

JACKSON RIVER TECHNICAL CENTER

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To: Alleghany High School Students and Families

From: Josh Craft, JRTC Principal

RE: Application Process Information

Date: January 26, 2024

Greetings from Jackson River Technical Center. The purpose of this communication is to inform parents and current/future JRTC students that we will be implementing an application process for initial acceptance into our programs at JRTC. This new process is very simple, non-exclusive and will be implemented as students are scheduled for courses for the 2024-2025 school year. Access to the application is available to complete now.

By including an application process, we are able to foster a higher level of academic and attendance accountability for students who are accepted into our programs and thus enhance the degree of instructional rigor and quality within the programs we offer. This process will also allow JRTC program instructors to share a role with school counselors in the scheduling process by providing counselors with a source of direction and guidance so that students are advised accordingly when exploring programs of interest.

Filling out an application is easy. It is presented as an online Google Form that students can easily access by clicking a link and completing it on their Chromebook or other device. It consists of eight general information items and a small section where students make a personalized statement of no more than 75 words to express their interest in their program of choice.

The application is available for students to access and complete now. A link is posted on the Alleghany High School and Alleghany Highlands Public Schools websites. Students can also access the application directly from the dropdown student tab on their individual chromebooks. Counselors, teachers and parents may assist students in completing the application as needed. A paper application form is also available from school counselors for students who prefer a written format.

Below are the guidelines that outline the requirements for students needing to complete the application.

- ALL students interested in enrolling in a CTE program at Jackson River Technical Center (JRTC) are required to complete an application to be considered for initial acceptance into the desired program at the entry level. Students who complete the initial course in good standing are eligible to advance to the next level without having to complete the application again; however, because of all CTE courses are capped with an enrollment of 20 students, students are not guaranteed placement into the next course in the program even if they complete the initial course in good academic standing.

- Students previously enrolled in a CTE program at JRTC who earned a final grade of less than 70 in the prerequisite course OR acquired more than 7 absences throughout the entire course (for whatever reason) MUST REAPPLY for acceptance into the previously enrolled program.
- If a student earns an F in a JRTC course, he/she is not eligible to advance to the next level or enroll in a JRTC course within the same completion sequence. The student may complete an application for acceptance into the entry level course in a different program.
- Again, JRTC program courses have limited availability and are capped at 20 students per course. Priority is given to students who are able to complete the full 3 year program in good academic standing.
- Most JRTC programs require students to be in grade 10 with few exceptions. Students who want to apply for acceptance into a program as a 9th grader must acquire special permission by the JRTC principal, and additional information may be necessary before the application is considered.
- JRTC students are expected to attend all scheduled classes, participate fully in the instructional program AND follow all expectations outlined in the course syllabus including all safety protocols and code of conduct. Successful candidates have a strong work ethic, an exceptional attendance record, are motivated to learn new skills and have a demonstrated ability to work collaboratively with others to achieve common goals.

An application for students seeking admission into a program at the entry level must be submitted by March 1. Current JRTC students who will be (or may be) required to reapply due to grades or attendance must do so by May 1. Applications received after those respective deadlines will be placed on a waiting list and will be considered only if space is available. If a student wants to apply for acceptance into more than one program, he/she will need to fill out a separate application for each program.

This year, we celebrate JRTC's 50th anniversary of contributing to the workforce of the Allegheny Highlands, and we are committed to that long-serving legacy by continuing to provide our students with high quality programs and workforce training. If you have any questions about the application process or want to learn more about the programs, just give us a call at the Center (540) 862-1308 or contact the student's school counselor.

With regards,



Josh Craft,
JRTC Principal

Jackson River Technical Center is committed to providing equal educational opportunities for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs are designed to meet the varying needs of all students. No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities.