

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 the Thursday evening prior to Thanksgiving) through the last Friday in December that falls on or before December 18. Applications will **temporarily** stop being accepted at this time. Applications will again be accepted as **Wave 2** opens (on or about the start of the second semester).

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 our highest 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 (ADM) 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 openings available would give preference to 17 incoming 10th-grade Reading students and 5 incoming Muhlenberg 10th graders. Once the Wave 1 period has ended, the sending school ADM proportion no longer applies when filling programs.

1. Incoming Grade 10 students (placed proportionately per the sending districts’ average daily membership (ADM)s, if necessary).
 - a. Within this group, students are accepted in the order in which they applied with the following exceptions (referred to as Flags):
 - i. Students who have 15% or greater **unexcused** absences in the current school year to date. An unexcused absence is counted as follows:
 1. One (1) full day unexcused absence as identified by the sending school.
 2. Every five (5) unexcused class periods equals one (1) unexcused absence.
 - ii. Students who are failing two or more core (Math, English, Science, or Social Studies) courses
 - iii. Students who have been assigned two or more days of out-of-school suspension (OSS)

- b. Students with one or more flags will be reconsidered (back of the line) once all remaining applications have been reviewed.
 - i. Students with one flag will be reconsidered once all remaining applications have been reviewed.
 - ii. Students with multiple flags will be moved to the very back of the line (behind students with one flag).
 - iii. Students with an OSS flag will be reviewed regarding the quantity and nature of the discipline.
 1. If the discipline involves unsafe/violent/assaultive behavior and/or threatening language, that student's acceptance will be considered individually.
 - c. 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 openings 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.
 - d. 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, students are accepted in the order in which they applied with the following exceptions referred to as Flags:
 - i. Students who have 15% or greater unexcused absences in the current school year to date.
 - ii. Students who are failing two or more core courses
 - iii. Students who have been assigned two or more days of in-school suspension
 - b. Current RMCTC Grade 10 students in good standing who are transferring to a new program are placed at the beginning of the group. Flags are taken into consideration for this group.
3. Incoming Grade 12 students (placed proportionately per the sending districts' ADMs, if necessary).
 - a. Within this group, students are accepted in the order in which they applied with the following exceptions referred to as Flags):
 - i. Students who have 15% or greater unexcused absences in the current school year to date.
 - ii. Students who are failing two or more core courses
 - iii. Students who have been assigned two or more days of in-school suspension

- b. Current RMCTC Grade 11 students in good standing who are transferring to a new program are placed at the beginning of the group. Flags are taken into consideration for this group.

Some programs will fill very quickly and wait lists will be established. Wait lists will not be maintained beyond a depth of 10. We do not want to provide potential students with an unrealistic expectation of possible acceptance when a program is full.

Students will receive one of the following letters from RMCTC Student Services.

1. A letter of acceptance into an RMCTC program. This acceptance will be into one of the student's requested programs.
2. A letter indicating that the student is currently on a wait list (of 10 or less) for their program(s) of choice.
3. A letter stating that all of the student's requested programs are full. Students are welcome to contact RMCTC if they have an interest in learning what programs are available. Students should **NOT** re-apply, but contact the Student Services office at apply@rmctc.org or 610-921-7310.
4. A letter stating that the student has not been accepted into RMCTC at this time due to one of the following:
 - a. Poor attendance
 - b. Failing grades
 - c. Discipline issues

The letter will indicate that students who show improvement will be reconsidered in June for programs that have available openings.

Wave 2

Wave 2 for applications begins on or about the start of the second semester and runs through mid-April. When the application reopens for Wave 2 only programs with openings will be available for selection.

At the conclusion of Wave 2, the application process will close again and programs will be filled as above.

Wave 3

Wave 3 for applications begins on or about the start of May and runs through the week prior to the start of the school year. When the application reopens for Wave 3 only programs with openings will be available for selection.

Additional Information

Identified students (students with IEPs) are accepted into programs using the aforementioned criteria. Students will be enrolled in one of their three selected programs unless a determination is made by the IEP team (sending district and RMCTC representatives) that other program options may better meet the needs of the student.

Some RMCTC programs are more academically challenging and demanding than others. For example, health programs, including Health Nursing Careers (HNC), Health Medical Professions, Health Dental Occupations (HDO), and Health Sports Medicine (HSM), require extensive learning of human anatomy and medical terminology. Engineering & Automation Technology is a pre-engineering program that applies physics concepts. 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.

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

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.