

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities. Therefore, to ensure fair and equitable access to our programs, student acceptance into Butler Tech programs will be accomplished through a lottery selection and placement process. The lottery selection process will occur on-site at a Butler Tech Campus in February 2024.

Application and Qualification

It is important for students to understand that once they are accepted into a lab program, they will be expected to remain in that program for the time that they are at Butler Tech, whether one, two, or three years. Once placed, the student will not be permitted to change programs after acceptance unless there are exceptional circumstances.

RESIDENCY REQUIREMENTS

Within Career Technical District Residency

Students must be a resident of Ohio to attend a Butler Tech Program. All students residing in the State of Ohio and within Butler County or Northwest Local School District who apply to Butler Tech are eligible to apply for lottery selection and will be reviewed for residency eligibility.

Outside Career Technical District Residency – Open Application and Placement

Any student in the State of Ohio who resides outside the career technical planning district may apply to a program starting March 1, 2024. If the program is open for placement, the Butler Tech Enrollment Team will request the student's transcript for review. Once the transcript is received, reviewed, and verified for credit eligibility, the student will receive an offer for the program selected in their application.

CREDIT ELIGIBILITY REQUIREMENTS

3-Year Programs

This credit eligibility policy applies to all 9th-grade students applying to any 3-Year pathway programs at
Butler Tech

- The student must apply by and have a current transcript submitted to the Butler Tech Enrollment Team from their current home school no later than Tuesday, January 31, 2024.
- The Fall 2023 semester transcript must show their status as a **current 9th-grade student** with one (1) completed semester and be entering their sophomore year starting August 2024, which will be the beginning of their **third semester** of high school.
- To be considered for lottery eligibility, students should be no more than one (1) credit deficient in core subject courses (excluding health and PE credit) by January 31, 2024, which will be verified through their transcript. A student's grade level and credit eligibility are determined by the home school district.

2-Year Programs

This credit eligibility policy applies to all 10th-grade students applying to any 2-year pathways programs
at Butler Tech

- Students must apply by and have a current transcript submitted to the Butler Tech Enrollment Team from their current home school no later than Tuesday, January 31, 2024.
- The Fall 2023 semester transcript must show their status as a **current 10th-grade student** with three (3) completed semesters and be entering their junior year starting August 2024, which will be the beginning of their **fifth semester** of high school.
- To be considered for lottery eligibility, students should be no more than two (2) credits deficient in core subject courses (excluding health and PE credit) by January 31, 2024, which will be verified through their transcript. A student's grade level and credit eligibility are determined by the home school district.

Senior Only Programs

- Student applicants should be ***current juniors*** who will be entering their senior year starting August 2024.
- As a senior, the remaining core subject courses should be English and Math. The student should be enrolled in those core classes during their senior year at their home school. Students cannot participate in Senior Only Labs if they decide to graduate early.
- The student's home school counselor must complete and sign off on the student's graduation pathway plan by Tuesday, January 31, 2024.
- The Butler Tech Enrollment Team will conduct an additional transcript review at the end of your junior year in June 2024. Students deemed ineligible will not be able to continue.

Credit Eligibility and Summer School Opportunities

Credit eligibility is an important piece of student enrollment at Butler Tech. Because a lab takes up half of the day, a student does not have additional time to make up deficient credits. This places a student at risk of not graduating on time. For this reason, the Butler Tech Enrollment Team will continue to monitor a student's credit eligibility through August 2024 to ensure that a student remains eligible to continue in the program by the start of the school year. The Enrollment Specialist will notify parents and students of any final placement decisions before the first day of school.

The 2024-2025 Butler Tech Lottery Selection and Placement Process

This includes all Butler Tech High School campuses and sites, including Colerain, Northwest, and Hamilton CTC Programs

Priority Placement for 10th Grade Career Exploration Academy

10th Grade Career Exploration Academy students receive priority placement in a two-year pathway of their choice before the lottery selection process begins. It is essential to note that students must make their final program selections by January 31, 2024. If students elect to change after this date, their placement will be determined through Butler Tech's normal lottery process. Please be aware that requesting a change to their initially selected program after January 31 will result in the automatic loss of priority status. Butler Tech cannot guarantee placement. To maintain eligibility, students should not be more than two (2) credits deficient in core classes at the beginning of their junior year, excluding health and PE.

Lottery Selection & Placement Process

Students can select up to four programs designated as first, second, third, and fourth choice. Once a lottery number is assigned, Butler Tech will attempt to place as many students as possible in their first-choice programs. The Butler Tech Enrollment Team will continue placing students in programs based on capacity and availability. Second, third, or fourth choices will not be considered until all student-qualified applicants have been considered for their first choice.

Declining Placement Offer

Upon initial placement offer, students will have five (5) days to accept or decline a spot in their offered program placement. If a student declines a 1st choice placement offered, the Enrollment Team will notify the parent/guardian by phone or email to inform and confirm the student's request to decline their 1st choice placement. If a student declines a second, third, or fourth choice offer, they will remain on the waitlist until one of their higher priority program openings becomes available.

Waitlist Status

Highly sought-after programs will most likely reach capacity after 1st round placement, and students will be waitlisted until further notice and receive a notification titled “Waitlist Status.” The student will remain on a waitlist for program availability in the selection order on their application as openings occur. The Enrollment Team will contact parents and students directly when they are next for placement offers.

Placement to Open Program Status

After the lottery process concludes and all qualified student placements are finalized, an Open Application process will occur for any remaining program openings until all programs are filled and closed. The application system will re-open starting March 1st, 2024. This will allow any student who has met credit eligibility or missed the January 31, 2024 application deadline, or students who reside in the State of Ohio but outside the Butler Tech Career Technical Planning District, etc., into first-come first-serve placement for non-waitlisted programs. If not, the student will be added to the waitlist for up to one selected program and contacted by the Enrollment Team if there is an opening.

Lab Only Options

Lab-only options may be available in certain circumstances and will be reviewed on a case-by-case basis as different timelines apply depending on the program. **Please contact the Enrollment Specialist for more information.**

Special Education Services

After a student has completed the Butler Tech Application Process and is accepted into a Butler Tech program, notification of acceptance will be sent to the parent/student. Once the student accepts the program offer, the associate school will be notified of all accepted students as the Enrollment Team finalizes.

Each application has the following statement that must be checked before submission:

“I understand final placement decisions for students on an IEP will be made by IEP Team to ensure the placement is appropriate. An IEP meeting will be convened in the Spring. Additionally, a meeting may be scheduled for students on Section 504 plan to determine whether changes to their plan are necessary to support their enrollment at Butler Tech.”

After selection, if the student receives a placement notification, the following will occur:

“For students who receive special education services, an IEP meeting will be convened this spring at your high school with representatives from the home district, Butler Tech, in addition to the accepted student and his/her guardians. The purpose of this meeting will be to consider appropriate services, accommodations, and support related to the accepted program and the new academic setting. Please be aware that end-of-year transcripts will be reviewed for all students to determine credit eligibility.”

“For students who have a 504 plan, a meeting may be requested at your high school with representatives from the home district, Butler Tech, in addition to the accepted student and his/her guardians. The purpose of this meeting is to determine whether changes to the plan is necessary to support their enrollment at Butler Tech. Please be aware that end-of-year transcripts will be reviewed for all students to determine credit eligibility.”

Mechatronics Application and Placement Requirements

Students enrolled in this program will also be enrolled with Sinclair College and may receive college credit(s).

In partnership with Sinclair College CCP requirements, the student must:

- Complete the Butler Tech application by January 31, 2024
- Register to Sinclair College **and** receive a Tartan ID Number and Sinclair Username
- For English: must have an ACT score of 18 in English or SAT score \geq 480 in English, or Score college-ready on Sinclair’s ACCUPLACER placement test in English and receive a score of 5 or a high school GPA of at least a 2.75 and B average in the last two high school English credits
- For Math: An ACT score of 22 in Math or SAT score \geq 530 in Math, or Score college-ready on Sinclair’s ALEKS placement test in Math of 31 or above or a high school GPA of at least a 2.75 and B average in the last two high school Math credits

Placement eligibility is verified after the lottery placement and selection process. All applicants will have until May 31, 2024, to qualify for placement. Students who do not meet qualification requirements will default into their 2nd choice program so long as there are openings after the lottery concludes; otherwise, the student will be waitlisted until their next program opens. Please refer any Mechatronics application requirements to Penny Osborne, Butler Tech Mechatronics Counselor, at osbornep@butlertech.org or call at 513-645-8211.

**March 1, 2024 Addendum: Extended Programs Offers for Healthcare
and Welding**

At Butler Tech, we're thrilled about the remarkable interest in our welding and healthcare programs, evident from the overwhelming number of applications received for both over the last few years. In response to our current limited capacity, student waitlist and industry demand, we are pleased to announce an expansion that will open additional opportunities. The opportunities will be offered in the following order based on capacity:

For Senior Only Welding Applicants that are waitlisted (1st Choice selection) will now have 1st choice selection for Adult Education Welding Opportunity:

Applicants currently on the waitlist, arranged by lottery number, may receive acceptance offers via email. Despite program expansion, capacity in the Welding program remains limited, and waitlisted applicants may continue to wait until openings become available.

For 2-Year Healthcare Science Applicants that are waitlisted (1st Choice Selection) will now have 1st choice selection for Adult Education Medical Assisting Opportunity:

All applicants currently waitlisted will be invited via email to attend a Parent Night session. This event aims to provide more information about the new Medical Assisting program at Butler Tech's Adult Education in Lesourdsville.

Open Application and Placement

Following the exhaustion of waitlists for the 1st choice Welding and Healthcare Science programs, opportunities will become available to rising Juniors or current Seniors pending

graduation readiness and pathway planning as assessed by their home school counselor. Placement into the Adult Education program requires completion and verification of the student's graduation pathway by the home school counselor, as verified by the Secondary Education Enrollment Department.

Please refer any questions or inquiries about the application or placement process to Tiffany Jones, Secondary Education Enrollment Specialist, at jonest@butlertech.org or call 513-645-8332.