

## RMCTC Student Application Screening Procedures

Preference is given to applicants as follows:

### Wave 1

The first wave of applications includes apps submitted from the start of our Open House event (typically in October of the previous school year) through the last Friday in December that falls on or before December 18.

Applications submitted during Wave 1 are sorted as follows:

1. Program First Choice
2. Grade Level
3. Sending School District
4. Date and Time of Submission

Current Grade 9 (incoming 10th grade) applicants are first priority.

If and when there are more applicants than available openings in a given program, we refer to Policy 201. RMCTC Policy 201 states that “Quotas of students shall be established for each participating district in accordance with the percentage average daily membership of resident students in grades 9, 10, and 11 of the preceding year in each participating school district.” For example, if the established ratio is 77(R):23(M), then a program that has 22 seats available would give preference to 17 incoming 10th-grade Reading students and 5 incoming Muhlenberg 10th graders.

This applies:

- For applications received during Wave 1
  - When there are more applicants than open positions
  - Preference is still applied to incoming 10th-grade students
1. Incoming Grade 10 students (placed proportionately per the sending districts' ADMs, if necessary).
    - a. Within this group, students are accepted in the order in which they applied.
      - i. If there are fewer applicants than necessary to maintain the ADM ratio, then the remaining openings are filled with incoming grade 10 students from the other sending school. For example, a program has 20 open seats for new students. The ratio may require that 16 Reading students and 4 Muhlenberg students are selected. If only 12 grade 10 Reading students apply for this program, the remaining 8 spots will be filled with incoming grade 10 Muhlenberg students. If there are less than 20 incoming grade 10 students total, then the process would proceed to number 2 below, minding the ADM ratio requirement.

- b. Incoming Grade 10 students who attended RMCTC summer camp are placed at the beginning of the group.
2. Incoming Grade 11 students (placed proportionately per the sending districts' ADMs, if necessary).
  - a. Within this group, they are accepted in the order in which they applied.
  - b. Current Grade 10 students who are transferring to a new program are placed at the beginning of the group.
3. Incoming Grade 12 students (placed proportionately per the sending districts' ADMs, if necessary).
  - a. Within this group, they are accepted in the order in which they applied.
  - b. Current Grade 11 students who are transferring to a new program are placed at the beginning of the group.

Students, including identified students (students with IEPs), are accepted unless their placement is deemed inappropriate for the requested program. Reasons that could account for a student to be considered inappropriate include but are not limited to:

- A student is placed in a self-contained classroom for all/most academic classes at the sending school.
- The student expresses not wanting to be in that program.
- The student is not academically ready for a specific program (see below).

Some RMCTC programs are more academically challenging and demanding than others. For example, the Health Nursing Careers (HNC) and Health Medical Professions programs require extensive learning of human anatomy and medical terminology. Academic expectations for these classes are often equivalent to the sending high schools' honors and/or AP courses. A student who is a pre-reader or reads at a primary level would not be an appropriate candidate for this course.

We are updating guidelines for students, parents, and counselors to consider when applying for programs at RMCTC.

### **Post Wave 1**

Once the Wave 1 period has ended, the ADM proportion no longer applies.

There are factors that will **not prevent** a student from being accepted at RMCTC but will move them to the "back of the line" and make them less likely to receive a placement offer in their preferred program. These include:

- Poor attendance
- Serious discipline infractions

For purposes of placement, RMCTC considers poor attendance as having 20% or greater **unexcused** absences for the current school year. For example, if we look at a student's attendance on the 60th day of the school year and that student has 12 or more unexcused absences, the student's application will be moved to the back of the

line. Students moved to the back of the line for attendance and disciplinary reasons will remain in order of date and time of application. However, when filling programs beyond Wave 1, quantity and severity of attendance and discipline are considered. On day 85, a student who has seventeen (17) unexcused absences may be selected before a student with 35 unexcused absences, even though the student with 35 unexcused absences applied earlier.

RMCTC wants to fill all programs. However, some students may be considered as not appropriate for our program.

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***The Reading Muhlenberg CTC does not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, immigration status, primary language, marital status, pregnancy, or handicap/disability in its education programs, activities, and/or employment.***