



**RIVER VALLEY TECHNICAL CENTER**  
 at the Howard Dean Education Center  
 307 South Street, Springfield, VT 05156  
 PH: 802-885-8305 FAX: 802-885-8454

*“Educating Today’s Students for Tomorrow’s Careers”*  
[www.rvtc.org](http://www.rvtc.org)

**Directions: Fill out all fields, print, sign, and send or fax to Jeff Renard, Distance Ed Programs Director.**

*Serving students and adults from the Bellows Falls,  
 Black River, Fall Mountain, Green Mountain,  
 and Springfield School Districts*

**2008-2009 APPLICATION FOR ENROLLMENT**  
*Priority application deadline is March 15, 2008*

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

*\*\*Official first name – no shortened names, please*

Birthdate: \_\_\_\_\_ Year of Graduation:  2009  2010  2011  2012

Student e-mail address: \_\_\_\_\_

Home School:  BFUHS  GMUHS  Adult with GED  Home Schooled  
 BRHS  SHS  Adult with Diploma  
 FMRHS  Private School  Adult without Diploma

HS Guidance Counselor: \_\_\_\_\_ DOE ID# (VT Students only): \_\_\_\_\_  
*See your guidance counselor for this. (7 digits)*

Official Town of Residence: \_\_\_\_\_

**Program Information:**

Program Requested: \_\_\_\_\_

*If you wish to enroll in two programs simultaneously, please include both programs on the line above. For a complete list of program offerings, see page 4 of this application.*

If your 1<sup>st</sup> choice program is over-enrolled, what is your 2<sup>nd</sup> program choice? \_\_\_\_\_

**Audio Engineering and Hospitality Students**, please select the appropriate option:

I will attend class at RVTC.  I will access class from my home school via the Distance Education Network.

In two or three sentences, please indicate why you would like to enroll at the Technical Center and why you have selected your particular program.

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**Contact # 1:** *If student is 18 years or older, the student is contact #1. If not, please list custodial parent(s) or guardian(s).*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Daytime Phone #: \_(\_\_\_\_\_)\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
( include city, state, and zip code along with street or P.O. box)

Physical Address: \_\_\_\_\_

Home Phone: \_(\_\_\_\_\_)\_\_\_\_\_ Parent e-mail: \_\_\_\_\_

**Does the student reside at this address? YES NO**

*(If the student does not reside at this address, please provide the student's address under Contact #2.)*

**Contact # 2 (if applicable):** *Information regarding non-custodial parent, or address of student if he/she does not live at home.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Daytime Phone #: \_(\_\_\_\_\_)\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
( include city, state, and zip code along with street or P.O. box)

Physical Address: \_\_\_\_\_

Home Phone: \_(\_\_\_\_\_)\_\_\_\_\_ e-mail: \_\_\_\_\_

**Does the student also live with Contact # 2? YES NO**

**Should correspondence also be sent to Contact # 2? YES NO**

**Can non-custodial parent be contacted in an emergency? YES NO**

**Emergency Contact #3:** *Please provide someone to contact if we cannot reach a parent in the event of an emergency.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Daytime Phone #: \_(\_\_\_\_\_)\_\_\_\_\_

Home Phone: \_(\_\_\_\_\_)\_\_\_\_\_

**Statement of Non-Discrimination - River Valley Technical Center**

The River Valley Technical Center does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the River Valley Technical Center's compliance with the regulations implementing Title VI, Title IX, Section 504, or other state or federal non-discrimination laws or regulations is directed to contact:

Carl Mock, Director, River Valley Technical Center, 307 South Street, Springfield, VT 05156, 802-885-8301

**Required Signatures:**

**\*By signing this application, the student and the parent acknowledge that they are aware of the essential requirements of the technical program requested and certify to the best of their knowledge that the student can meet the essential safety, academic, and technical requirements of the program. Student and parent signatures also acknowledge that the home high school has permission to release the student’s records to the River Valley Technical Center for purposes of application and enrollment.**

**\*Student:** \_\_\_\_\_

**\*Parent:** \_\_\_\_\_

**Important: The guidance counselor’s signature indicates the following:**

- ✓ The student applicant is on track to meet the grade-level requirements of the program(s) for which he/she has applied.
- ✓ The student has met (or will meet) all prerequisites for the program(s) requested.
- ✓ The application is complete.

**HS Guidance Counselor:** \_\_\_\_\_

**Current Program Instructor:** \_\_\_\_\_

*Required for all Level II students, this signature indicates that the student is expected to complete Level I of the requested program successfully (grade of 70 or better) and is recommended to continue on to Level II.*

**Sophomore Admission Requirements**

Sophomore students are allowed to enroll in RVTC Programs specified as “10<sup>th</sup> grade with permission” on page 4 of this application by meeting the following requirements:

1. Recommendation: Enrollment must be initiated with the recommendation of the home school guidance counselor.
2. Attendance: The eligible student will have an attendance rate of at least 90% at the “home” school during the freshman year. As there are 175 school days, this means that they can have no more than 15 absences during the year. If a student is accepted during their freshman year with fewer than 15, and accumulates a total that exceeds 15 by the end of that year, he / she is subject to being un-enrolled in the program at the discretion of the instructor.
3. Grade Point Average: The eligible student will have a GPA for the freshman year of at least a 2.5 based on a 4.0 scale.
4. No Major Misconducts: The student will demonstrate reasonable behavior during their freshman year by having no major misconducts as defined by the River Valley Technical Center’s student handbook.

**When the above criteria has been met:**

5. Student Interview: The student must schedule an appointment with the instructor for an interview. The interview will consist of questions designed to help the instructor formulate an opinion as to the sincerity of the student’s intentions toward his / her future and how this program will help achieve those results.

Upon successful completion of the above requirements, a recommendation by the instructor will be sent to the Administration and guidance personnel requesting the enrollment of that student.

## Programs offered at RVTC for the 2008-2009 school year:

*For those programs with an asterisk(\*), sophomores must meet the criteria listed on page 3 of this application.*

### Program Name

**Business & Financial Services I** 11, 12 \*10 w/permission  
**Business & Financial Services II** grades 11 & 12 only  
**Financial Accounting for Seniors** grade 12 only  
**Carpentry I** grades 11 & 12 only  
**Carpentry II** grade 12 only  
**Culinary Arts I** 11, 12 \*10 w/permission  
**Culinary Arts II** grades 11 & 12 only  
**Culinary Arts – Accelerated Tech Prep** grade 12 only  
**Digital Design, Print & Web I** grades 10 - 12  
**Digital Design, Print & Web II** grades 11 & 12 only  
**Electronics: Audio Engineering I** grades 11 & 12 only  
**Electronics: Audio Engineering II** grade 12 only  
**Emergency & Fire Management I** grades 11 & 12 only  
**Emergency & Fire Management II** grade 12 only  
**Engineering Technology I** grades 10 – 12  
**Engineering Technology II** grades 11 & 12  
**Hands-On Computer Systems** grades 11 & 12 only  
**Health Careers I** grades 11 & 12 only  
**Health Careers II** grade 12 only  
**Horticulture & Natural Resources I** 11, 12 \*10 w/permission  
**Horticulture & Natural Resources II** grades 11 & 12 only  
**Hospitality & Recreation Management I** grades 11, 12 \*10 w/perm  
**Hospitality & Recreation Management II** grades 11 & 12 only  
**Human Services I** grades 10 - 12  
**Human Services II / Early Childhood Education** 11, 12  
**Industrial Trades I** grades 11 & 12 \*10 w/permission  
**Industrial Trades II** grades 12 only  
**Law Enforcement I** grades 11 & 12 only  
**Law Enforcement II** grades 12 only  
**Manufacturing Technology I** grades 10 – 12  
**Manufacturing Technology II** grades 11 & 12  
**Pre Tech** grades 9 & 10 only  
**Technology Essentials** grades 11, 12 \*10 w/permission

### Prerequisite

Keyboarding skills  
Grade of 70 or better in Business Management I  
Successful completion of Algebra I  
Algebra I or concurrent enrollment  
Grade of 70 or better in Carpentry I  
None  
Grade of 70 or better in Culinary Arts I  
70 in Culinary Arts I & post-secondary intentions  
None  
Grade of 70 of better in Graphic Technologies I  
Computer skills, 70 in Algebra I, interview  
Grade of 70 or better in Audio Engineering I  
Signed medical release from physician  
Grade of 70 or better in Emer & Fire Mnmnt I  
Successful completion of Geometry or instr perm  
Grade of 70 of better in Engineering Technology I  
Keyboarding skills; basic comp navigation skills  
Biology, Algebra I, Language Arts  
Grade of 70 or better in Health Career Academy I  
None  
70 or better in Horticulture & Nat Resources I  
None  
70 or better in Travel & Tourism Academy I  
None  
Grade of 70 or better in Human Services I  
Successful completion of Algebra I or instructor permission  
Grade of 70 or better in Industrial Trades  
Signed medical release from physician  
Grade of 70 or better in Law I and signed release  
None  
Grade of 70 of better in Engineering Technology I  
Guidance Counselor recommendation  
Basic keyboarding skills

