



I. INTRODUCTION

Essex North Shore Agricultural & Technical School (hereafter “ENSATS”) is a four-year, public career technical and agricultural high school. ENSATS is committed to training our future workforce by providing students with a rigorous, career technical, agricultural, and academic program of studies that will prepare them for success in a competitive employment market on the North Shore or beyond upon graduation.

An admission process is necessary in career technical and agricultural schools where capacity or seats is a limiting factor. Agricultural and technical laboratories are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the potential needs and/or interests of all applicants. Therefore, a selective criteria is necessary. When ENSATS receives more applications than available seats, ENSATS applies selection criteria to determine which students it will admit. The criteria ENSATS applies has been approved by the ENSATS School Committee (hereafter “School Committee”). The School Committee will approve the use of these criteria annually. ENSATS’ Admission Policy is also on file with the Massachusetts Department of Elementary and Secondary Education.

EQUAL EDUCATIONAL OPPORTUNITY

ENSATS admits students and makes available to them its advantages, programs, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or home status.

If a student’s primary home language is not English, ENSATS will provide them with an application form in their home language. Please contact our Admissions Office at 978-304-4705, admissions@essextech.net or translation@essextech.net if you have questions or need help filling out the application form. If there is a student with limited English proficiency, a qualified representative from ENSATS will also be made available to interpret during the entire application and admission process upon the request of the applicant, including but not limited to during an interview.

Students with disabilities may voluntarily identify themselves to request reasonable accommodations during the application and admission process. Information on limited English proficiency, home language, and/or disability status submitted voluntarily by the applicant, for the purpose of receiving assistance and/or accommodations during the application and admission process, will not otherwise affect the applicant’s admission to ENSATS.

ENSATS is committed to providing educational opportunities to students experiencing homelessness. Please contact ENSATS’ liaison, the Director of School Counseling, at 978-304-4700, ext. 3110 or sgoldstein@essextech.net with any questions.

Consistent with Commonwealth of Massachusetts [Regulations](#), ENSATS 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.”

ENSATS is committed to engaging prospective students and parents/guardians in accessing information about career technical and agricultural education in a timely and thorough manner. Efforts to do so will include on-campus opportunities (e.g. open house) for prospective students and families to gain exposure to our programs, services, activities, and campus as well as community-based outreach activities. ENSATS remains committed to providing families access to information about our programs and services via a media and communication plan that engages community residents in accessing real-time information. All communications can be made available in multiple languages, upon request. Campus and community-based information sessions will be supported by staff and services that afford students and families, whose home or primary language is other than English, access to information in their primary language.

II. ELIGIBILITY

RESIDENT

Any rising or current Grade 8, 9, 10, or 11 student who is a resident of the Essex North Shore Agricultural & Technical School District (hereafter “ENSATSD”) (Beverly, Boxford, Danvers, Essex, Gloucester, Hamilton, Lynnfield, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, and Wenham) and who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to ENSATS. Resident students will be evaluated using the criteria contained in this Admission Policy. Due to the abundance of applications to the demand, resident students' initial offer of acceptance is **conditional**. Furthermore, applicants who receive conditional acceptance notifications are subject to a review of their current school year final grade report card/transcript, attendance, and suspension/expulsion records before earning final acceptance to ENSATS. Should discrepancies in a student’s record be discovered during the year-end records review, ENSATS reserves the right to rescore an application and not award final acceptance.

NON-RESIDENT

ENSATS Specialized Agricultural and Natural Resources Programs

Any rising or current Grade 8, 9, 10, or 11 student who is a resident of the Commonwealth of Massachusetts and resides outside the Essex North Shore Agricultural & Technical School resident districts may apply to ENSATS for admission to the District’s specialized agricultural and natural resources programs.

Students seeking admission to the ENSATS’ specialized agricultural and natural resources programs are not required to file a Chapter 74 Vocational Technical Nonresident Student Tuition Application with their district of residence. See: [Specialized Agricultural and Natural Resources Programs Nonresident Student Enrollment Advisory](#).

Non-Resident students' initial offer of acceptance **is conditional**. Furthermore, applicants who receive conditional acceptance notifications are subject to a review of their current school year final grade report card/transcript, attendance and suspension/expulsion records before earning final acceptance to

ENSATS. Should discrepancies in a student's record be discovered during the year-end records review, ENSATS reserves the right to rescore an application and not award final acceptance.

ENSATS Chapter 74 Programs

Grade 9 students who reside in cities and towns that offer an approved exploratory program shall attend the exploratory program provided by the district of residence (CMR 603 Section 4.03(6)(b) 1).

Any rising or current Grade 10 or 11 student who resides outside the ENSATSD and is seeking admission to programs other than the seven (7) specialized agricultural and natural resources programs must file a [Chapter 74 Vocational Technical Nonresident Student Tuition Application](#) in addition to the ENSATS application for admission. It is important to note, however, that resident students who meet the minimum requirements for admission to programs other than the seven (7) agricultural programs shall be admitted prior to acceptance of any non-resident students seeking admission to the same course of study. Furthermore, non-resident applicants who receive conditional acceptance notifications are subject to a review of their current school year final grade report card/transcript, attendance, and suspension/expulsion records before earning final acceptance to ENSATS. Should discrepancies in a student's record be discovered during the year end records review, ENSATS reserves the right to rescore an application and not award final acceptance.

A Chapter 74 Vocational Technical Non-Resident Student Tuition application must be submitted to the Superintendent of the student's district of residence no later than April 1 of the preceding school year in accordance with 603 CMR 4.03 Vocational Technical Education Regulations and as referenced in the MA Department of Elementary and Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident*. Students and families can find information on the [Chapter 74 Non-resident Student Tuition Program](#) online.

TRANSFER STUDENTS

Rising or current grade 10, 11, or 12 students already participating in Chapter 74 programs at another school may apply for admission to ENSATS and will be subject to the same admissions standards as other applicants. Acceptance and enrollment is contingent upon career technical and agricultural program availability. Transfer students' initial offer of acceptance **is conditional**. Furthermore, applicants who receive conditional acceptance notifications are subject to a review of their current school year final grade report card/transcript, attendance, and suspension/expulsion records before earning final acceptance to ENSATS. Should discrepancies in a student's record be discovered during the year-end records review, ENSATS reserves the right to rescore an application and not award final acceptance.

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Students who are homeless will be accepted to ENSATS according to the selection criteria contained in this Admission Policy. For assistance, contact ENSATS District Homeless Liaison, Sandra Goldstein, MSW, Director of School Counseling & Admissions, at (978) 304-4700 x3110 or sgoldstein@essextech.net.

HOME-SCHOOLED

Resident District Applicant

Resident district applicants who are formally home-schooled may apply for admission to ENSATS, including admission during the school year, provided all Admissions Policy criteria are followed. The home-school student's parent(s)/guardian(s) must submit a copy of the "Home-School Approval" letter from the local school superintendent with the application.

Home-schooled students will be ranked on their grades in English language arts, mathematics, science, and social studies for the previous school year and first semester (or the equivalent) of the current school year (45%), a recommendation rating (from a reference other than an immediate family member) (5%), and an interview (50%). If grades are not available, a representative sample or portfolio of the student's body of work in English language arts, mathematics, science, and social studies is required. The level of work must be appropriate for the grade level being sought. A letter from the local superintendent attesting to this grade level is required.

Non-Resident Applicant

Applicants who reside outside the ENSATSD and who are formally home-schooled may apply for admission to ENSATS, including admission during the school year, provided all Admissions Policy criteria are followed. The home-school student's parent(s)/guardian(s) must submit a copy of the "Home-School Approval" letter from the local school superintendent with the application.

Home-schooled applicants who reside outside the ENSATSD will be eligible for the admissions based on criteria outlined below excluding suspension/expulsion criteria and attendance criteria (e.g. proof of prior year and either Trimester 1 or Semester 1 passing grades, the school-based recommendation form and the student questionnaire must be provided to complete the application. If grades are not available, a representative sample or portfolio of the student's body of work in English language arts, mathematics, science, and social studies is required. The level of work must be appropriate for the grade level being sought. A letter from the local superintendent attesting to this grade level is required.

TRANSPORTATION

ENSATS is required to provide transportation to the cities and towns within a twenty-mile radius of the school. Only students within this twenty-mile radius are eligible for ENSATS' transportation services. Students who reside in cities and towns located outside the 20-mile transportation radius are eligible to apply to ENSATS based on the criteria in this Admissions Policy, however, these students are not eligible for transportation services through their sending district consistent with M.G.L. c. 74 s. 8A (please see the "[Guidelines for Vocational Technical Education Program Nonresident Student Tuition Process](#)" pursuant to M.G.L. c. 74 located at www.doe.mass.edu).

I. ORGANIZATIONAL STRUCTURE

ENSATS is a public career technical and agricultural high school located on a 166-acre scenic campus in the historic Hathorne section of Danvers, Massachusetts. ENSATS is a Resident of the Essex North Shore Agricultural & Technical School District and is accredited by the New England Association of Schools and Colleges. ENSATS is committed to providing quality career technical and agricultural education programs.

The Superintendent- Director is:
Heidi T. Riccio, Ed.D.
hriccio@essextech.net
(978) 304-4700 ext. 7100

The Assistant Superintendent of Curriculum,
Instruction, & Assessment is:
Thomas O’Toole, Ed.D
totoole@essextech.net
(978) 304-4700 ext. 3108

The Principal is:
Shannon M. Donnelly, MAT.
sdonnelly@essextech.net
(978) 304-4700 ext. 3105

The Director of School Counseling & Admissions
is:
Sandra Goldstein, MSW
sgoldstein@essextech.net
(978) 304-4700 ext. 3110

The School Committee Admissions
Subcommittee Chair is:
Beverly Ann Griffin Dunne
bgriffindunne@essextech.net

It is the responsibility of the ENSATS Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants consistent with all applicable laws, regulations, and guidance.

ENSATSD has an Admissions Committee appointed by the Superintendent-Director. The committee is chaired by the Admissions Director and consists of members of the Administration, School Counseling Department, Special Education, Multilingual Learner Department, and the District’s Career Technical, Agricultural, and Academic departments. Responsibilities of the Admissions Committee include oversight of the:

- a. Development and implementation of admission procedures;
- b. Processing of applications;
- c. Ranking of students where applicable;
- d. Lottery process where applicable;
- e. Acceptance of students according to the procedure and criteria in the admission policy;
- f. Establishment and maintenance of waiting-list candidates.

The ENSATS’ Admissions Director is responsible for disseminating information about ENSATS through local school assemblies and press releases and for collecting applications from the local schools.

II. RECRUITMENT & COMMUNICATION PROCESS

ENSATS maintains a calendar of events on its website, EssexNorthShore.org, 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 (978) 304-4705 or admissions@essextech.net.

ENSATS disseminates information about the school through a variety of methods. For more information see: [ENSATS Communication & Recruitment Plan 2022-2023](#)

III. APPLICATION PROCESS

1. APPLICATION PROCESS FOR FALL GRADE 9 ADMISSION

A. RESIDENT DISTRICT APPLICANTS for Fall Grade 9

Resident district students interested in applying to ENSATS for fall admission to grade 9 must:

1. Apply online/electronically at EssexNorthShore.com/admissions; or Download an “Application for Admission” at EssexNorthShore.com/admissions; or Obtain an “Application for Admission” from their local School Counselor. Note: Applicants completing a paper application must submit the completed application form to the local School Counselor by the deadline set by the local School Counselor;
2. Identify in their application the name and email address of the middle school faculty member (e.g. counselor, instructor, advisor) who is being asked to provide a school-based recommendation rating to complete this application. Applicants and their caregivers are encouraged to inform this middle-school faculty member to anticipate an email with a link to complete this recommendation form.

Applications for grade 9 Fall Admissions must be submitted by the prospective student and parent/guardian on or before January 10.

It is the responsibility of the local Resident District School Counselor (or local school Principal’s designee) to provide and/or verify the following for applications to grade 9 (fall admission):

- I. Grade 7 and semester 1 (term 1 and term 2 or trimester 1) grade 8 marks in English language arts or the equivalent, social studies, mathematics and science from the local school report card are required.
- II. The sum of grade 7 and semester 1 (term 1 and term 2) or 50% of grade 8 unexcused absences from the local school report card or attendance record are required.
- III. The local school out-of-school suspension or expulsion records (consistent with M.G.L. c. 71 s. 37H, 37H½ and/or 37H¾) are required from all grade 7 and semester 1 (term 1 and term 2) or 50% of grade 8.
- IV. Complete the designated School Counselor signature portion of the application form, including the local School Counselor’s signature.

All supporting documents can be uploaded into the applicant’s electronic application file or must be forwarded from the sending School Counselor to the ENSATS Admissions Office and received by ENSATS by January 10 or the mid-year point in the sending school’s academic year.

B. NON-RESIDENT DISTRICT APPLICANTS for Fall Grade 9

Non-Resident district students interested in applying to ENSATS for fall admission to grade 9, must:

1. Apply online/electronically at EssexNorthShore.com/admissions; or Download an “Application for Admission” at EssexNorthShore.com/admissions; or Obtain an “Application for Admission” from their local School Counselor.
Note: Applicants completing a paper application must submit the completed application form to the local School Counselor by the deadline set by the local School Counselor;
2. Identify in their application the name and email address of the middle school faculty member (e.g. counselor, instructor, advisor) who is being asked to provide a school-based recommendation rating to complete this application. Applicants and their caregivers are encouraged to inform this middle school faculty member to anticipate an email with a link to complete this recommendation form from EMAIL TBD.
3. Submit a personal statement sharing information about
 - a. Their interest in enrolling in a career in technical and agricultural public high school;
 - b. The agricultural and natural sciences program(s) they are most interested in pursuing and why;
 - c. Their anticipated career goals.

Applications for Non-Resident grade 9 Fall Admissions must be submitted by the prospective student and parent/guardian on or before January 10.

It is the responsibility of the local Non-Resident District School Counselor (or local school Principal’s designee) to provide and/or verify the following for applications to grade 9 (fall admission):

- i. Grade 7 and semester 1 (term 1 and term 2 or trimester 1) grade 8 marks in English language arts or the equivalent, social studies, mathematics and science from the local school report card are required.
- ii. The sum of grade 7 and semester 1 (term 1 and term 2) or 50% of grade 8 unexcused absences from the local school report card or attendance record are required.
- iii. The local school out-of-school suspension or expulsion records (consistent with M.G.L. c. 71 s. 37H, 37H½ and/or 37H¾) are required from all grade 7 and semester 1 (term 1 and term 2) or 50% of grade 8.
- iv. Complete the designated School Counselor signature portion of the application form, including the local School Counselor signature.

All supporting documents can be uploaded into the applicant’s electronic application file or must be forwarded from the sending School Counselor to the ENSATS Admissions Office and received by ENSATS by January 10 or the mid-year point in the sending school’s academic year.

2. APPLICATION PROCESS FOR FALL TRANSFER (Grade 10 or Grade 11) ADMISSION

The following applies to applicants from Resident and Non-Resident districts who seek to be considered for transfer admission as a Grade 10 or Grade 11 student. These applicants must:

1. Apply online/electronically at EssexNorthShore.com/admissions; or Download an “Application for Admission” at EssexNorthShore.com/admissions; or

Obtain an “Application for Admission” from their local School Counselor.

Note: Applicants completing a paper application must submit the completed application form to the local School Counselor by the deadline set by the local School Counselor;

2. Identify in their application the name and email address of the middle-school faculty member (e.g. counselor, instructor, advisor) who is being asked to provide a school-based recommendation rating to complete this application. Applicants and their caregivers are encouraged to inform this faculty member to anticipate an email with a link to complete this recommendation form.

Applications for grade 10 or 11 Transfer Admission for Fall Admissions must be submitted from the prospective student and parent/guardian by March 1.

It is the responsibility of the local School Counselor (or local school Principal’s designee) to provide and/or verify the following:

- I. All of the previous school year and current school year grades in English language arts or the equivalent, social studies, mathematics, and science from the local school report card are required.
- II. The sum of the previous school year and term 1 and 2 or 50% of the current school year unexcused absences from the local school report card or attendance record are required.
- III. The local school out-of-school suspension or expulsion records (consistent with M.G.L. c. 71 s. 37H, 37H½ and/or 37H¾) are required from all of the previous school year and term 1 and 2 or 50% of the current school year.
- IV. Complete the designated School Counselor signature portion of the application form, including the local School Counselor's signature.

All supporting documents can be uploaded into the applicant’s electronic application file or must be forwarded from the Sending School Counselor to the Admissions Office at ENSATS by June 1.

3. APPLICATION PROCESS FOR CH 74 TRANSFER STUDENTS

Students already enrolled in a Chapter 74 state-approved program in another school may apply for admission to ENSATS. Please contact the Admissions Office at (978) 304-4705 or admissions@essextech.net with any questions or to request an application form.

4. INCOMPLETE APPLICATIONS

If incomplete applications are received, the following procedures will be followed:

- I. The Admissions Office at ENSATS will notify the local School Counselor responsible for submitting the application is incomplete and will request the necessary documents/information to complete the application.
- II. The applicant's parent(s)/guardian(s) will be notified by the ENSATS Admissions Office in the event that the problem is not resolved by the local School Counselor.
- III. If after notifying the local School Counselor and parent(s)/guardian(s), the application remains incomplete for 10 school days, the application may be voided.

5. LATE APPLICATIONS

Applications for fall admission received after the deadlines noted above may be accepted. Late applications will not begin to be processed prior to June 1. Upon completion, late applications will be moved to the waitlist.

6. WITHDRAWN STUDENTS

Students who withdraw from ENSATS and who are attending or not attending another high school may reapply to ENSATS following the procedures contained in this Admission Policy and will be evaluated using the criteria contained in this Admission Policy.

7. TRANSLATION & INTERPRETATION APPLICATION ASSISTANCE

If a student's primary home language is not English, ENSATS will provide an application in the student's home language. Applicant's and their families can contact ENSATS' Admissions Office at 978-304-4705 or admissions@essextech.net or translation@essextech.net with questions or to access assistance with filling out the application. If there is a student with limited English proficiency, a qualified representative from ENSATS will also be made available to interpret during the application and admission process upon the request of the applicant or parent/guardian, including but not limited to during an interview for admission.

IV. SELECTION CRITERIA

A. Fall Grade 9 Resident District Applicants and All Transfer Applicants (Grade 10 or 11)

The Admissions Committee, using weighted admissions criteria, processes completed applications. Each applicant will be assigned a score derived from the sum of the sub-scores of the following criteria:

A. Scholastic Achievement: Maximum 25 Points

Based on the previous year's and current year's cumulative grade point averages in English language arts or its equivalent, mathematics, science, and social studies.

Academic grade	Points
A+ to B- (100-80)	25
C+ to C- (79-70)	20
D+ to D (69-65)	15
D- (64-60)	10
F (59 and below)	0

- I. For applications to grade 9 (fall admission), the average of each quarter/trimester of grade 7 grades and 1 and 2 quarters/trimester in grade 8 in English language arts, social studies, mathematics, and science from the local school report card/transcript are used.
- II. For applications to grades 10 and 11 (fall admission) the average of each quarter/trimester of the previous school year, and Quarters 1 and 2 or Trimester 1 of the current school year grades in English language arts, social studies, mathematics, and science from the local school report card/transcript are used.
- III. For applications to grades 9, 10, and 11 (admission during the school year) the average of each quarter/trimester of the previous school year grades and the current school year's grades to the date of the application in English language arts, or its equivalent, social studies, mathematics, and science from the local school report card/transcript are used.

B. Attendance: Maximum 10 points (unexcused absences)

Absences for excused/medical reasons will not be counted.

Unexcused Absences Prior School Year	Points
0-15 Unexcused Absences	5

Unexcused Absences Mid-Year Current School Year	Points
0-7 Unexcused Absences	5

- I. For Resident district applications to grade 9 (fall admission), attendance points will be awarded to applicants whose middle school attendance record meets the above criteria for daily unexcused absences.
- II. For Resident and Non-Resident district applications to grades 10-11 (fall admission), attendance points will be awarded to applicants whose sending school attendance record meets the above criteria for daily unexcused absences.
- III. For applications to grades 9-11 (admission during the school year), the total of all unexcused absences from the previous school year and current school year to the date of the application as documented on the local school report card or attendance record are reviewed.

B. School Suspension/Expulsion Records: Maximum 15 points

The local school's out-of-school suspension and/or expulsion records consistent with M.G.L. c. 71 s. 37H, 37H½ and/or 37H¾ are required from all of the previous school year and Terms 1 and 2 or the beginning 50% of the current school year.

Infraction	Points
No Suspensions or Expulsions	15
One or more suspensions consistent with M.G.L. c. 71 s. 37H, 37H½	0
Expulsion consistent with M.G.L. c. 71 s. 37H, 37H½ and/or 37H¾	0
More than 10 days of suspension consistent with M.G.L. c. 71 s. 37H¾	0

C. Sending School Faculty Member Recommendation Form: Maximum 10 points

A recommendation rating must be received from a sending school faculty member for all applicants in a manner consistent with deadlines and timeframes set forth in this policy. The elements of this recommendation rating are included in a rubric complete with four elements aligned to ENSATS' Graduate Profile: Collaborative, Culturally Proficient, Entrepreneurial, Kind, Perseverant, and Responsible. Applicants will earn up to 2.5 points for each of the 4 elements resulting in the possible accumulation of 10 points.

The applicant together with their parent/guardian is able to identify a current school-based faculty member to complete this form when submitting their application. Should the applicant not elect to do so or ENSATS not receive the form within 30 days of the applicant's submission, the ENSATS Admissions Department reserves the right to request the form be completed by the sending School Counselor or another sending school designee.

Recommendation	Points
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Exemplary	2.5
Proficient	2.0
Developing	1.0
Limited	.5

D. Interview: Maximum 40 points

An interview consists of five (5) questions using a scoring rubric for each question (0–8 points per question).

Rating	Points
Strong	8
Above Average	6
Average	4
Below Average	2
Poor	0

After points are given in each area, the points are totaled for each applicant. A maximum 100 points can be earned.

B. Surrounding Community (Non-Resident District Applicants) Fall Grade 9 Selection Criteria

When ENSATS receives more applications than it has available for surrounding (Non-Resident district) community-based seats, ENSATS will apply for a minimum requirement lottery. Surrounding community applications must be complete with the following required elements in a timely manner (see: admissions applications deadlines stated earlier in this policy) to be eligible for the lottery.

A. Verification of Academic Standing:

Documentation of passing grades in English language arts, social studies, mathematics, and science for all of the prior school year and quarters 1 and 2 or trimester 1 of the current school year must be included in the application in a timely manner.

B. Verification of Attendance:

Documentation of an applicant's attendance records for all of the prior school year and quarters 1 and 2 or trimester 1 of the current school year will be provided by the sending school district. To be eligible for consideration of admission, an applicant's unexcused attendance record cannot exceed 25 unexcused absences during the time frame identified in this policy.

C. Verification of School Suspension/Expulsion Records:

The local school out-of-school suspension and/or or expulsion records consistent with M.G.L. c. 71 s. 37H, 37H½ and/or 37H¾ are required from all of the previous school year and Terms 1 and 2 or the beginning 50% of the current school year must be provided from the sending school district to complete the application. Applicants whose suspension/expulsion records confirm infractions consistent with 37H, 37H½ and/or 10 or more days of infractions aligned to 37H¾ may not be eligible for admission based on their suspension/expulsion records.

D. Sending School Recommendation Form:

A recommendation rating from a sending school faculty member must be received from a sending

school faculty member for all applicants in a timely manner. The elements of this rubric align with ENSATS' Graduate Profile: Collaborative, Culturally Proficient, Entrepreneurial, Kind, Perseverant, and Responsible. Applicants will earn up to 2.5 points for each of the 4 categories resulting in the possible accumulation of 10 points in this category. The applicant together with their parent/guardian is able to identify a current school-based faculty member to complete this form. Should the applicant not elect to do so or ENSATS not receive the form within 30 days of the applicant's submission, the sending School Counselor (or the sending school's designee) reserves the right to request the form be completed by the sending School Counselor.

A Recommendation Form is to be completed and submitted by the applicant's identified sending school designee. The elements of this recommendation rubric align to ENSATS' Graduate Profile: Collaborative, Culturally Proficient, Entrepreneurial, Kind, Perseverant, and Responsible.

Recommendation	Points
Exemplary	2.5
Proficient	2.0
Developing	1.0
Limited	.5

E: Personal Statement

To complete their application, applicants will submit a brief personal statement that informs the admissions committee of the applicants:

- Interest in enrolling in a career in technical and agricultural public high school;
- The agricultural and natural sciences program(s) they are most interested in pursuing and why;
- Their anticipated career goals.

V. SELECTION PROCESS

A. Grade 9 Resident Community Applicant and Grade 10-11 Resident or Non-Resident Transfer Applicant

The Admissions Committee considers achievement, attendance, school behavior, local school counselor's (or designee) recommendation rating, and interview results. Applications are reviewed, processed, and assigned points by grade level.

After a point total has been determined, all applicants are placed in order of their point total. Applicants are then accepted in order of the point total they have achieved. 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. All applicants are accepted or placed on a waiting list.

When more students apply for grade 9 admission to ENSATS than available seats, ENSATS will maintain a waitlist. Grade 9 waitlisted applicants remain eligible for acceptance through September 30 should space in the grade 9 class become available. These applicants, like those accepted earlier, are accepted in order of their place on the waitlist determined by the total points given according to the selection criteria. Transfer admission is dependent on space available in the class/grade as well as career

technical and agricultural program availability.

Parents/guardians of applicants who applied timely and the applicant's local School Counselor's (or the Principal's designee) are notified of their child's/student's admissions status mid-April.

Parents/guardians must notify ENSATS of their decision to accept or decline the offer of admission within fourteen (14) calendar days from the date of the admissions offer. If no response is received after 14 days, ENSATS may assume the offer has been declined and may proceed to offer that student's space to an applicant from the waiting list.

Applicants seeking admission to grades 10 or 11 will be notified during the summer months as admission is dependent upon capacity and availability in existing classes and career technical and agricultural programs.

B. Surrounding Community (Non-Resident District Applicants)

Parents/guardians listed on an application for Grade 9 admissions will be notified of the lottery date via electronic mail and an automated phone announcement. This parental notice and a public announcement on the ENSATS website will be made at least fourteen (14) days in advance of the admissions lottery. This announcement will take place prior to April 30 annually.

Parents/guardians must notify ENSATS of their decision to accept or decline the offer of admission within fourteen (14) calendar days from the date of the admissions offer. If no response is received after 14 days, ENSATS may assume the offer has been declined and may proceed to offer that student's space to an applicant from the waiting list.

VI. ENROLLMENT

Acceptance and enrollment at ENSATS is conditioned upon the accuracy and completeness of a student's application. ENSATS reserves the right to revoke its 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 in any of the areas of admission criteria during the application process and through final acceptance. Furthermore, applicants who receive conditional acceptance notifications must have been promoted to the grade they seek to enter by their local school district. Additionally, applicants who received conditional acceptance notifications are also subject to a review of their current school year's final grade report card/transcript, attendance, and suspension/expulsion records before earning final acceptance to ENSATS. Should discrepancies in a student's record be discovered during an applicant's year-end record review, or should these records not be received for review in a timely manner, ENSATS reserves the right to rescore an application and not award final acceptance.

VII. FRESHMEN EXPLORATORY & TECHNICAL SELECTION

Because ENSATS offers five (5) or more Chapter 74 state-approved programs, ENSATS provides a half-year exploratory program for grade 9 students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

All grade 9 students enrolled at ENSATS shall participate in a career technical and agricultural Career Discovery & Exploratory Program during approximately the first half of grade 9. This program is

designed to introduce each student to several career pathways, including non-traditional careers while helping them discover their talents and interests. At the beginning of grade 9, all students participate in a brief, (typically 5 days) Career Discovery Program where they visit all twenty-four (24) career technical and agricultural programs. Students then identify and rank order programs of preference to complete their Exploratory Program schedule. During the Exploratory experience, career technical and agricultural instructors evaluate each student based upon a common rubric/scoring guide including the following:

- 40% Weekly Assessment in Workmanship/Production, Safety, Career Awareness, and Professionalism/Employability
- 20% Performance Based Assessment
- 20% Written Assessment
- 20% Reflection/Journal Entry

Based on the above criteria, students may receive a maximum total of 100 points over each Exploratory cycle. Exploratory scores are then tabulated, organized, and reported to each individual student and their parent/guardian.

Students who have been admitted to ENSATS will need to apply to a specific program of study (also known as a “major” or “shop”) following completion of the Exploratory Program. At the conclusion of the Exploratory Program, each student rank orders their preferences from all of the explored career technical and/or agricultural programs for which a passing grade has been earned. Parent/Guardian approval of these preferences is required.

A formula is then utilized to assign an Exploratory Grade Point Average (hereafter “GPA”) to each preference identified by the student and parent/guardian. The Exploratory GPA score is tabulated based on the following formula:

- 40% Exploratory Average: The average of grades attained in all career programs completed during the Exploratory Program.
- 30% The grade obtained in the student’s first-choice career program (based on programs completed during the Exploratory Program).
- 20% The grade obtained in the student’s second-choice career program (based on programs completed during the Exploratory Program.)
- 10% The grade obtained in the student’s third-choice career program (based on programs completed during the Exploratory Program).

Students are admitted into the final career technical or agricultural program following a review of their stated preferences and their Exploratory GPA for all completed Exploratory courses and by members of the Admissions Committee. Students will be ranked for each of their requested career technical or agricultural preferences based on their Exploratory GPA score. Priority is provided to first-choice students. As such, no student with a higher rank can “bump” a student with a lower rank, provided the students have selected different career areas as their first choice.

For example, a student with an Exploratory GPA score of 97% who selected Sustainable Horticulture as a second-choice can not bump a student with an Exploratory GPA score of 85% who selected Sustainable Horticulture as a first-choice.

Should a career technical or agricultural program meet capacity with all first-choice student requests,

students will be placed as follows:

- Students will be placed in a second-choice career technical or agricultural program, by rank order, provided there is space available.
- Students not able to access a second-choice career technical or agricultural program will be placed into a third-choice career area, by rank order, provided there is space available.
- Students not placed in one of their top three career technical or agricultural programs will meet with a School Counselor. A School Counselor will review career technical or agricultural programs with remaining seats. A review of the students' exploratory schedules and performance will be conducted as well as students' career exploration and learning assessments. Parent/guardian consultation will follow. Students will then be placed into career technical or agricultural programs with remaining space.

waitlists will be created for each career technical and agricultural program where requests for placement exceed capacity. Program waitlists are created when students are placed in a career technical or agricultural program other than their first preference, yet would like to be in a different career technical program. Waitlisted students are notified if an opening occurs in their desired preference.

If a student did not receive any of their seven (7) choices and wishes to explore additional career technical or agricultural programs, they may do so for up to two additional cycles provided there is space available in the desired program(s).

If the student applies to a program and is denied or waitlisted, the student may appeal their placement status to the Superintendent-Director.

After placement, students continue in the career technical or agricultural program in which they were placed for the remainder of their school tenure unless they request a transfer. Students who wish to transfer from one career technical or agricultural program to another may apply for transfer through their School Counselor by completing a "Request for Career Program Transfer" form. Transfer requests will be considered subject to availability of openings in the requested program(s).

Students who enroll in ENSATS after grade 9 will be accepted into a specific career technical or agricultural program upon admission. If, after enrollment, the student desires a career technical or agricultural program change, the student may apply for transfer through their School Counselor by completing a "Request for Career Program Transfer" form. Transfer requests will be reviewed by relevant ENSATS Admissions team members (e.g. CTAE Directors, Admissions Director). All transfer requests are subject to availability in the requested program(s).

VII. REVIEW & APPEALS

If ENSATS places an applicant on a waitlist, the applicant or the parent/guardian may request a review of that decision by sending a letter to the Superintendent-Director within fourteen days of notification of placement. Appellants are encouraged to provide written documentation or verification to support their request for reconsideration of an application (e.g. grade reports, attendance documentation, etc.) in their appeal. All appeal requests must be made in writing to the Superintendent-Director and be forwarded to appeals@essextech.net or Admissions-Appeals, Essex North Shore Agricultural & Technical School District, 565 Maple Street, Hathorne, MA 01937.

The District will respond to these requests for review in writing and indicate whether the decision to waitlist the student will stand or be overturned. The Superintendent-Director's decision is final and

will be communicated to the parent(s)/guardian(s) within thirty (30) school days of receipt of the written request for appeal.

XII. MAINTENANCE OF RECORDS

ENSATS 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. ENSATS will provide this information to the Massachusetts Department of Elementary and Secondary Education upon request.

ENSATS Admissions Subcommittee Approved: September 22, 2022

ENSATS Policy Subcommittee Approved: October 13, 2022

ENSATD School Committee Approved: October 13, 2022

MA Department of Elementary and Secondary Education Submission Date: October 19, 2022