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 or attend a partnership high school within Butler County, Hamilton City Schools, or Northwest Local School District. Eligibility will be reviewed by transcript for residency status.

  Outside Career Technical District Residency: Ohio residents who live outside Butler Tech's career technical planning district may apply beginning November 1, 2026. These applicants may be offered enrollment in a Butler Tech program beginning April 1, 2027, after both lotteries for district residents have concluded and only if space remains available in the program.

Credit Eligibility Requirements

3-Year Programs for Enrollment:

Applicable to current 9th-grade students

- Apply and submit a completed application by March 15, 2027, 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 (1) semester in high school at the time of application. Students must be entering their sophomore year starting in August 2027.
  - *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 student's district of residence or school will need to verify the student's grade level before Butler Tech can verify their eligibility to enroll in the program.*
- At the time of the application deadline, the student must have earned one and a half (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, 2027. However, students will maintain credit eligibility for enrollment if they have earned at least three (3) core credits by May 31, 2027. Butler Tech may deny enrollment for students who do not meet this requirement after May 31st.

2-Year Programs for Enrollment:

Applicable to current 10th-grade students

- Apply and submit a completed application by January 31, 2027, 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 (3) semesters in high school at the time of application. Students must enter their junior year starting in August 2027.
  - *Homeschooled Students: 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 student's district of residence or school will need to verify the student's grade level before Butler Tech can verify their eligibility to enroll in the program.*
- At the time of the application deadline, the student must have earned five (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 eight (8) core credits by May 31st, 2027. However, students will maintain credit eligibility for enrollment if they have earned at least six (6) core credits by May 31st, 2027. Butler Tech may deny enrollment for students who do not meet this requirement after May 31st.

One-Year or One-Semester Programs for Enrollment:

Applicable to current 11th-grade students for 27-28 Fall Placement.

- Apply and submit a completed application by March 15, 2027.
  - 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 and be entering their senior year starting in August 2027.

- 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 March 15, 2027, to determine eligibility and graduation requirements.

Credit Eligibility and Graduation Support

Credit eligibility is an essential 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. Butler Tech Counselors will review end-of-year transcripts for all students to determine credit eligibility. Students will need to make up credits to remain credit-eligible before May 31. In some circumstances, students may have the opportunity to attend Summer School at Butler Tech. Please discuss this with any Butler Tech counselor for more details.

Lottery Selection and Placement Process

- **Priority Placement for students enrolled in the 26-27 10th Grade Career Exploration Academy:** Students currently enrolled in this program receive priority placement in one 2-Year Butler Tech program of their choice before the lottery occurs. Final program selections must be made by January 31, 2027, to retain priority status.
- **Priority Placement for students enrolled in the 26-27 10th Grade Health Science Academy:** current students who are enrolled in this program receive priority placement at the Bioscience Center, in one of the following 2-year programs which include Biomedical, Dental, Exercise or Healthcare Science before the lottery occurs. Final program selections must be made by January 31, 2027, to retain priority status.
- **Selection Process:** Students may select up to two programs ranked 1st and 2nd choice. Placement prioritizes first-choice programs.
- **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. *Offers that remain neither accepted nor declined for 30 days may be withdrawn by Butler Tech. Butler Tech will make reasonable efforts to contact the student and parent/guardian regarding the offer before withdrawing it*.
- **Waitlist Status:** Highly sought-after programs may reach capacity, placing students on a waitlist. The Enrollment Team may contact waitlisted students as openings occur.

- **Open Program Status:** After both lotteries conclude, remaining openings in programs without a waitlist will be filled beginning April 1, 2027, on a first-come, first-served basis. This includes prospective students who reside outside Butler Tech's career technical planning district, students who applied after the application deadlines, or students who were not initially credit eligible but have since met credit eligibility requirements.
- **Passion Commitment**: Students accepted into a lab program must remain in that program for its duration, either one, two, or three years. However, we understand students may change their career pathway focus and goals. Therefore, currently enrolled Butler Tech students who wish to switch to a different lab program must meet with their Butler Tech counselor to review program requirements and any potential changes to their enrollment status. After the meeting, current students must also submit an internal application by the applicable application deadline. All internal applications are subject to applicable lottery policies.

  Current BT students must use the internal application process*.** Currently enrolled Butler Tech students must meet with a Butler Tech counselor ***and complete the internal application process to be considered for placement in a different program. Any application submitted through the general application system without meeting both requirements will be removed from consideration. Any lottery placement offer resulting from such an application will be rescinded.

- Lab only options may be available for 11th and 12th grade programs in certain circumstances. Please contact applicationhelp@butlertech.org for further information.

Required Enrollment Events

Students who accept any program offer to Butler Tech on or before April 30 are required to attend **one** of the three enrollment events listed below, as applicable to their program. These events provide an opportunity to celebrate acceptance, meet instructors, ask questions about the student experience, and receive program-specific information for the upcoming school year.

Date	Enrollment Event
March 24	**2-Year Welcome Night**, 4–7 p.m.
April 15	**3-Year, 1 year, 1-Semester Welcome Night**, 4–7 p.m.
May 7	**Acceptance Day**, for 2-Year and 3-Year programs only

Welcome Nights are hosted at the students' respective Butler Tech campus. Acceptance Day is a school field trip coordinated with the student's home school that brings the Butler Tech experience to life by giving students a chance to step into their lab, connect with their classmates, and experience a "day in the life" of a BT student.

If the student's home school district cannot participate in Acceptance Day for any reason, the student must attend the applicable Welcome Night or contact their Butler Tech campus as soon as possible to explain the circumstances and request an alternative arrangement. Butler Tech is committed to helping every accepted student attend a required enrollment event and will make every effort to communicate enrollment details and attendance expectations. Alternative arrangements are subject to campus approval.

Any students who accept an offer after April 30 are required to attend Orientation. The date and details will be announced later.

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.

Specific Program Testing Requirements

Firefighting and EMT Program Placement Requirements

- **2-Year Firefighting Enrollment:** Students wanting enrollment placement into Firefighting Technology must apply and submit a completed application by January 31, 2027, and select Fire Technology as their first-choice selection.
- **One-Year Fire or One-Year EMT Enrollment**: Students wanting enrollment placement into the One-Year Fire or One-Year EMT program as their first-choice selection must apply and submit a completed application by March 15, 2027.
- **Eligibility:** Students must meet specified test scores through WorkKeys. Students must receive a score of four (4) in each of the Applied Math, Graphic Literacy, and Workplace Documents tests. Students may begin qualification process; the testing qualification and verification will occur post-lottery. Students are conditionally placed until testing qualifications are verified for official placement. Butler Tech may deny conditional enrollment for students who do not meet the qualification requirement after May 31st.
- **Testing:** Students have until May 31st to meet the testing requirements. However, it is recommended that students complete testing to qualify by April 30, 2027, so that they can attend Acceptance Day on May 7th. Please contact Tracy Donovan, Fire and EMT counselor, at donovan@butlertech.org with additional questions.

Mechatronics Program Placement Requirements

- **Enrollment:** Students must apply and submit a completed application by January 31, 2027, and register with Sinclair College.
- **Eligibility:** Students must meet specified test scores through ALEKS Math and ACCUPLACER Writing tests. Students may begin qualification process; the testing qualification and verification will occur post-lottery. Students are conditionally placed until testing qualifications are verified for official placement. Butler Tech may deny conditional enrollment for students who do not meet the qualification requirement after May 31st.

- **Testing:** Students have until May 31st to meet the testing requirements. However, it is recommended that students complete testing to qualify by April 30, 2027, so that they can attend Acceptance Day on May 7th. Please contact Penny Osborne, Mechatronics counselor, at osbornep@butlertech.org with additional questions.
- **Current sophomores in 3 Year Engineering:** any student who is a current 10th Grade 3-Year Engineering student interested in Mechatronics must use the internal application process to enroll. Currently enrolled Butler Tech students must meet with a Butler Tech counselor, then complete the internal application, and test and qualify to be considered for placement in the Mechatronics program.

Additional Enrollment Information

For specific questions or inquiries about the application, lottery or placement process, please contact Dr. Tiffany Jones, Director of Student Experience and Enrollment, at jonest@butlertech.org or call 513-645-8332.

3 Year Program Qualification Path For BUTLER TECH

3-Year Programs / 2027 –28 Enrollment

1 **Does the student reside within Butler County or attend Hamilton High School, Colerain High School, or Northwest High School?**

- **NO** → The student may apply. Placement consideration begins April 1 for open programs, or the student may be added to the waitlist. Eligibility requirements apply.
- **YES** → The student may continue with the application. The deadline to apply is March 15.

2 **Does the student meet eligibility criteria?**

- Completed transcript(s) received
- Required grade level (one semester completed in High School)
- 1.5 core credits earned by the application deadline

- **NO** → One or more requirements are not met. Email ApplicationHelp@butlertech.org or see your home school counselor.
- **YES** → All requirements are met. The student enters the lottery.

3 **Did the student receive a BT Bound offer for selection and placement?**

- **NO** → BT WAITLIST EMAIL: An offer may still be made if openings become available. The student must meet the required core-credit minimum for enrollment.
- **YES** → BT BOUND EMAIL: The student must meet the required core-credit minimum by May 31. If the requirement is not met, the student will not be enrolled, and the offer will go to the next qualified student on the waitlist.

3-YEAR PROGRAMS

- 10th Grade Career Exploration Academy
- 10th Grade Health Science Academy
- 3-Year Aviation
- 3-Year Creative Arts Academy
- 3-Year Engineering
- 3-Year Information Technology: Integrated Manufacturing
- 3-Year Machining Technology
- 3-Year Teacher Pathway
- 3-Year Welding

Please read the full Application and Lottery Policy for specific details

2 Year Program Qualification Path for BUTLER TECH

2-Year Programs / 2027 –28 Enrollment

1 **Does the student reside within Butler County or attend Hamilton High School, Colerain High School, or Northwest High School?**

- **NO** → The student may apply. Placement consideration begins April 1 for open programs, or the student may be added to the waitlist. Eligibility requirements apply.
- **YES** → The student may continue with the application. The deadline to apply is January 31.

2 **Does the student meet eligibility criteria?**

- Completed transcript(s) received
- Required grade level (three semesters completed in High School)
- 5 core credits earned by the application deadline.

- **NO** → One or more requirements are not met. Email ApplicationHelp@butlertech.org or see your home school counselor.
- **YES** → All requirements are met. The student enters the lottery.

3 **Did the student receive a BT Bound offer for selection and placement?**

- **NO** → BT WAITLIST EMAIL
  An offer may still be made if openings become available. The student must earn at least 6 core credits to enroll for the 2027–28 school year.
- **YES** → BT BOUND ACCEPTANCE EMAIL
  The student must earn at least 6 core credits by May 31 to remain eligible for enrollment. If the student does not meet this requirement, they will not remain enrolled, and the offer will go to the next qualified student on the waitlist.

2-YEAR PROGRAMS

- Animal & Veterinary Science
- Automotive Technology
- Biomedical Science
- Business
- Construction
- Cosmetology
- Criminal Justice
- Creative Arts Academy
- Culinary Arts
- Dental Science
- Digital Media
- Equine & Livestock Science
- Environmental & Conservation Science
- Exercise Science
- Firefighting Technology
- Graphic Design
- Healthcare
- Information Technology: Enterprise Computing
- LPN 2+
- Mechatronics
- Welding Technology

Please read the full Application and Lottery Policy for specific details