

**Center for Technical Education Innovation
Leominster High School
122 Granite Street
Leominster, MA 01543**

CTEI

Application for Admission:

1. Complete the application and discuss the various program choices with your parent/guardian.
2. Parent/guardian and student to fill out the signature box, allowing West Boylston Middle/High School to send school transcripts to Leominster CTEI.
3. **Return the application to the West Boylston Middle School Guidance Office by March 15th.**
4. **Return the entire application packet to the Superintendent's Office no later than April 1st.**

Applicant Information – Please print clearly.

| | | |
|--------------------|----------------------|--------------|
| LAST NAME: _____ | FIRST NAME: _____ | M.I.: _____ |
| STREET NAME: _____ | | APT. # _____ |
| CITY/TOWN: _____ | ZIP: _____ | |
| PHONE: _____ | EMAIL ADDRESS: _____ | |

Parent/Guardian Information – Please print clearly.

| | | |
|--------------------|----------------------|--------------|
| LAST NAME: _____ | FIRST NAME: _____ | M.I.: _____ |
| STREET NAME: _____ | | APT. # _____ |
| CITY/TOWN: _____ | ZIP: _____ | |
| PHONE: _____ | EMAIL ADDRESS: _____ | |

Parent/Guardian Information – Please print clearly.

| | | |
|--------------------|----------------------|--------------|
| LAST NAME: _____ | FIRST NAME: _____ | M.I.: _____ |
| STREET NAME: _____ | | APT. # _____ |
| CITY/TOWN: _____ | ZIP: _____ | |
| PHONE: _____ | EMAIL ADDRESS: _____ | |

Options for CTEi Programs
Please select only “One” program

Freshman Exploratory – Students will rotate through all 11 Technical programs before making a selection of particular program at the end of Semester 1. These programs include Auto Collision, Auto Technology, Carpentry, Culinary Arts, Computer Assisted Drafting (CAD), Electrical, Graphic Communications, HVAC, Information Systems and Support Networking (ISSN), Machine Technology and Plumbing.

Health Assisting

Business Technology

Honors Electronics

Students choosing Health Assisting, Business Technology or Honors Electronics will be enrolled only in the individual program and will not rotate through any programs that are part of the Freshman Exploratory program.

Student Name: _____

Parent Signature: _____

Guidance Counselor Name: _____

Guidance Counselor’s Email: _____

Attached Documents:

- Report Card

Guidance Counselor Signature

Date



CAREER TECHNICAL EDUCATION (Ch74) NONRESIDENT STUDENT TUITION APPLICATION

[Website](#) | 781-338-3908

Form Overview

Use this form when a student has applied for admission to a Career Technical Education Chapter 74 (CTE) program outside of the district where they live and is requesting tuition and transportation from the town where they live. This form may not be modified. If this form is printed, the entire form with instructions should be printed. The Department of Elementary and Secondary Education's Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74 are available at [CTE Admissions - College, Career and Technical Education \(mass.edu\)](#). The Guidelines provide important information about the nonresident tuition process and should be reviewed.

Form Responsibilities

| Section | Who Completes | Timeline |
|----------------------|---|---|
| Section 1 | Parent/Guardian and Student with the help of the school/district where the student wants to attend) (Receiving School) | This application must be submitted to the superintendent of the District of Residence by April 1 . If a student moves to a non-resident district after April 1, the student shall submit this application as soon as practicable. 603 CMR 4.03(6)(b)2 Note that nonresident students must apply for admission to the receiving school no later than March 15th of the preceding school year. |
| Section 2 | The superintendent of the District of Residence (Sending District) | The superintendent must complete Section 2 within 10 business days of receipt and return it to the parent/guardian with a copy to the receiving school. Districts must keep copies of approved nonresident applications on file and make them available for verification and audit. |
| Appeals Process Form | This section is only completed if Section 2 decision is appealed. Parent or Guardian submits the request, and MA Department of Elementary and Secondary Education (DESE) makes the decision and completes the form. | The MA Department of Elementary and Secondary Education (DESE) makes every effort to complete the review in 10 business days . |



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Section 1

The receiving district (someone from the school where the student wants to attend) will help the parent or guardian and student complete this section.

Student and Family Info:

Student First Name:

Middle Name:

Student Last Name:

Street Address of Student:

City/Town:

Zip code:

Last Name of Parent or Guardian:

First Name of Parent or Guardian:

Street Address of Parent or Guardian:

City/Town:

Zip code:

Parent Signature:

Date:

Student's current School and District of Residence (The district where the student is living) (Sending District)

Name of District:

Name of School currently attending:

District Contact Person:

Contact Phone:

Current Enrolled Grade of Student at this school:

School/District (the school/district where the student wants to attend) (Receiving School):

Name of Receiving School/District:

CTE Program Title*:

Starting School Year:

Starting Grade:

Contact Person in Receiving District:

Contact Phone:

* Please name specific program the student is interested in, not "Exploratory".

* You can learn more about each program [here](#).

Section 2

To be completed by the Superintendent of the Current District of Residence (Sending District):

Approved

If approved, the city or town of residence shall pay tuition to the receiving school at the rate established by the Department. [4.04\(6\)\(b\)3](#)
The transportation for students who attend a school outside of their resident district under this program is provided by the city or town of residence. [M.G.L. Ch 74, Section 8A](#)
Beginning Academic year: _____ **Estimated Graduation year:** _____
Estimated Annual Tuition:** _____

Nonresident tuition rates are posted annually. ***



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| | |
|--|--|
| Not Approved <input type="checkbox"/> | The reason for disapproval must be clearly stated here. <hr/> If not approved, a parent or guardian has a right to request a review by the Commissioner. The requests are processed by the Office for College, Career, and Technical Education. |
|--|--|

Superintendent Name: _____ Phone Number: _____

Superintendent Signature: _____ Date: _____

Appeals Process Form

To be completed by the Department of Elementary and Secondary Education in the event of a parent or guardian requesting a review of the denial of nonresident tuition.

REQUEST FOR REVIEW PROCESS The non-resident student's parent or guardian may request that the Department review the disapproval. The request for a review and any supporting documentation shall be submitted in writing to the Department no later than May 1st, or in the event of a student move after April 1, within 14 school days of the application's disapproval.

A request may be submitted by:

- Mail to DESE: Office for College, Career, and Technical Education, 135 Santilli Highway, Everett, MA 02149
- Deliver in person to 135 Santilli Highway, Everett, MA 02149 (3rd Floor)
- Emailed to CCTE@mass.gov

Students may not be denied access to CTE programs because of the race, color, sex, gender identity, religion, national origin, disability, or sexual orientation of the student.

All students may apply for CTE Chapter 74 Nonresident Student Tuition and Transportation and all parents/guardians may Request a Review if the CTE Chapter 74 Nonresident Student Tuition Application is not approved. The Nonresident Tuition Review process considers eligibility to attend the district based on non-resident policies. It is not a review of a school's admission decision. Concerns about the admissions decision should be directed to [MA DESE Problem Resolution System](#).

MA DESE Selects One:

| | |
|--|---|
| Upheld <input type="checkbox"/> | If upheld, the city or town of residence is not required to pay nonresident tuition or provide transportation. |
| Overturned <input type="checkbox"/> | If overturned, the city or town of residence shall pay tuition to the receiving school at the rate established by the Department. 4.04(6)(b)3 The transportation for students who attend a school outside of their resident district under this program is provided by the city or town of residence. M.G.L. Ch 74, Section 8A |

See attached letter for rationale for DESE decision.

DESE Representative Name: _____ DESE Representative Title: _____

DESE Representative Signature: _____ Date: _____