technical School or from their local school guidance counselor as early in the school year as possible. Log into **www.bptech.org** with the **admissions tab** to complete your electronic application with **parent and student signatures**.
 - b. Completed applications are automatically processed once signed and submitted. Return the completed paper application to the Bristol-Plymouth Regional Technical School Pupil Services Administrator.
 - c. For applications to grades 10 (all new and transfer applicants), 11, and 12 (applicants applying from another Chapter 74 vocational technical educational program), the complete previous school year's report card and the current report card reflecting the 1st and 2nd term (midyear) grades; the sum of the previous school year and terms 1 & 2 (midyear) current school year unexcused absences from the local school report card; the previous school year and terms 1 & 2 of the current school year assessments of infractions that resulted in 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 cumulatively pursuant to M.G.L. c. 71, §37H (from the local school report card, from the local school guidance counselor's assessment or local school guidance counselor's recommendation, and the signed discipline release form).
4. If incomplete applications are received, the following procedures will be followed:
 - a. The Student Services Department at Bristol-Plymouth will notify the local school guidance counselor responsible for submitting the application that the application is incomplete and will request completion.
 - b. The Bristol-Plymouth Pupil Services Administrator will notify the applicant's parent/guardian 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), the application remains incomplete by the local guidance counselor admissions deadline of March 1 with documented attempts to contact the applicant's parent/guardian, the application will be voided.

LATE APPLICATIONS

Applications received after February 1 may not be considered or accepted until the wait list is exhausted.

WITHDRAWN STUDENTS AND STUDENTS MOVING OUT OF DISTRICT

Students who withdraw from Bristol-Plymouth and who are attending or not attending another high school may reapply for admission to Bristol-Plymouth following the procedures contained in this Admission Policy and will be evaluated using the criteria contained in this Admission Policy. Any student who is accepted and attends Bristol-Plymouth once, then moves out of the district, relinquishes their seat and is classified as a non-resident. The student may reapply as an out-of-district student, if they wish, following the procedures contained in this Admission Policy. The student will be evaluated using the criteria contained in this Admission Policy.

VII. SELECTION CRITERIA

The Admission Committee, using weighted admissions criteria, processes completed applications. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. Scholastic Achievement (Maximum 20 points)

<u>Grade</u>	<u>Points</u>
A –B	2.5
C	2
D	1
F	0

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 (midyear) grade 8 grades earned in English, social studies, mathematics, and science from the local school report card are used. For applications to grade 10 (fall admission, for available and limited openings), the average of the previous school year and terms 1 & 2 (midyear) of the current school year grades earned in English, social studies, mathematics, and science from the local school report card are used.

For applications to grades 9, 10, 11, and 12 (grade 11 or 12 transfer students who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school), (admission during the school year) the current school year to the date of the applications grades earned in English, social studies, mathematics, and science from the local school report card are used.

B. Attendance: (Maximum 20 points)

<u>Number of Unexcused Absences</u>	<u>Points Full year(180 days)</u>	<u>Points Half year (90 days)</u>
0-2	15	0-1 5
3-5	12	2-3 3
6-8	9	4-5 1
9-11	6	more than 5 0
12-14	3	
15 plus	0	

For applications to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 (midyear) grade 8 unexcused absences from the local school report card are used. For applications to grade 10 (fall admission), the sum of the previous school year and terms 1 & 2 (midyear) current school year unexcused absences from the local school report card are used. For applications to grades 9, 10, 11, and 12 (grade 11 or 12 transfer students who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school), (admission during the school year) the current school year to the date of the application, unexcused absences from the local school report card, and attendance reports are used.

C. School Discipline/Conduct (Maximum 10 points):

<u>Discipline/Conduct Rating</u>	<u>Points</u>
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Excellent	0 long term suspensions	10
Average	1 incident resulting in 1 long term suspension equaling 10 days cumulative or consecutive	5
Poor	1 or more incidents resulting in greater than 10 consecutive or cumulative days	0

For applications to grade 9 (fall admission), the grade 7 and terms 1 & 2 (midyear) grade 8 conduct from the local school report card or from the local school guidance counselor’s assessment are used. For applications to grade 10 (fall admission), the previous school year and terms 1 & 2 (midyear) current school year conduct from the local school report card or from the guidance counselor’s assessment are used.

For applications to grades 9, 10, 11, and 12 (grade 11 or 12 transfer students who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school) (admission during the school year), the current school year to the date of the application conduct from the local school report card or from the local school guidance counselor’s assessment are used, and the discipline release form is submitted.

D. Local Guidance Counselor’s/Designee’s Recommendation (Maximum 15 points):

Based on the student’s performance at his/her current grade level in four categories: Study Habits/Work Habits, Classroom Participation, Perseverance/Effort, and Personal Responsibility. The average score will align with the following overall rating.

<u>Rating</u>	
Highest Recommendation	12-15
Moderate Recommendation	10-12
Recommend	7-9
Limited Recommendation	4-6
Low Recommendation	1-3

E. Interview (Maximum 35 points):

<u>Rating</u>	<u>Points</u>
Strong Candidate	30-35
Above Average Candidate	25-29
Average Candidate	20-24
Below Average Candidate	15-19
Minimal Candidate	10-14

VIII. SELECTION PROCESS

The Admission Committee at Bristol-Plymouth will examine, discuss, and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, discipline, local guidance counselor’s recommendation, and B-P trained faculty interview. Applications are reviewed, processed, and assigned points for each incoming grade level.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their “point total.” Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident 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 waitlist. If openings occur, the seats are filled by accepting resident applicants from the

waitlist. These resident applicants, like those accepted earlier, are accepted in order of their place on the waitlist determined by the total points given according to the selection criteria. The waitlist will be valid for the current year only.

Non-resident applicants are evaluated using the criteria in this Admission Policy and will be placed on the waitlist after the resident applications. Non-resident applicants on the waitlist will only be accepted if all resident applicants on the waitlist have been accepted. The waitlist will be valid for the current year only.

Applications received, and are able to be reviewed after February 1, will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waitlist, that which will remain active on file for the current school year.

All applicants whose applications are received to Bristol-Plymouth *by* February 1 (when decisions are made) are notified of their status by a letter (electronically to the parent email listed on the application portal) to their parents/guardians and a list to their local school guidance counselor. Applicants whose applications are received by Bristol-Plymouth *after* February 1 will be able to check their status through the portal.

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned. In the event that scores for acceptance and waitlist are the same point total, high scores in the following areas will be utilized as tie-breakers: 1st Interview, 2nd Academic Record, 3rd Conduct, 4th Attendance, and 5th Recommendation. In the event of a further tie breaker, a lottery will be used to determine acceptance.

Students will have 2 weeks to accept or decline their acceptance to Bristol-Plymouth after the dated initial acceptance notification on the portal via email and the US Mail. Applications **may** be processed on a rolling admission, and will be placed on the waitlist based on their score. No student will be accepted after October 1, with the exception of CVTE transfer students within the district to programs with open seats. Students who change their mind after declining acceptance will have to re-apply.

IX. ENROLLMENT

In order to enroll at Bristol-Plymouth for the fall, applicants must have been promoted to the grade they wish to enter by their local school district for the school year immediately preceding their enrollment at Bristol-Plymouth. **Acceptance and enrollment at Bristol-Plymouth Regional Technical School is conditioned upon the accuracy and completeness of a student's application.** Bristol-Plymouth Regional Technical School reserves the right to revoke the conditional acceptance of any student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process. Students who do not respond to the notification deadline may be placed on the waitlist.

Prior to enrollment, the parent/guardian must submit: proof of residency, updated physical within the last 13 months, and final transcripts showing that the student is promoted to the next grade level. If the above is not received, the student's acceptance is considered incomplete, and the application and acceptance will be removed from Bristol-Plymouth's enrollment list for the incoming school year.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth grade students who enroll in Bristol-Plymouth participate in the Exploratory Program, a three (3) phase technical experience designed to help them learn about their talents and interests relative to a variety of technical programs. In addition, technical program instructors evaluate students during the Exploratory Program.

The Exploratory Program schedule is as follows:

- Phase I – Freshman Exposure (beginning of school year to mid-September)
- Phase II – Freshman Exploratory (mid-September to mid-January)
- Phase III – Freshman Permanent Placement (beginning of Semester 2)

During Phase I: The Exposure Program - students are initially exposed to all technical programs during their first technical week of school. Students experience multiple, up to four (4), shop informational presentations each day in addition to programs on safety and career exploration. At the conclusion of the week, students select up to ten (10) technical areas (in order of priority) which they want to learn more about during Phase II: The Exploratory Phase.

During Phase II: The Exploratory Phase - students will explore up to eight (8) technical areas that are assigned for approximately one week. Students explore three of their choices; in addition, efforts are made to allow students to explore non-traditional programs as well as programs that align with the results of the Career Interest Survey through Naviance, a college and career readiness software program.

With an emphasis on placing students into their top selections, students will be scheduled for approximately one week in each of the eight (8) shops to be explored. Technical instructors will evaluate students during each shop week. A grading rubric with a scoring range of 30 - 100 points will be utilized to provide an assessment of each student and the shop grades earned during the Exploratory Phase. An exploratory average is calculated at the end of the eight exploratories for the eight weeks. The scored rubric is utilized for final technical placement. Students will be assessed on the following five equally-weighted criteria: Workmanship and Production (20%), Preparation (20%), Employability (20%), Safety (20%), and Professionalism (20%).

During Phase III: Permanent Placement, each student selects their technical program of choice, as well as a second and third choice from the eight (8) explored programs. Students are admitted into the technical program of their choice based on the final average of their exploratory scores (60%), academic grades (30%), attendance (5%), and conduct (5%) throughout the first semester of freshman year.

The following attendance and conduct scales will be applied during final placement. Excused attendance notes will not be accepted two weeks prior to permanent placement (see school calendar).

Attendance

0 days	unexcused absences	5 points
1-2 days	unexcused absences	4 points
3-4 days	unexcused absences	3 points
5-6 days	unexcused absences	2 points
7-8 days	unexcused absences	1 point
9+ days	unexcused absences	0 points

Conduct

No incidents	5 points
Student earned one detention	4 points
Student earned 2-3 detentions	3 points
Student earned 3-4 detentions	2 points
Student earned one or more in-school suspension(s)	1 point
Student earned one or more out of school suspension(s)	0 points

A freshman with a higher point total will be placed in a shop before a freshman with a lesser point total. If a shop fills, based on point total, before a student gets their first choice, the student is placed in their second choice, if seats are available, continuing to third and subsequent choices until student is placed. If a student is unable to be placed in a shop that the student explored, the student will be given the opportunity to select from available unfilled shops. Students will be placed in unfilled shops in order of placement score totals.

Grade nine (9) students, who enroll in Bristol-Plymouth Regional Technical School after the Exploratory Program has been completed, may explore vocational technical programs that have openings before making a permanent selection. Students will be evaluated and graded by each technical teacher during the period of exploration utilizing the five exploratory criteria referenced above. If the number of enrollees seeking a particular technical area exceeds the number of openings, the evaluative grades (exploratory scores, academic grades, attendance, and conduct) received by the students will be rank ordered to determine the students to be placed in the technical area. Students who do not get placed in their first choice shop will remain on a rank-ordered waitlist that is established for each shop. Should a technical area have an opening occur during freshman year or before October of the sophomore year, waitlisted students will be notified and given the opportunity to transfer into the technical program.

Students who are accepted to Bristol-Plymouth Regional Technical School will be placed directly in an area of availability.

XI. REVIEW AND APPEALS

Students Not Accepted for Admission/Placed on Waitlist:

The applicant's parent(s)/guardian(s), upon receipt of an email notification from Bristol-Plymouth Regional Technical School indicating that the applicant was not accepted and was placed on a waitlist, may request a review of the decision by sending a letter attention to Melanie Shaw, Pupil Services Administrator, mshaw@bptech.org, and/or by mail to: Admissions Office Bristol-Plymouth Regional Technical School 207 Hart Street Taunton, MA 02780 within thirty (30) days of the receipt of the email notification. The Pupil Services Administrator will forward said appeal request to the Assistant Director/Principal for a second review.

Bristol-Plymouth's Assistant Director/Principal will respond in writing to the parent/guardian with an appeal decision within thirty (30) days of the receipt of the notification.

Students Not Placed Into Selected Technical Program/Placed on Technical Waitlist:

For technical program selection, the appeals process is the same as the appeals process for students not accepted for admission/placed on waitlist to the school as outlined above.

HOW TO APPLY

You may obtain an application for Bristol-Plymouth Regional Technical School on the website: www.bptech.org, from your middle/junior high school guidance counselor, or by calling Bristol-Plymouth Regional Technical School at (508) 823-5151 ext. 115 to have an application link emailed or a paper copy mailed to your home mailing address. Technical assistance is available to complete your application if needed. Please contact Student Services at 508-823-5151 ext. 115 or email mshaw@bptech.org if you need further assistance.

Appendix:

- 1a. Interview questions, page 1
- 1b. Interview questions, page 2
2. Guidance Counselor Recommendation Form
3. Exploratory Rubric – Daily Grading
4. Residency Verification Form
5. Discipline Release Form