



Member School Districts: Airport, Flat Rock, Gibraltar, Grosse Ile, Huron, Riverview, Southgate, Trenton and Woodhaven-Brownstown

Adopted Policies and Procedures for Students Enrolling in CTE Programs Through Downriver Career Technical Consortium (DCTC)

Enrollment & Scheduling:

CTE enrollment requests are submitted to DCTC by the high school counselors.

Third year students are given priority for the first year of two-year programs: fourth year and second year will be admitted if space allows.

Students will be placed into their CTE programs using the following method:

- Third year students will be placed first

- Third year students will be evenly distributed among like programs

- Fourth year students will be placed if openings are available

- Second year students will be placed on a case by case basis if space is available

- Requests may be granted if space permits

Most programs have prerequisites and some require a student orientation. All CTE programs require teacher approval for students to advance to the second-year program.

In most programs, second-year students/seniors are scheduled in the afternoon class.

Students must complete year two of a CTE program with the same teacher they had for year one with the exception of Health Occupations. Placement in the second year of Health Occupations is competitive. Placement is not guaranteed. Students must meet minimum requirements and have teacher approval to continue into the second-year program.

Cosmetology students must complete 750 hours to be eligible to enroll in the second-year program. MCOB determines all enrollments.

Dual Enrollment

Dual enrollments are determined by the colleges. Students must complete an application and meet college requirements to be considered.

Adopted 12 Dec 19

STATEMENT OF COMPLIANCE

The Downriver Career Technical Consortium complies with all federal laws and regulations of the U.S. Department of Education. It is the policy of the Downriver Career Technical Consortium that no person on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, disability or limited English proficiency shall be discriminated against or excluded from participation in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Furthermore, the consortium will encourage participation by all of the above.

Adopted by the Downriver Career Technical Consortium November 23, 1982



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Summary of Policies/Procedures Students Enrolling in CTE Programs Through Downriver Career Technical Consortium (DCTC)

Pre-Scheduling for CTE Programs

Review local high school Course Description Book and seek advice from parents/guardians, staff, mentors, former students, and virtual resources

Attend CTE Expo for more information on CTE programs

Program/Courses should be chosen with career pathway and post-secondary plan in mind

See high school counselor for questions and assistance

Admission/Registration for CTE Programs

All students have access to apply for CTE courses through their registration process at their home high school

Complete home high school Registration/Scheduling Form indicating the CTE program of their choice

Parent/Guardian signature(s) required

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CTE course assignment will be determined based on enrollment numbers for each program

Returning Students (Two Year Programs)

Grade of C or better and instructional approval is required to move to the next program course

Programs with Applications/Admission Requirements

Certain programs (Such as contracted programs, dual enrollment, health science) require

Program Admission Application

Interview with a representative from program

Attendance Summary

High School Transcript

Program Applications can be found on DCTC's website or obtained from a high school counselor

Applications include:

- Demographic Information

- Student and parent/guardian certification of rules and regulations

- Student Short Essay requesting admission into program

Dual Enrollment/Contracted Programs have additional requirements

These programs have additional requirements per participating college or contracted entity

The approval of a parent or guardian is required to accompany the Application of Admission

Information will be available from a high school representative (counselor and/or administrator) and/or a college representative