

The Board of Education ensures fair and equitable access to all programs, prohibiting discrimination based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information, or any other legally protected category.

Residency Requirements

- **Within Career Technical District Residency:** Students must be Ohio residents within Butler County or Northwest Local School District. Eligibility will be reviewed for residency status.

Outside Career Technical District Residency: Ohio residents outside the district may apply starting March 1, 2025.

Credit Eligibility Requirements

3-Year Programs: Applicable to current 9th-grade students.

- Apply by January 31, 2025, with a current transcript.
 - 9th Grade students are identified on their transcripts by the year they begin high school. The student must have completed one semester in high school at the time of application. Student must be entering their sophomore year starting August 2025.
 - *Homeschooled Students: Students who are homeschooled during their ninth grade year will be expected to enroll in their public school district of residence, a community school or a nonpublic school to participate in the 3-Year Program. It is the responsibility of the student's district of residence, community or nonpublic school to determine the appropriate grade level of a home-schooled student in accordance with state law and their school district's policies. A counselor from the district of residence or school will need to verify a student's grade level before Butler Tech is able to verify a student's eligibility to enroll in the program.*
- At the time of application, the student must have earned one (1.5) core high school credits.
 - *Core credits are earned in English, Math, Social Studies, and Science.*
- To be eligible for enrollment, students must *ideally earn four (4) core credits by May 31, 2025. However, students will maintain eligibility for enrollment if they have earned at least two and a half (2.5) core credits by May 31, 2025.* Butler Tech may deny enrollment for students who do not meet this requirement by May 31st.

2-Year Programs: Applicable to current 10th-grade students.

- Apply by January 31, 2025, with a current transcript.
 - Current 10th-grade students are identified on their transcripts by the year they begin high school. The student must have completed three semesters in high school at the time of application. Student must be entering their junior year starting August of 2025.
 - *Students who are homeschooled during their tenth-grade year will be expected to enroll in their public school district of residence, a community school or a nonpublic school to participate in the 2-Year Program. It is the responsibility of the student's district of residence, community or nonpublic school to determine the appropriate grade level of a home-schooled student in accordance with state law and their school district's policies. A counselor from the district of residence or school will need to verify a student's grade level before Butler Tech is able to verify a student's eligibility to enroll in the program.*
- At the time of application, the student must have five (5) core credits earned.
 - *Core credits are earned in English, Math, Social Studies, and Science.*
- To be eligible for enrollment, students must *ideally earn eight (8) core credits by May 31st, 2025. However, students will maintain eligibility for enrollment if they have earned at least six (6) core credits by May 31st, 2025.* Butler Tech may deny enrollment for students who do not meet this requirement by May 31st.

One Year or One Semester Programs (also known as OTC+ or Senior Only Programs):

Applicable to current 11th Grade students.

- Current 11th Grade students are identified on their transcripts by the year they begin high school. The student must have five (5) semesters in high school at the application deadline. Student must be entering their senior year starting August 2025.
- Should be enrolled in English and Math courses during their senior year.
- Home school counselors must complete and sign the student's graduation pathway plan by January 31, 2025.
- Additional transcript review will occur in June 2025 to confirm eligibility by your home school counselor.

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. Students will need to make up credits to stay graduation ready and may have that opportunity in Summer School at Butler Tech.

Lottery Selection and Placement Process

- **Priority Placement for the 24-25 10th Grade Career Exploration Academy:** Students receive priority placement in their chosen pathway before the lottery. Final program selections must be made by January 31, 2025, to retain priority status.
- **Selection Process:** Students may select up to three programs ranked 1st, 2nd and 3rd choice. Placement prioritizes first-choice programs, with subsequent choices considered based on availability.
- **Declining Offers:** Students have five days to accept or decline a placement offer. Declining a first-choice offer will be confirmed with parents/guardians. Students that decline their first-choice program, regardless of reason or circumstances, will need to reapply.
- **Waitlist Status:** Highly sought-after programs may reach capacity, placing students on a waitlist. The Enrollment Team will contact waitlisted students as openings occur.
- **Open Program Status:** After the lottery, remaining openings will be filled starting March 1, 2025, on a first-come, first-serve basis for non-waitlisted programs.

Passion Commitment

Students accepted into a lab program must remain in that program for its duration either one, two, or three years, unless there are exceptional circumstances.

Special Education Services

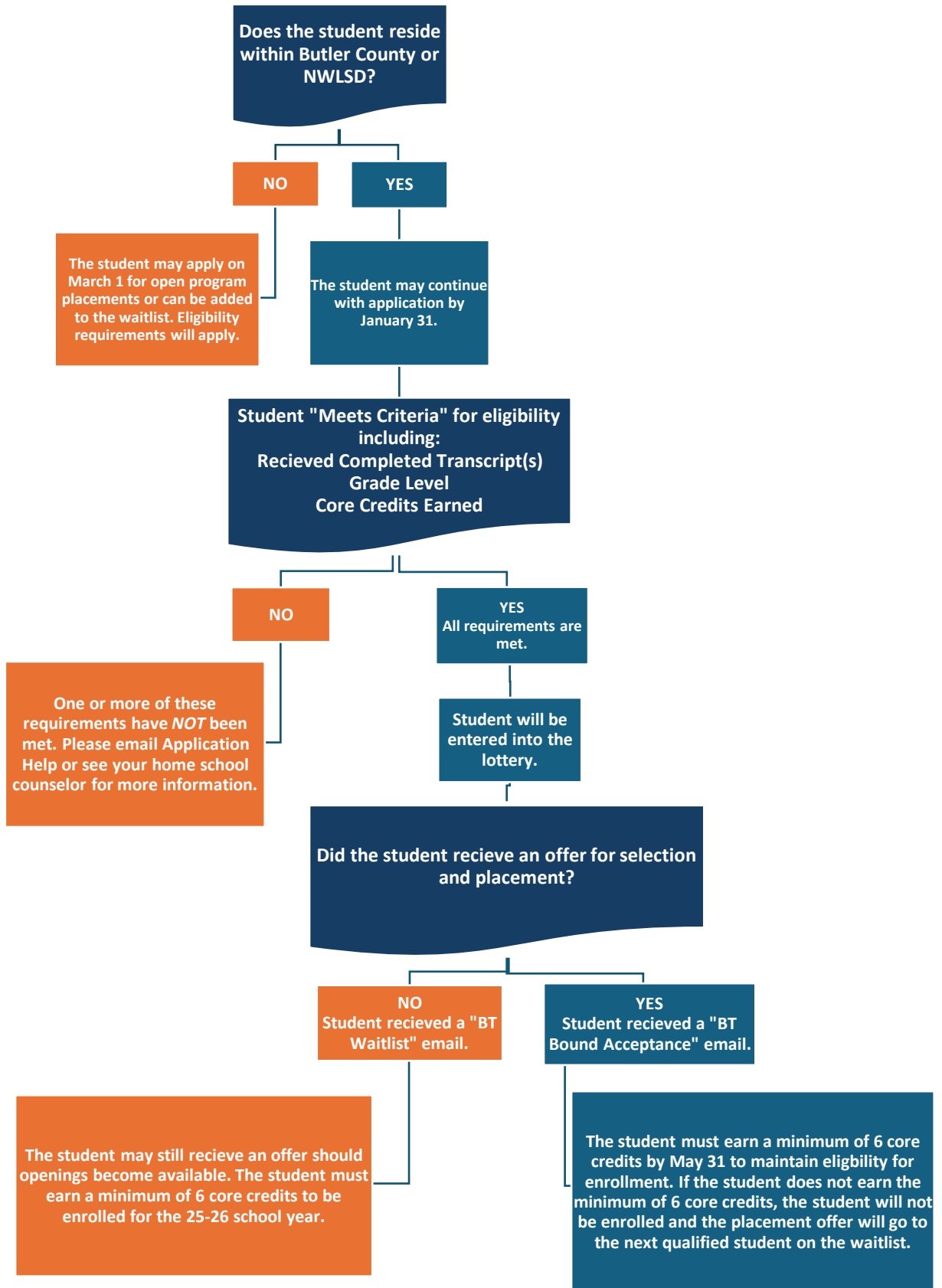
- **IEP Students:** Placement decisions for students on an IEP will be made by the IEP Team in the Spring. An IEP meeting will include representatives from the home district and Butler Tech.
 - Each application includes a statement that must be checked before submission: “I understand final placement decisions for students on an IEP will be made by the IEP Team to ensure the placement is agreeable with the IEP team. An IEP meeting will be convened in the Spring. Additionally, a meeting may be scheduled for students on a Section 504 plan to determine whether modifications/adjustments 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:

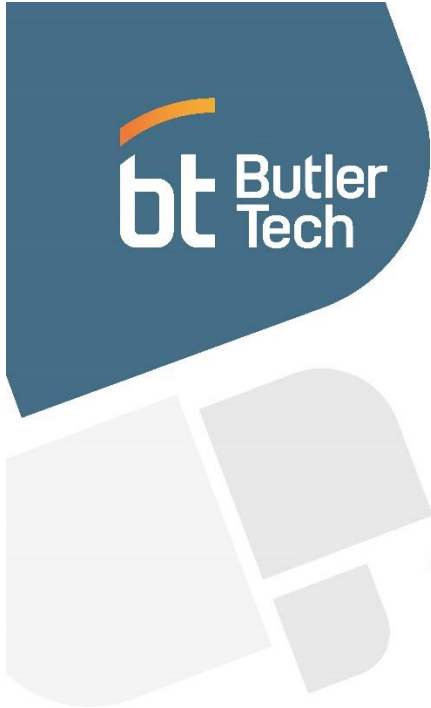
- For students who receive special education services, an IEP meeting will be convened in the Spring at the high school with representatives from the home district, Butler Tech, the accepted student, and guardians. The purpose of this meeting is to consider appropriate services, accommodations, and support related to the accepted program and the new academic setting. Final placement decisions will be made by the IEP Team.
- For students with a 504 plan, a meeting may be requested at the high school with representatives from the home district, Butler Tech, the accepted student, and guardians to determine if modifications/adjustments to the plan are necessary to support enrollment at Butler Tech.
- End-of-year transcripts will be reviewed for all students to determine credit eligibility.

Mechatronics Program Placement Requirements

- **Enrollment:** Students must apply by January 31, 2025, and register with Sinclair College.
- **Eligibility:** Students must meet specified testing scores through ALEKS Math and ACCURPLACER Writing test. Testing qualification and verification will occur post-lottery.
- *Students have until May 31st to meet the testing requirements. However, it is recommended that students complete testing to qualify by April 4, 2025 so that they are able to attend Acceptance Day in April.*

Contact Information For questions or inquiries about the application or placement process, please contact Tiffany Jones, Secondary Education Enrollment Specialist at jonest@butlertech.org or call 513-645-8332.





LOTTERY APPLICATION PROCESS

Lottery Preparation

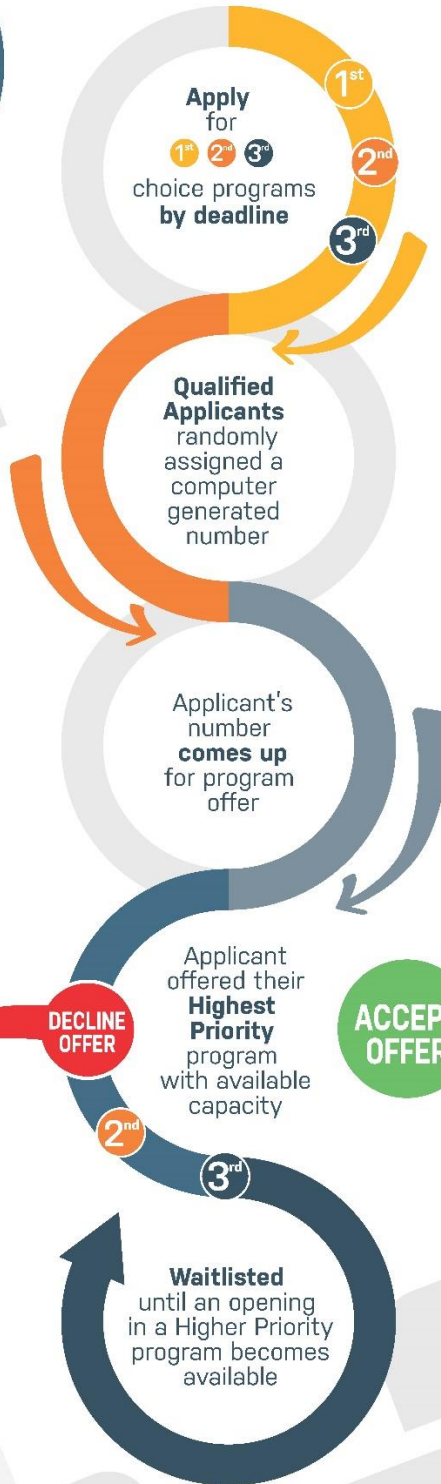
Once the application period closes all qualified applicants, based on local residency requirements and transcript eligibility, will go into the lottery. We use a computer program to generate random numbers. These numbers are assigned to each qualified applicant.

Lottery Process

The applicants are then sorted based on the randomly assigned numbers, creating a randomized list or hierarchy for each qualified applicant. This list serves as the order in which students will be considered for their program selection & placement.

Placement Offers

Starting from the top of the randomized list, we send offers to students according to the available openings. Those at the top of the list are offered their highest priority programs selected first. As students accept or decline offers, the list is updated and additional students may be offered spots from the waitlist if/when available spots become available.



IMPORTANT NOTE:

If applicant **DECLINES** an offer, they will not be offered that program **OR** a program with a lower priority again.

I.E. If applicant declines their 2nd choice offer, then they remain waitlisted for their 1st choice but will NOT be waitlisted for their 3rd choice.

If Applicant **DECLINES*** a 1st choice offer, they are removed from Lottery.

*Parent MUST confirm the declined offer.

If Applicant **DECLINES** a 2nd 3rd choice offer, or there is no **Priority Program** with capacity available, applicant will remain waitlisted.



Applicant completes enrollment process to finalize their program placement.



View complete Lottery Application Process & Requirements for the school year.