

**NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL**  
**ADMISSION POLICY 2021**

**I. ADMISSIONS**

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical programs and instructional spaces are designed and equipped to serve a specific maximum number of students safely. As a result, Northeast Metropolitan Regional Vocational High School may lack both the space and flexibility to accommodate all interested applicants. Therefore, a selection process is necessary to determine which applicants are admitted to the school each year. All applicants to grades nine through twelve at Northeast Metropolitan Regional Vocational High School will be evaluated using the criteria contained in this Admission Policy. Northeast Metropolitan Regional Vocational Technical District School Committee approved this policy on December 9th, 2021, and will review and approve this policy annually. The Northeast Metropolitan Regional Vocational High School Admission Policy is on file at the Department of Elementary and Secondary Education.

**II. EQUAL EDUCATIONAL OPPORTUNITY**

Northeast Metropolitan Regional Vocational High School (herein referred to as “Northeast Metro Tech”) admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, gender, gender identity, religion, national origin, sexual orientation or disability.

Northeast Metro Tech has an on-line application that is adaptable to languages other than English. If there is a student with limited English proficiency, a qualified representative from Northeast Metro Tech 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. Please contact our Admissions office at 781-246-0810 ext. 1302 or [neadmissions@northeastmetrotech.com](mailto:neadmissions@northeastmetrotech.com) if you have questions or need help filling out the application form.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

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

Northeast Metro Tech is committed to providing educational opportunities to students experiencing homelessness or in foster care. Students who are homeless will be accepted according to the selection criteria contained in this admission policy. Please contact Northeast Metro Tech’s liaison at

tobrien@northeastmetrotech.com , (781)246-0810, or 100 Hemlock Road, Wakefield, MA 02180 with any questions.

Consistent with Massachusetts regulations, Northeast Metro Tech has created a plan with “deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile.” Each year Northeast Metro Tech will:

1. Provide community outreach in our sending communities, where families feel most comfortable, in order to educate residents of the opportunities and offerings at Northeast Metro Tech and assist students/families complete the application process.
  - a. Host the district’s Annual Open House and provide multilingual staff to directly assist with application completion.
  - b. Presentations to all district students at their middle schools.
  - c. Host individual and group tours at Northeast Metro Tech High School.
  - d. Provide ELL recruitment coordinator to assist in the admissions process for the ELL students throughout the district
  - e. Work collaboratively to provide education and assistance through partnerships with community-based agencies and organizations.
  - f. Increase marketing and visibility through social media, radio, television, direct mailing to families, and strategically placed informational materials
2. Improve identification of and support for students/families who require assistance with the application process due to language barriers.
  - a. Go2CTE has included additional optional application questions to help districts identify students/families whose first language is not English and who may require assistance with the application process.
  - b. Go2CTE has improved the admissions platform to include a more prominent ‘Language Translation’ icon on the front page for students/families to have the application translated into any language; and/or
3. Collaborate with our sending middle schools to improve their knowledge and understanding of the admissions process and educational (academic and CVTE) programming and expectations.
  - a. Host an annual Middle School Admissions Breakfast for sending school representatives; including counselors, special education facilitators, ELL liaisons, etc.)
  - b. Northeast Metro Tech is actively working with member districts to have the Admissions Counselor presentations be allowed during the school day at each middle school. Middle schools that do not allow the admissions presentation during the school day prevent students from accessing information regarding vocational education opportunities available and prevent access to such. Ensuring all students have equitable access to information regarding vocational educational opportunities is a key component of the collaborative work with the 12 cities and towns in the Northeast Metro Tech district.
  - c. Offer tours for students, families and staff from our twelve ending districts.
  - d. Offer technical assistance to our sending school districts regarding the use of the Go2CTE admissions platform.

4. Adjust admissions criteria and the scoring rubric in order to ensure the use any criteria does not have the effect of disproportionately excluding persons of a particular race, color, national origin, sex, gender identity, sexual orientation, religion, or disability (more commonly referred to as a “disparate impact”); unless the criteria demonstrate that (1) such criteria have been validated as essential to participation in vocational programs; and (2) alternative equally valid criteria that do not have such a disproportionate adverse effect are unavailable.

### **III. ELIGIBILITY**

**Resident Applicants:** Any eighth or ninth grade student who is a resident of the Northeast Metro Tech District (Chelsea, Malden, Melrose, North Reading, Reading, Revere, Saugus, Stoneham, Wakefield, Winchester, Winthrop, and Winchester) who expects to be promoted by the sending district to the grade they seek to enter is eligible to apply for fall admission to Northeast Metro Tech. Students may only be admitted to Northeast Metro Tech if they have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Residents of the Northeast Metro Tech School District who meet the minimum admission requirements are admitted before any non-residents seeking the same program. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Northeast Metro Tech district residents, according to the District Agreement, which identifies the cities and towns that are members of the District, and explains how those cities and towns allocate seats to their residents.

**Grade 9 students** seeking admission for grade 10 will be admitted based on space availability and will be notified of admission status by August 1st.

**Two Year Programs** - Northeast Metro Tech has some career and technical programs that may be started in their junior year if space is available. Any grade 10 student who is a resident of the Northeast Metro Tech District (Chelsea, Malden, Melrose, North Reading, Reading, Revere, Saugus, Stoneham, Wakefield, Winchester, Winthrop, and Winchester) may apply.

#### **Apportionment:**

The Northeast Metropolitan Regional Vocational School District governs the admission of the district residents according to regional agreement in place that identifies the cities and towns that are members of the region and how the cities and towns allocate the seats to their resident districts. The number of seats in the ninth grade class for each member community is calculated annually according to the ratio of that town’s current grade 9-12 enrollment (private and public) as compared to the total grade 9-12 enrollment in the twelve community member District. The enrollment ratio is applied to the total number of seats to determine each member town’s quota. In the event that the prospective enrollment on May 1 of any year of qualified candidates from any member municipality is less than its quota, the seats shall be redistributed using the same formula.

**Non-residents Applicants:** Students who are not residents of the Northeast Metro Tech District (non-resident students) are eligible to apply for fall admission or admission during the school year, subject

to the availability of openings to Northeast Metro Tech, provided they expect to be promoted by their local district to the grade they seek to enter. Non-resident applicants will be evaluated using the criteria contained in this Admission Policy. Non-resident students and families can find information on the Chapter 74 Nonresident Student Tuition Program online. Please be aware that residents of the Northeast Metro Tech District who meet the minimum admission requirements will be admitted before any non-residents seeking the same program.

**Homeschooled Applicants:** Students presently being formally home schooled may apply for admission to Northeast Metro Tech. Home schooled applicants will be subject to the same admissions standards as other applicants. The Home Schooled student's parent or guardian must submit a copy of the Home School approval letter from the sending district's superintendent; and if grades are not available, a portfolio or representative student's body of work in English, math, science and social studies.

**Transfer Students:** Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-12 at Northeast Metro Tech 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. 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) on a space available basis. Their applications will be evaluated according to the provisions of this Admission Policy.

**School Choice Applicants:** Northeast Metro Tech does not participate in school choice.

## **IV. Organizational Structure**

Northeast Metro Tech is a public regional vocational-technical school located in Wakefield, Massachusetts. Northeast Metropolitan Regional Vocational High School (Northeast Metro Tech) is accredited by the New England Association of Schools and Colleges. Northeast Metro Tech is committed to providing quality vocational technical and academic programs.

The **Superintendent** of Northeast Metropolitan Regional Vocational School District is:

David DiBarri [ddibbarri@northeastmetrotech.com](mailto:ddibbarri@northeastmetrotech.com) (781) 246-0810

The **Principal** of Northeast Metropolitan Regional Vocational High School is:

Carla Scuzzarella [cscuzzarella@northeastmetrotech.com](mailto:cscuzzarella@northeastmetrotech.com) (781) 246-0810

The **Administrator of Student Services** at Northeast Metropolitan Regional Vocational School District is:

Tracey O'Brien [tobrien@northeastmetrotech.com](mailto:tobrien@northeastmetrotech.com) (781) 246-0810

It is the responsibility of the Northeast Metro Tech Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll students, consistent with all

applicable laws, regulations, and guidance. Northeast Metro Tech has an Admissions Committee appointed by the Superintendent-Director. The committee consists of members of the Administration, Student Services, and Special Education.

Responsibilities of the Admissions Committee include:

- A. development and implementation of admission procedures
- B. processing of applications
- C. ranking of students
- D. acceptance of students according to the procedure and criteria in the admission policy
- E. establishment and maintenance of a waiting list of candidates

The Northeast Metro Tech Recruitment Coordinator, Bilingual Recruitment Coordinator, and Admissions Administrative Assistant are responsible for disseminating information through local school assemblies, marketing efforts and press releases, and for collecting applications from the sending schools within the Northeast Metro Tech district. For additional details, please see Section V contained herein.

## **V. Admissions Communications Policies**

Northeast Metro Tech maintains a calendar of events on its website <https://northeastmetrotech.com/admissions/> where it provides information on the admissions process, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the Admissions Office at 781-246-0810 extension 1302. Northeast Metro Tech recruitment process includes deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in the Northeast Metro Tech sending municipalities, has a comparable academic and demographic profile.

Northeast Metro Tech disseminates information about the school through a variety of methods, to include:

- The Admissions Coordinator will visit eight graders at all local middle schools to present and answer questions
- Local Districts will provide student directory information of 7th and 8th grade students per MGL 603 CMR 4.00 by October 15 annually. Utilizing the directory information will be sent to families regarding open house and application process.
- Open House is scheduled for the fall of each school year to all students and families to tour Northeast Metro Tech and view the vocational shops with demonstrations in progress. Representatives from every department are available to answer questions
- ELL/Bilingual Admissions Counselor is available to schedule visits, go to school presentations, and answer questions
- Administrative Assistant for Admissions is Spanish speaking to support our high number of Spanish speaking families.
- Information is shared via social media sites, community groups, and newspapers
- Northeast Metro Tech will provide translation and interpreter services to parents and students whose primary language is not English or Spanish.

## **VI. APPLICATION PROCESS**

**A. Application Process** for Fall Admission to the Ninth, Tenth, and Eleventh Grade Information explaining the online application process is available online at <https://nmt.go2cte.com/>

1. Students interested in applying to Northeast Metro Tech for admission to the ninth, tenth, or eleventh grade can do so by applying online, obtaining an application from their local school Guidance Counselor, accessing the Northeast Metro Tech webpage for an application.  
<https://nmt.go2cte.com/>
2. After the application has been submitted, an applicant may:
  - a. Review the status of their application by logging on to the account that they created when they submitted an online application.
  - b. The applicant can also get status updates from the local Guidance Counselor or the Admission Counselor at Northeast Metro Tech . If an applicant does not have a guidance counselor, or in the case of homeschooling, the applicant should contact Northeast Metro Tech .
3. It is the responsibility of the local school Guidance Counselor (or other school personnel, if applicable) to:
  - a. Complete or obtain their required school recommendation form and upload to Northeast's Admission Site
  - b. Obtain the current year report card and prior year final report card and upload those documents for use by the Admission Counselor at Northeast Metro Tech .
  - c. Obtain Attendance records, which must include the previous year and current year's record, and differentiate between excused and unexcused absences and upload to the Admission site.
  - d. Obtain and upload to the Admissions site, the official student discipline record. The conduct history of the applicant is required to review for suspensions greater than 10 days under 37 H, 37H1/2, or 37H3/4 or a pattern of suspensions that may indicate a safety risk in the vocational setting. If a student does not have a conduct record, a letter certifying such suffices.
4. The application information stated above is required for an application to be processed.
5. If incomplete applications are received, the following procedures will be followed:
  - a. The Northeast Metro Tech Admissions Office will notify the local school Guidance Counselor that the application is incomplete and will request completion.
  - b. The applicant's parent(s)/guardian(s) will be notified by the Northeast Metro Tech Admissions Office 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) and the application remains incomplete for 30 school days, the application will be removed from consideration.
6. Due to the volume of applications received for admission to Northeast Metro Tech, there will be several rounds of acceptance throughout the Spring. In order to be considered for the Spring

admissions decision, completed applications and all required documentation must be submitted by **March 1st**. Completed applications received after March 1st will be considered for future acceptance rounds until the freshman class is filled (See Section VIII. Selection Process for additional information)

**B. Late Applicants** Late applications will be accepted until July 1st each year but will be processed after applications that have been received by the March 1st deadline. If accepted, they will be evaluated using the same criteria as other applications, and their composite score will be computed. They will be placed in rank order on the established waiting list. No new application (except for vocational transfer students) will be accepted after July 1st each year.

**C. Transfer Students** Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school 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 Northeast Metro Tech , provided space in the school and/or program is available. All transfer students must attend an informational meeting at Southeastern. If the applicant or parent(s)/guardian(s) cannot provide transportation, an official from Southeastern will go to the local school to meet the applicant. Such applications will be evaluated according to the provisions of the Admission Policy.

**D. Previously Withdrawn Students** Students who withdraw from Northeast Metro Tech and who are attending or not attending another high school may reapply for admission to Northeast Metro Tech following the procedures contained herein. Those students will be evaluated using their current and previous school year's records.

## **VII. SELECTION CRITERIA**

Northeast Metro Tech High School enrolls approximately 330 freshmen at the start of each school year. The following criteria, in combination, has historically shown to be crucial to a student's success at Northeast Metro Tech High School. Completed applications are processed by the Admissions Office using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria as outlined below.

### **A. Scholastic Achievement: Maximum 30 points**

<b>Grade Averages</b>		<b>Points</b>
A	(90 – 100)	30
B	(80 – 89)	25
C	(70 – 79)	20
D	(60 -69)	10
F	(00 – 59)	00

For applications to grade 9 (fall admission), the final average of grade 7 and grades from terms 1 & 2 of grade 8 in English, social studies, mathematics and science from the local school report cards are used. For applications to grades 10, 11, & 12 (fall admission) the final average of the previous school year and grades from terms 1 & 2 of the current school year in English, social studies, mathematics and science from the local school report cards are used. For applications to grades 9, 10, 11, & 12 (admission during the school year) grades from the current school year to the date of the application in English, social studies, mathematics and science from the local school report cards are used. Points are assigned to each subject area identified above for each school year and then averaged to obtain a scholastic achievement grade not to exceed 30 points.

**B. Attendance: Maximum 30 points**

Number of Unexcused Absences	Points
0 - 15	30
15 - 25	20
25 - 35	10
35 - 40	5
41 plus	0

For applications to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 grade 8 total unexcused absences from the local school report card/transcript are used. For applications to grades 10, 11, & 12 (fall admission) the sum of the previous school year and terms 1 & 2 current school year total unexcused absences from the local school report card/transcript are used. For applications to grades 9, 10, 11, & 12 (admission during the school year) the current school year to the date of the application, total unexcused absences from the local school report card/transcript are used.

**C. Discipline/Conduct: Maximum 30 points** Maintaining safety for all in vocational schools is essential to participation. An applicant’s minor behavior or disciplinary infractions will not be considered as part of this admissions criteria. In accordance with 603 CMR 4.03(6)(a), “minor behavior or disciplinary infractions” for the purpose of this policy shall mean any student conduct other than conduct for which suspension or expulsion is imposed pursuant to M.G.L. c 71, § 37H or § 37H 1/2, or for which suspension or expulsion for more than 10 days was imposed pursuant to M.G.L. c 71, §37H ¾.

Each discipline record will be reviewed for 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](#).

Students who receive zero (0) points will be given an opportunity to explain and clarify the suspensions or pattern of suspensions to admissions personnel.

<b>Discipline/Conduct Rating</b>	<b>Points</b>
No Suspensions	30
1 or more suspensions greater than ten days under 37H, 37H1/2, or 37H3/4	0
Pattern of school suspensions less than 10 days in length that demonstrate safety risk in vocational school setting essential to participation	Review by committee

**D. Local Guidance Counselor's or School Personnel Recommendation: Maximum 10 points**

<b>Rating</b>	<b>Points</b>
Excellent	10
Above Average	8
Average	6
Below Average	4
Poor	2

**VIII. SELECTION PROCESS**

The Admission Committee at Northeast Metro Tech will examine, discuss, and make recommendations for action on all completed applications. The Committee takes into consideration each applicant's scholastic achievement, attendance, discipline record, sending and school recommendation, and any extenuating circumstance reported. Applications are reviewed, processed and assigned points, as noted in Section VII.

After a point total for each applicant has been determined, all applicants are placed in order of their "point total" and town of residence. Applicants are then accepted in order of the point total they have achieved until seat apportionment by city/town is met. The applicant with the highest point total is accepted first, the applicant with the second highest point total is accepted second, and so on until all seats are filled. If openings occur to place a town below their quota, the seats are filled by accepting applicants from the waiting list from that town.

The distribution of surplus enrollment seats will be determined by utilizing the same enrollment ratios that determine the initial apportionment. Applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria. Late applicant scores will be integrated in rank order and accepted in order of their place on the waiting list.

All applicants for Grade 9 whose applications are received by Northeast Metro Tech by March 1 are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor April 30th. Applicants whose applications are not received by Northeast by March 1st will receive a letter informing them of their status within one month of receipt of their completed application.

Upper class applications received by March 1<sup>st</sup> will be reviewed after June 1st after vocational openings for the next school year have been identified. Students will be considered for their first three vocational choices as indicated on their applications. Space availability in vocational areas will be a determining factor in selection. Letters regarding admission status will be sent to students and parents by August 1st of each year. In the event that there are more students than spaces available, a waiting list will be maintained. The waiting list will be listed by career technical area and students will be listed according to point totals.

## **Enrollment**

**All letters of acceptance will be conditional pending promotion status.** In order to enroll at Northeast Metro Tech, applicants must be promoted by their local school district to the grade they seek to enter. Students must register as students with Northeast Metropolitan Regional School District and their official school records must be sent to Northeast Metro Tech upon transfer of school districts.

Acceptance and enrollment at Northeast Metro Tech is conditional upon the accuracy and completeness of a student's application. Northeast Metro Tech reserves the right to revoke its 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. Additionally, Northeast Metro Tech, reserves the right to further review applications in situations when the applicant's final report card reflects a significant difference in attendance and discipline, and academic performance in terms three and four (or trimester 3 if applicable) and records of discipline and attendance from terms three and four, greatly differ from the initial information received in the application for terms one and two. This review may lead to the re-calculation of the application and possible revocation of student's acceptance to Northeast Metro Tech.

The waiting list will be maintained and students will be contacted through January of the new school year. The waitlist is discontinued as of February 1st of that school year and students must reapply and begin the process anew with current information. (Please note: Prior to the first day of school, in accordance with Massachusetts State Law, updated Immunization records of incoming students should be forwarded to Northeast Metro Tech )

## **IX. EXPLORATORY PROGRAM AND VOCATIONAL PROGRAM PLACEMENT**

### **VOCATIONAL TECHNICAL PROGRAM PLACEMENT**

All ninth graders who enroll in Northeast Metro Tech participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational-technical programs. On their applications, students list their top 8 exploratory choices. They are scheduled to explore each of those eight choices and seven additional vocational areas for one week through the first three terms of the school year, a total of 15 weeks of an Exploratory Program.

An evaluative rubric is used by each exploratory teacher to fairly assess all students as they rotate through the exploratory program. Students are evaluated and scored on a 100 point scale by vocational teachers during each week in each shop placement. The scoring scale used assigns points as follows: 10-12 Poor, 13-15 Fair, 16-18 Good, 19-20 Excellent.

The students are evaluated for performance in the Related Theory and Shop areas in the following categories: Related Theory – (1) completion and performance on class assignments, tests, and/or homework; and (2) class behavior; Shop – (3) performance on shop assignments; (4) shop behavior; and (5) shop safety (demonstration of proper use of tools, instruments, materials or supplies). Five points are deducted from the total score for each day absent. A make-up process for the exploratory program will be available to students.

The maximum point total for each exploratory week is 100 points. The maximum possible point total for the exploratory program is  $(15 \times 100) = 1500$  points. The passing grade for each exploratory week is a 65.

At the end of the fifteen-week exploratory period, each student selects his/her program of choice by rank ordering (from high interest to low interest) all of the shops they have explored where passing grades (65 or above) have been received.

The computer then sorts all student choices attempting to give each student their first choice. The rank order of students entering each shop is based on the numerical grade earned from the exploratory week. If a shop enrollment reaches capacity and is closed to a student, the computer attempts to assign the student to his/her second choice, third choice, etc. until placed. If students are tied in points to enter a

shop, the tie is broken by the total number of exploratory points earned throughout their entire exploratory program. If a tie remains, the academic grade point average will be used to break the tie.

**Student Not Accepted into Selected Vocational Shop Area/Placed on Shop Waiting List**

The applicant's parent/guardian, upon receipt of written notification from Northeast Metro Tech indicating that the applicant was not accepted or placed on a waiting list for a particular program (shop)(major), may request a review of the decision by sending a letter requesting a review to the Principal within thirty days of the receipt of the letter. The Principal will respond in writing to the letter with the findings of the review within thirty days.

Students who wish to transfer from one shop to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested shops. Each transfer applicant will be interviewed individually to determine the appropriateness of the transfer for the particular student. Shop transfer requests after the first trimester of the sophomore year are only granted in extenuating circumstances.

By email	By hard copy mail or hand delivery
cscuzzarella@northeastmetrotech.com	Northeast Metro Tech 100 Hemlock Road Wakefield, MA 01880

**X. REVIEW AND APPEALS PROCESS**

**Student Not Accepted into School/Placed on Waiting List**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Northeast Metro Tech indicating that the applicant was not accepted or placed on a waiting list, may request a review of the decision by sending a letter requesting a review to the Administrator of Student Services within thirty days of the receipt of the letter. The Administrator of Student Services will respond in writing to the letter with the findings of the review within thirty days.

These requests can be made in the following ways

By email	By hard copy mail or hand delivery
tobrien@northeastmetrotech.com	Northeast Metro Tech 100 Hemlock Road Wakefield, MA 01880

If after the review, the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter requesting that they be scheduled to appear before the Superintendent-Director to appeal the Administrator of Student Services' findings. The Superintendent-Director will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter. After hearing the appeal, the Superintendent-Director will respond in writing with a decision on the appeal within thirty days of the meeting when the appeal was presented.

By email	By hard copy mail or hand delivery
ddibarri@northeastmetrotech.com	Northeast Metro Tech 100 Hemlock Road Wakefield, MA 01880

## **XI. MAINTENANCE OF RECORDS**

Northeast Metropolitan Regional Vocational Technical School maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations.

### **ADDENDUM**

For the 2022-2023 admissions cycle, Northeast Metro Tech will utilize a pilot admissions lottery for ten (10) percent of the freshmen class for eligible applicants.

The first 33 seats will be selected out of the applicant pool of completed eligible applicants. The student lottery seats will be applied to the city/town quota. The data from the lottery will be used in conjunction with all other collected data to determine necessary adjustments in admissions criteria.