



# DAUPHIN COUNTY TECHNICAL SCHOOL

6001 Locust Lane • Harrisburg, PA 17109 • www.dcts.org

Phone: (717) 652-3170, Guidance ext. 7432

2018-2019 High School Application  
Circle Current Grade: 9 10 11 12

*To be completed by student, Please Print Clearly*

Grade Applying for: \_\_\_\_\_ Previously Attended DCTS?  Yes  No If Yes, Date(s) Attended: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Last Name First Name Middle Name

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School District: \_\_\_\_\_ Current High School: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Phone Number: \_\_\_\_\_

Employer Phone Number: \_\_\_\_\_

Student lives with (circle one): Both Parents Mother Father Guardian

**Academy Selection:** Place select three (3) career pathways from the Academy choices listed below. You **MUST** choose three (3), as there is limited space in each program to ensure a safe and effective environment. Identify academy order of preference with "1", "2", "3".

### ADVANCED MANUFACTURING\*

- \_\_\_\_\_ Drafting & Design Technology
- \_\_\_\_\_ Electronics Technology
- \_\_\_\_\_ Precision Machining Technology

### HEALTH SCIENCE \*

- \_\_\_\_\_ Dental Assistant
- \_\_\_\_\_ Health Careers
- \_\_\_\_\_ Medical Assistant

### TRANSPORTATION\*

- \_\_\_\_\_ Automotive Technology
- \_\_\_\_\_ Collision & Refinishing Technology
- \_\_\_\_\_ Diesel Technology
- \_\_\_\_\_ Small Engine Equipment Technology

### CONSTRUCTION\*

- \_\_\_\_\_ Building Construction Technology
- \_\_\_\_\_ Carpentry
- \_\_\_\_\_ Electrical Construction & Maintenance Technology
- \_\_\_\_\_ Heating, Ventilation & Air Conditioning
- \_\_\_\_\_ Masonry

### IT \*

- \_\_\_\_\_ Information Systems Technology
- \_\_\_\_\_ Web Development & Design

### SERVICE

- \_\_\_\_\_ Cosmetology
- \_\_\_\_\_ Culinary Arts
- \_\_\_\_\_ Criminal Justice/Police Science
- \_\_\_\_\_ Horticulture
- \_\_\_\_\_ Veterinary Assistant

### VISUAL ARTS & MARKETING

- \_\_\_\_\_ Commercial Art
- \_\_\_\_\_ Graphic Arts
- \_\_\_\_\_ Marketing

Briefly explain why you would like to be placed in your first choice:

---



---



---

## STUDENT TRANSFER POLICY

Newly admitted first year students will be required to remain at the Dauphin County Technical School for the first marking period of the school year, unless the Dauphin County Technical School is notified prior to **July 1st** of the school year to rescind the student's application. A first year student may request reassignment to the home school, at the end of the first marking period, through the Dauphin County Technical School Guidance Office, who will contact the designated representatives of the home school. Transfers other than first year students will be handled on a case by case basis.

At the start of the tenth week of school, students will not be permitted to return to their home schools except for extreme cases which will be handled individually following the procedure enumerated above.

Students in their second or third year at the Dauphin County Technical School, who want to return to their home school, must initiate a request for reassignment to the home school by July 1 of the school year through the DCTS Guidance Office who will notify the designated representative of the home school. Once the school year begins, transfers would cease except for extreme cases which will be handled individually following the procedure enumerated above.

The participating district has no responsibility to accept a student who has violated DCTS policy and is under suspension or expulsion. The Joint Operating Committee will carry out all expulsion hearings regardless of the enrollment status of the student

### Parental Registration Statement

Pennsylvania School Code 13-1340-A states in part "Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of the Commonwealth or any other State for any act or for any act of violence committed on school property."

I hereby swear or affirm that my child ( one)                      was                       was not

previously suspended or expelled from any public or private school of the Commonwealth or any other State for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or any act of violence committed on school property. *\*I make this statement subject to penalties of 24 P.S. 13-1340-A(B) and 18 Pa. C.S.A. 4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.*

If child was suspended or expelled, please list name of school, reason for suspension/expulsion, and dates of suspension/expulsion:

---

---

### Placement Testing

Placement testing will be required after student is accepted at Dauphin County Technical School.

### Release of Information

\_\_\_\_\_ I give permission to have my son's/daughter's records released to DCTS.  
[initials]

I have read and understand the above statements concerning the student transfer policy, previous suspensions/expulsions, placement testing, release of information, and I have initialed permission for release of records to DCTS.

\_\_\_\_\_  
Parent/Guardian Signature

Date \_\_\_\_\_



Dauphin County Technical School  
Career Exploration Interview

Name: \_\_\_\_\_ School: \_\_\_\_\_ District: \_\_\_\_\_

Occupational Area of Interest: \_\_\_\_\_

In order for a student application to be considered complete, the student must complete the questions listed on the front and back of this sheet. Failure to do so will eliminate a student from the application process. Should a student encounter problems in the completion of these questions, he/she may request assistance from his/her counselor.

1. Why do you want to take this career pathway?

---

---

2. What experiences have you had in the career pathway you are applying for?

---

---

3. What do you plan to do beyond graduation from high school?

---

---

INTERVIEW

To help the applicant make an appropriate career choice, DCTS requires that an interview be conducted with someone who is employed in the career pathway of your 1<sup>st</sup> choice. Make certain that the person interviewed signs and dates this sheet. The student applicant should write or print the answers to the questions. If a student cannot find a person to interview, he/she may obtain the answers by visiting <http://online.onetcenter.org/find/career> . If a student cannot understand the English language, he/she may request a Spanish version of the Career Exploration Interview form. "Yes" or "No" answers are not acceptable responses to questions. If a question does not apply to your career pathway, please write in the response "does not apply" (this would only be appropriate for question 4). If you are physically unable to write the answers to the questions (this must be confirmed by your counselor), you may submit an audiocassette with the answers in place of the written sheet.

1. What are the working conditions like in this field?

---

---

2. What kind of job opportunities are in this field?

---

---

3. What special aptitudes and abilities do you need to be successful in this field?

---

---

4. Are there any hazards while working? If so, list them.

---

---

---

5. What are five (5) advantages of this occupational area?

---

---

---

6. Must or should you go to college or a technical school following high school? If yes, how long? Two or four years?

---

---

7. What are the disadvantages of this occupational area?

---

---

8. What is the average salary earned in this occupational area?

---

---

Signature of Person Interviewed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

If the information was obtained from a source other than an interview of an individual, please list the source of your information.

---

*To be completed by the applicant:*

After conducting the interview, have your opinions regarding this occupational area changed?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Are you still interested in applying for your 1<sup>st</sup> choice?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No



DAUPHIN COUNTY TECHNICAL SCHOOL  
Student Application - Teacher Recommendation Form

Name: \_\_\_\_\_ High School: \_\_\_\_\_

Choice(s) of Career Pathway of Interest: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Teacher Completing Recommendation: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

**PERSONAL FACTORS**

[please circle the box that best describes the student for each of the 10 factors listed below]

	1	2	3	4	5
1. <b>Cooperation:</b> willingness to work with others	Openly uncooperative	Reluctant to cooperate	Ordinarily cooperative	Always cooperative	Stimulates cooperation
2. <b>Attitude toward authority:</b> willingness to take and carry out orders	Definitely resents taking orders	Accepts with resistance	Appears to accept reasonably well	Shows evidence of accepting authority well	Understands and appreciates need for authority
3. <b>Attitude toward training:</b> willingness to learn new methods or techniques toward greater efficiency and growth	Definitely resists	Accepts training only under pressure	Accepts training if sees advantages	Willingly accepts training	Constantly seeks additional training
4. <b>Adherence to rules/directions/safety guidelines:</b> exhibits consistent and reliable behavior	Often exhibits inconsistent, unsafe behavior	Sometimes exhibits inconsistent, unsafe behavior	Occasionally exhibits unsafe behavior	Rarely exhibits unsafe behavior	Always exhibits safe, consistent behavior
5. <b>Resourcefulness:</b> having ideas, devising ways and means, applying images	Of no help in solving problems	Rarely offers a constructive solution	Has average supply of solutions	Usually resourceful even in an emergency	Exceptional capacity for problem solving
6. <b>Interest:</b> degree of enthusiasm for specific job and the organization in general	Totally disinterested	Uninterested	Shows a varying degree of interest	Well motivated	High specific and general interest
7. <b>Initiative:</b> takes lead, self-starter	Never initiates	Waits for others to get started	Usually initiates	Frequently sees things to do	Usually self-reliant, creative
8. <b>Responsibility:</b> assurance that assignment will be done	Unreliable	Somewhat dependable	Usually dependable	Dependable, conscientious	Very dependable, takes responsibility
9. <b>Work ethic:</b> does best work possible, cares about quality work	Sloppy, careless	Strives for quality only under pressure	Work is acceptable	Usually conscientious about work	Takes pride in doing excellent work
10. <b>Punctuality:</b> beginning on, or ahead of, time for class	Consistently tardy	Sometimes tardy	Usually on time	Punctual	Always punctual

**TOTAL [please]:** \_\_\_\_\_



DAUPHIN COUNTY TECHNICAL SCHOOL  
Student Application - Teacher Recommendation Form

Name: \_\_\_\_\_ High School: \_\_\_\_\_

Choice(s) of Career Pathway of Interest: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Teacher Completing Recommendation: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

**PERSONAL FACTORS**

[Please circle the box that best describes the student for each of the 10 factors listed below]

	1	2	3	4	5
1. <b>Cooperation:</b> willingness to work with others	Openly uncooperative	Reluctant to cooperate	Ordinarily cooperative	Always cooperative	Stimulates cooperation
2. <b>Attitude toward authority:</b> willingness to take and carry out orders	Definitely resents taking orders	Accepts with resistance	Appears to accept reasonably well	Shows evidence of accepting authority well	Understands and appreciates need for authority
3. <b>Attitude toward training:</b> willingness to learn new methods or techniques toward greater efficiency and growth	Definitely resists	Accepts training only under pressure	Accepts training if sees advantages	Willingly accepts training	Constantly seeks additional training
4. <b>Adherence to rules/directions/safety guidelines:</b> exhibits consistent and reliable behavior	Often exhibits inconsistent, unsafe behavior	Sometimes exhibits inconsistent, unsafe behavior	Occasionally exhibits unsafe behavior	Rarely exhibits unsafe behavior	Always exhibits safe, consistent behavior
5. <b>Resourcefulness:</b> having ideas, devising ways and means, applying images	Of no help in solving problems	Rarely offers a constructive solution	Has average supply of solutions	Usually resourceful even in an emergency	Exceptional capacity for problem solving
6. <b>Interest:</b> degree of enthusiasm for specific job and the organization in general	Totally disinterested	Uninterested	Shows a varying degree of interest	Well motivated	High specific and general interest
7. <b>Initiative:</b> takes lead, self-starter	Never initiates	Waits for others to get started	Usually initiates	Frequently sees things to do	Usually self-reliant, creative
8. <b>Responsibility:</b> assurance that assignment will be done	Unreliable	Somewhat dependable	Usually dependable	Dependable, conscientious	Very dependable, takes responsibility
9. <b>Work ethic:</b> does best work possible, cares about quality work	Sloppy, careless	Strives for quality only under pressure	Work is acceptable	Usually conscientious about work	Takes pride in doing excellent work
10. <b>Punctuality:</b> beginning on, or ahead of, time for class	Consistently tardy	Sometimes tardy	Usually on time	Punctual	Always punctual

**TOTAL [please]:** \_\_\_\_\_



# DAUPHIN COUNTY TECHNICAL SCHOOL

High School Application  
2018-2019

## TO BE COMPLETED BY GUIDANCE OFFICE FROM THIS POINT FORWARD

Please note:

Applications are considered incomplete if required documentation is not submitted. This could result in a negative impact on the student's score.

All DCTS students will be issued a laptop computer to be utilized as a part of their educational experience. Acceptance and use of this laptop is required by all students and cannot be declined or refused.



# Dauphin County Technical School

## High School Student Application Guidance Packet

Deadline for submission to DCTS, in order to have priority consideration for acceptance:

1<sup>ST</sup> round – **JANUARY 29, 2018**; after this date, students will lose (-5) points for late submission  
 2<sup>ND</sup> round – **MARCH 16, 2018**; after this date, students will lose (-10) points for late submission

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Last) (First) (Middle)

Home District: \_\_\_\_\_ Grade Applying For: \_\_\_\_\_

Current School Attending: \_\_\_\_\_ Registered at Sending District?  Yes  No

### Student Application Packet

(Please  only one square below indicating the type of completed application that is submitted)

- |                                                                               |                                                                                 |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> 10 <sup>th</sup> -12 <sup>th</sup> Grade Application | <input type="checkbox"/> Re-admittance Grade 10 <sup>th</sup> -12 <sup>th</sup> |
| <input type="checkbox"/> Career Pathway Transfer Application                  | <input type="checkbox"/> Junior ½ day Program *                                 |
| Career & Technical School _____                                               | <input type="checkbox"/> Senior ½ day Program*                                  |
| Career & Technical Program _____                                              |                                                                                 |

*\* students must provide their own transportation; sending district does not provide transportation for 1/2 day students.*  
 A complete application packet consists of the following, including **all** necessary attachments:

- Student Application Cover Sheet
  - Parental Registration Statement
  - Career Exploration Interview
  - Teacher/Team Recommendations (2)
- Guidance Assessment Form
- Special Education Form (if applicable)
  - Most Current IEP and ER
- 504 Plan
- Current Report Card
- Transcripts (grades 10 - 12)
- Standardized Test Scores
- PSSA Scores (grades 5, 6, 7 and 8)
- 4-Sight Score (Spring, grade 8)
- Keystone Exam Scores
- Attendance Records
- Discipline Records
- Immunization Record

Application will be  
 considered  
**incomplete**  
 if all supporting  
 documentation  
 is not submitted.

*The student application packet attached is complete and the above student has my approval to begin the selection process for admission to the Dauphin County Technical School.*

\_\_\_\_\_  
 Principal of current school (print)

\_\_\_\_\_  
 (Signature)

School: \_\_\_\_\_



# Guidance Counselor Assessment Form

Student Name: \_\_\_\_\_ Present Grade: \_\_\_\_\_  
(Last) (First) (Middle)

Birthday Verification: \_\_\_\_\_ PA SECURE ID# **[required]**: \_\_\_\_\_

Days Absent in Grade: 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_ 11: \_\_\_\_\_ 12: \_\_\_\_\_

Please confirm (by signing) if there are "No Infractions": \_\_\_\_\_  
(Guidance Counselor signature)

Has the student ever been retained?  Yes  No If Yes, what grade(s)? \_\_\_\_\_

Has the student ever been in alternative education placement?  Yes  No

If "Yes", when: \_\_\_\_\_ Facility: \_\_\_\_\_

Grade this Marking Period (cumulative to date): \_\_\_\_\_

English \_\_\_\_\_ Social Studies \_\_\_\_\_ Science \_\_\_\_\_ Math \_\_\_\_\_

Algebra \_\_\_\_\_ Other Course & Grade: \_\_\_\_\_

Other Course & Grade: \_\_\_\_\_ Other Course & Grade: \_\_\_\_\_

Keystone Test Results:  Below Basic  Basic  Proficient  Advanced

Biology Score: \_\_\_\_\_

Algebra Score: \_\_\_\_\_

Is the student presently in Compensatory or Remedial?

Math:  Yes  No Reading:  Yes  No

Comments: \_\_\_\_\_

Does the student receive special education services? .....  Yes  No

Does the student have a 504 plan?.....  Yes  No

Has the student ever been through the child find process?.....  Yes  No

Does the student receive ELL services? .....  Yes  No

Please note any medical concerns or allergies that may preclude student from participating in specific academies: [to be completed by nurse]

Guidance Counselor: \_\_\_\_\_  
(Print name) (Signature)

Telephone number and extension: \_\_\_\_\_

# Summary of Special Education Documents

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
(Last) (First) (Middle)

Current ER/RR Date: \_\_\_\_\_ Current IEP Date: \_\_\_\_\_

Primary Disability: \_\_\_\_\_

Secondary Disability: \_\_\_\_\_

IQ Test Date: \_\_\_\_\_ VIQ: \_\_\_\_\_ Full IQ: \_\_\_\_\_

## PRESENT LEVELS

### Academic:

Reading - Lexile Score/Decoding/Comprehension: \_\_\_\_\_

Math Level: \_\_\_\_\_ Written Expression: \_\_\_\_\_

### Comments:

Behavioral: \_\_\_\_\_

Social: \_\_\_\_\_

Attendance: \_\_\_\_\_

Strengths: \_\_\_\_\_

Needs: \_\_\_\_\_

Services:       Learning Support       Emotional Support       Related Services \_\_\_\_\_

### Current Level of Service: (please check all that apply)

Subject	Regular Ed	Co-Taught	Spec. Ed Classroom
English			
Math			
Science			
History			

*Please include current IEP and most recent ER/RR with application. All RR's due before October 15<sup>th</sup> will be completed by sending district prior to enrollment.*

Case Manager: \_\_\_\_\_ Telephone number / Ext: \_\_\_\_\_  
(Please Print Clearly)

Email Address: \_\_\_\_\_