

SOUTHEASTERN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

ADMISSIONS POLICY 2025-2026

I. INTRODUCTION

An admission process is necessary for vocational-technical schools where space is a limiting factor. Vocational technical programs (shops) are designed and equipped to safely serve a specific maximum number of students. Consequently, vocational programs lack both the space and flexibility to accommodate all applicants. Therefore, when the number of applicants exceeds the student capacity of the school, a weighted lottery system will be implemented to determine which applicants will be offered admission and which applicants will need to be placed on a waiting list. All applications to grades nine through twelve at Southeastern Regional Vocational Technical High School will be evaluated using the criteria outlined in this Admissions Policy.

The Massachusetts Board of Elementary and Secondary Education has recently adopted new regulations for admissions to vocational-technical schools. This policy was adapted for the 2025-2026 admissions process to provide clarity for students, families, and sending districts. It will be in effect for the students applying for admission to the 2026-2027 school year and going forward. The School Committee will review this policy annually; the District will submit the policy (including any approved revisions) to the Department of Elementary and Secondary Education (DESE) by November 1 each year.

II. EQUAL EDUCATIONAL OPPORTUNITY

The Southeastern Regional School District is committed to ensuring that no individual is excluded from participation in, denied benefits from, or discriminated against in relation to the District's educational programs, courses of study, and activities. This commitment applies regardless of race, color, sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, religion, disability, age, genetic information, active military or veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

Southeastern offers an online application that is adaptable to languages other than English. If a student with limited English proficiency needs assistance, a qualified representative from the student's middle school and/or a Southeastern faculty member will assist the applicant throughout the entire application and admissions process.

Students with disabilities may self-identify and request accommodations during the entire application and admissions process.

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

Consistent with Massachusetts regulations, Southeastern has developed a plan with deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population with a comparable academic and demographic profile to that of students in similar grades in sending districts. These strategies are included in this policy and discussed regularly at public meetings.

III. ELIGIBILITY

Any rising eighth, ninth, tenth, or eleventh-grade student who is a resident of the Southeastern Regional School District (Brockton, East Bridgewater, Easton, Foxboro, Mansfield, Norton, Sharon, Stoughton, and West Bridgewater), who expects to be promoted by their local district to the grade they seek to enter, is eligible to

apply. Students may only be admitted to Southeastern if they have been promoted to the grade they seek to enter, so students should be aware that their admission is conditional—if they are not ultimately promoted to the grade they have applied for, their admission will be rescinded.

Upon submission of a completed application, eligible students will be entered into the lottery for fall admission, subject to available openings. Resident students will be entered into the lottery using the information contained in this Admissions Policy.

Residents of the Southeastern Regional School District who meet the minimum admissions requirements are admitted before any non-resident student. Students who are not residents of Southeastern Regional School District may apply for admission to Southeastern. Please be aware that residents of Southeastern who meet the minimum admission requirements will be admitted before any non-resident students. Students and families can find information on the CTE Nonresident Student Tuition Program online at [Career Technical Education](#).

Southeastern does not participate in the inter-district school choice program. The inter-district school choice program, M.G.L. c. 76, § 12B, allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

Students of Southeastern staff who reside out of district are afforded the opportunity to apply for admission. Applicants of staff members are subject to the same admissions process as any in-district resident. Special considerations or privileges are not granted to these applicants, and the student will be entered into the lottery using the criteria outlined in the Admissions Policy. Students will be accepted above the cap and not admitted in place of a resident applicant.

Students who move out of the district after admission but before the start of the school year in which they would have been admitted are ineligible to attend Southeastern.

Students who begin their enrollment as district residents and move outside the District during their enrollment, who request to remain at Southeastern as nonresidents under M.G.L. c.74, Sections 7 and 7C, will be allowed to do so provided that they obtain approval from the superintendent of the student's district of residence in accordance with: Massachusetts Department of Elementary and Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* are located at [Career Technical Education](#).

In all cases, nonresident applicants must file a Chapter 74 *Vocational Technical Nonresident Student Tuition Application* located at: [State-Approved Career Technical Education](#) with the superintendent of the student's district of residence in accordance with the Massachusetts Department of Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process pursuant to M.G.L.c.74 State-Approved Career Technical Education.*

The nonresident Student Tuition process, pursuant to M.G.L. c. 74, Section 8A requires that the municipality of residence provide transportation to students admitted to Southeastern as nonresidents under M.G.L. c.74, Sections 7 and 7C.

Transfer students and homeless students residing within the district will be eligible to participate in the lottery for their respective grade levels, provided they expect to be promoted to the grade level they seek to enter.

Students who are formally home-schooled may apply for admission to Southeastern Regional Vocational Technical High School and will be subject to the same admissions standards as other applicants. The home-schooled student's parent(s)/guardian(s) must submit a copy of the home-school approval letter from the local superintendent before the student is entered into the lottery.

IV. ORGANIZATIONAL STRUCTURE

Southeastern Regional Vocational Technical High School is a public school located on a scenic suburban campus in Southeaston, Massachusetts. It is operated by the Southeastern Regional School District and is accredited by the New England Association of Schools and Colleges. Southeastern is committed to providing quality academic and vocational education.

It is the responsibility of the Southeastern Superintendent to oversee the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

Southeastern has an Admissions Team appointed by the Superintendent. The Executive Director of Access and Engagement is responsible for supervising all aspects of the Admissions Process.

Superintendent of Southeastern Regional School District, Holly McClanan

Contact Information- email: hmcclanan@sersd.org, telephone number: 508.230.1215

Executive Director of Access and Engagement, Christina Guarini

Contact Information- email: cguarini@sersd.org, telephone number: 508.230.1207

Admissions Advisor, Cameron Costa

Contact Information- email: ccosta@sersd.org, telephone number: 508.230.1288

The Southeastern Regional School District does not have a predetermined quota for the number of students accepted from specific cities or towns.

Responsibilities of the Admissions Team include:

- Determination of standards for admissions
- Development and implementation of admissions procedures
- Processing applications and appeals
- Establishment and maintenance of a waitlist of candidates who will be considered for admission when/if seats become available.
- Reviews the exploratory process and rubrics

All members of the Admissions Team will undergo diversity, equity, and inclusion training annually to ensure that all components of the admissions process are fair and equitable.

V. NOTIFICATION OF ACCESS TO VOCATIONAL EDUCATION PROCESS

Southeastern maintains a timeline of events on its admissions website, providing information on the admissions process and details about its programs. Students and their families can request hard copies of the calendar by emailing the Admissions Office at admissions@sersd.org.

The Southeastern Admissions Advisor, who is a member of the Admissions Team, is responsible for disseminating information about Southeastern Regional Vocational Technical School through local assemblies, press releases, brochures, social media, tours, and hosting on-campus Open Houses for the community. The Admissions Advisor reviews the applications and works directly with the sending school's Guidance Department throughout the admissions process.

Southeastern disseminates information about the school through a variety of methods:

- Southeastern hosts an annual brunch for area Guidance Counselors to review any changes in programming, updates to the Admission Policy, and standard procedures.
- In the fall, the Admissions Advisor will visit district middle schools to provide information about the admissions process, timelines, and vocational opportunities. These presentations may include student panels, giving prospective students a chance to hear from current students.
 - These presentations will be translated and posted on Southeastern's website to ensure students and their families have an opportunity to revisit the information.
- A school-wide Open House will be hosted at Southeastern in the Fall. At the Open House, students and their families will have the opportunity to visit all vocational programs, speak with teachers, counselors, and administrators, and meet with a member of the Admissions Team to learn about all the offerings.
 - Southeastern will provide translation rooms for families to receive translated presentations, application support, and school tours in their native language. Additionally, interpretation services will be provided throughout the building.
- Tours will be provided once a month upon the applicant's parent(s)/guardian(s)' request. Notes may be provided to the sending school counselor if the tour takes place during the school day.
- The Admissions Advisor will collaborate with the Multilingual Family Coordinator to support multilingual students. This includes organizing community admissions nights, hosting multilingual nights at Southeastern, and creating virtual videos.
- The Admissions Advisor arranges for public service notices to be posted on Southeastern's website and social media platforms and uses other media throughout the communities we serve. In addition to media marketing, Southeastern will utilize mailings to communicate the Open House and application process in multiple languages.
- Southeastern's website outlines its academic and vocational programs, athletics, extracurricular activities, special education resources, multilingual learner resources, and other relevant information, enabling students to make informed decisions about their educational options. The website is available in multiple languages.
- Southeastern will provide translation and interpretation services to families and students whose primary language is not English.

VI. APPLICATION PROCESS

When Southeastern receives more applications than available seats, it will implement a weighted lottery to fairly select students. The lottery will continue until all available seats are filled. The School Committee has approved the policy that Southeastern will follow, and the Committee will review and approve it annually. Resident students will have priority in the lottery process over non-resident applicants seeking the same program.

A. Application Process for Fall Admissions to the Ninth, Tenth, and Eleventh Grade

Students interested in applying to Southeastern can apply online, request a paper copy be mailed or emailed to the family, or visit the Southeastern Admissions Department.

Students applying for fall admission to the 9th, 10th, 11th, or 12th (if applicable) must follow the timeline below:

1. Applications will be available on November 1, 2025
2. The Application deadline is January 31, 2026
3. Completed applications received by January 31, 2026, will be entered into the lottery.

Applications received after January 31, 2026, may be selected by lottery if additional seats become available.

After the application has been submitted, applicants can review the status of their application by logging in to the account they created during the online application process. Additionally, they can obtain status updates from their local Guidance Counselor or the Admissions Advisor at Southeastern. If an applicant does not have a Guidance Counselor or is homeschooled, they should reach out directly to the Admissions Advisor at Southeastern for assistance.

Applicants will be eligible to earn up to three (3) entries into the admissions lottery, based on the following criteria:

1. All students who submit a completed application will receive one entry in the weighted lottery.
2. A completed application is defined as the completion of the application form, including required signatures.
3. Students who had fewer than twenty-seven (27) unexcused absences in the 270 school days prior to January 31, 2026, will receive an additional entry into the weighted lottery. Attendance before the start of 7th grade cannot be considered.
4. Interest Demonstration- one (1) entry if a demonstration of interest is received by January 31, 2026.

Students may optionally select one method to demonstrate interest in vocational education:

- Send a video or audio file of a project showing your interest in vocational education to studentinterest@sersd.org
- Upload photos of a project showing your interest in vocational education through Southeastern's admissions portal (a prompt will be provided in the application)
- Schedule a non-evaluative meeting in person or virtually with a member of the Admissions department by January 31, 2026

Application status and lottery entry information will be available to students and their parent(s)/guardian(s) through our online admissions portal. They will be able to view how many of the potential three (3) entries they have received. It is the responsibility of the student or parent(s)/guardian(s) to monitor the number of lottery entries they have earned and to follow up if they suspect that an entry is missing.

1. If incomplete applications are received, the following procedures will be followed:
2. The Admissions Advisor will notify the local school Guidance Counselor that the application is incomplete and will request assistance with completing the application process.
3. The applicant's parent(s)/guardian(s) will be notified by the Southeastern Admissions Advisor if the problem is not resolved by the local school Guidance Counselor.
4. If, after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten (10) calendar days, the application may be voided.

VII. ADMISSIONS LOTTERY PROCESS

The Superintendent, Principal, and the Southeastern Regional Admissions Team will conduct the Admissions Lottery no later than March 15, 2026. All applicants, parent(s)/guardian(s), and sending middle school counselors will be notified at least fourteen (14) days in advance of the exact date and time of the lottery.

The admission lottery will be conducted virtually and recorded for transparency.

1. Students who have met the lottery criteria will be assigned a lottery number in advance.
2. Students will receive their lottery number(s) via email and can view their lottery number(s) by accessing their profile on the admissions website up to 14 days in advance.
3. Assigned lottery numbers only will be drawn; no identifying information on the student will be shared.
4. Lottery numbers will be computer-generated and randomly assigned using the online platform.
5. The Admissions team will verify the number of entries that each applicant has earned.
6. Once the lottery numbers have been drawn and available seats assigned, the applicant's status will change to one of the following:
 - a. Student Admitted
 - b. Waitlist

VIII. LOTTERY ENTRY APPEALS

Applicants who believe that their number of lottery entries is inaccurate may submit a written letter of appeal to the Executive Director of Access and Engagement at admissions@sersd.org. Appeals must be received fifteen (15) days prior to the scheduled lottery drawing. Appeals received after the fifteen (15) day window will not be considered.

The Executive Director of Access and Engagement will carefully review the application and submissions for accuracy, taking into account any updated records received from the sending school. A written response will be provided to the parent(s)/guardian(s) within ten (10) school days of receiving the appeal.

IX. RETENTION STRATEGIES

Southeastern is committed to actively engaging students and their families both before and after the admission process. Following acceptance, families are invited to participate in a welcome session and benchmark testing during the spring. To support incoming students, summer programming is available before the start of the school year. Additionally, the district hosts an annual Freshman Orientation in August, designed to involve students and their families. Throughout the summer and the academic year, Student Ambassadors communicate with and support incoming students.

In the fall, freshmen families have the opportunity to meet with teachers and gain insights into our curriculum. Once students are placed in their vocational programs, the school typically hosts a Parent Night for freshmen.

To ensure all families feel welcomed and supported, Southeastern provides multilingual and special education services at these events, allowing every student and family to fully participate and engage.

X. MAINTENANCE OF RECORDS

Southeastern maintains records of all students who apply, enroll, or are waitlisted, and their admission criteria weight, to facilitate analysis of its admissions system and compliance with applicable laws and

regulations. Southeastern provides this information to DESE upon request. Southeastern will house students' admission records received throughout the admissions process on its admissions site and will be able to provide documentation to DESE or the applicant's families upon request.

XI. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in Southeastern Regional participate in a vocational exploratory program. Students explore 15 vocational programs either through a two- or three-day project-based experience. After reflecting on their experiences in the visited vocational programs, the students make their final program selection. However, students are not limited to the programs they have explored; they may choose from all the programs Southeastern Regional offers.

During the exploratory process, students are evaluated by the vocational teachers using the following rubric:

Safety	25	21	18	15
1. Safe use of tools and equipment per the teacher's instructions 2. Follows all shop-specific safety rules 3. No horseplay	The student followed all safety requirements without requiring any reminders or redirection.	The student required a few reminders or redirection to follow specific safety requirements	The student required multiple reminders or redirections to follow one or more specific safety requirements	The student required frequent reminders or redirection to participate safely in the shop environment
Professionalism	25	21	18	15
1. Maintains a positive, respectful attitude towards group members and teachers 2. Actively listens and engages with group members and instructors 3. Completes work in an appropriately ethical, engaged, and cooperative manner	The student followed all professionalism requirements with no reminders or redirection required.	The student required a few reminders or redirections to follow specific professionalism requirements	Student required multiple reminders or redirections to follow one or more specific professionalism requirement(s)	The student required frequent reminders or redirection to participate professionally during exploratory
Employability	25	21	18	15
ID present and visible 1. Appropriate shop attire per student handbook 2. Stays on task and participates in all shop activities and discussions 3. Demonstrates respectful behavior and appropriate control of language and personal boundaries	The student followed the employability requirements without requiring any reminders or redirection.	The student required a few reminders or redirections to follow specific employability requirements	The student required multiple reminders or redirections to follow one or more specific employability requirement(s)	The student required frequent reminders or redirection in order to demonstrate employability during this exploratory

<i>This rubric will only be used for placement purposes</i>				
Shop-specific interest or aptitude	13	9	5	0
	The student demonstrates an extraordinarily high level of interest and/or aptitude for the skills commonly used in this shop.	The student shows an above-average interest and/or aptitude for the skills commonly used in the shop.	The student shows some interest and/or aptitude for the skills commonly used in the shop.	The student has not expressed interest and/or aptitude, or was disengaged in the shop.
Shop-specific activity results	12	9	5	0
	The student demonstrates extraordinarily high-quality work specific to this shop.	The student consistently produces above-average work specific to this shop.	The student produces average-quality work specific to this shop.	The student's performance on tasks related to the content or skills is below average, specific to this shop.

The following process will determine the placement of students in their final program:

Students will be ranked on a 400-point scale based on the following criteria:

- Up to 100 points for the student's average across all academic classes, rounded to 2 decimal places
- Up to 100 points based on attendance
- Up to 100 points based on behavior
- Up to 75 points for the Safety, Professionalism, and Employability average, rounded to 2 decimal points.
- Up to 25 additional points for Interest and Aptitude

Scoring	Subject	Numeric Grade	Unexcused Absences	Points	Suspensions	Points	Vocational Experience Avg. Score
	English		0-2	100	0	100	
	Math		3-4	90	1	80	
	Science		5-6	70	2	70	
	Social Studies		7-9	50	3	50	
	Avg. Grade		10+	20	4+	0	

All students who select a program as their first choice will be placed in that program, provided space is available. For oversubscribed programs (those with fewer spots available than first-choice selections), students who have the highest point total in their first choice will be placed first until all spots are filled.

After allocating all first-choice selections, the same process will fill the remaining seats with second-choice selections, and then again for third through sixth choices. Students who have not been placed in any of their first six choices will meet with the Guidance Department to review all available programs with open spaces. Students with the highest point totals will be placed first during this last part of the process

If a student's point total does not afford a placement in any of their top six (6) choices, the Director of Guidance or designee will meet with the student and present a list of vocational programs with openings. The placement process continues until all students are placed.

Students who wish to transfer from one vocational program to another may apply after completing two weeks in their current program. Transfer requests will be considered, subject to the availability of openings in the requested shops and based on a student's previous program placement score (the highest scores will be placed first). To be eligible to request a transfer, students must pass all their courses (academic and vocational) at the time of the request. Each transfer applicant will be counseled individually to determine whether the transfer is appropriate for the particular student. Transfers after the first term of a student's sophomore year are generally not appropriate due to the linear progression of technical skills in vocational curricula. Teachers will be notified in advance of the schedule change taking effect.

External Transfer Students

Ninth-, tenth-, and eleventh-grade external transfer students will be placed in a program with available openings. Once enrolled, students will have the opportunity to explore other vocational programs with openings. If the number of transfer students seeking a particular vocational program exceeds the number of openings, then the most recent report card grades, attendance, and behavior will determine which transfer student is placed in that particular shop. The vocational teacher will be consulted as a standard practice. If a vocational program has no openings, a student will have opportunities to request a change. Transfers after the first term of a student's sophomore year are generally not appropriate due to the linear progression of technical skills in vocational curricula. Teachers will be notified in advance of the schedule change taking effect.

Approved by the School Committee at the October 14, 2025, meeting.