

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
2016- 2017 Academy Admission Timeline

STEP 1 STUDENT APPLICATION – Opens September 14, 2016 / Closes December 2, 2016

1. Student application completed online at www.mcvts.org. Tab Admissions – Application Form – Full Time Academies.
2. Upon completion and submission of the online application, you will receive an application copy, PIN NUMBER and PARENT RELEASE FORM. We recommend that you save a copy to your desktop for reference.
3. **RELEASE FORM** must be submitted to the Middle School or application will not be complete in our database.
4. Middle School will complete their section of your student application.
5. Entrance Exam (Accuplacer) is scheduled on the application. You will have a pull down menu of the dates and times available for your student to test.

APPLICATION NOTIFICATION:

- Any changes to the application **must** be requested by email to applicants@mcvts.org
- You may only change your Academy of choice PRIOR TO THE STUDENT INTERVIEW, if granted, as the interviews are Academy specific
- We do not CONFIRM ANY APPLICATIONS OR TEST DATES BY EMAIL. KINDLY RECORD YOUR PIN NUMBER, ACADEMY CHOICE AND ENTRANCE EXAM DATE & TIME ON YOUR CALENDAR.

STEP 2 ADMISSION TESTING – Accuplacer Entrance Exam scheduled on the online application

Accuplacer is a 2.5 hour three-part computer-based test consisting of:

- **ALL ACADEMIES EXCEPT MSE AND BIOTECHNOLOGY:** Reading Comprehension (untimed), WritePlacer (written essay – timed at 45 minutes), and Arithmetic (basic math – untimed.)
- **MATH, SCIENCE & ENGINEERING AND BIOTECHNOLOGY** applicants take Sentence Skills (untimed), WritePlacer (written essay – timed at 45 minutes), and *Elementary Algebra* (untimed.)
- TEST DATES ARE SCHEDULED on a first come basis. Once a session is full, you will be unable to register and must select another date and time.
- No calculators are allowed EXCEPT if required by the student as per IEP documentation.
- Practice tests and further information about the Accuplacer is available online at www.collegeboard.com/student/testing/accuplacer/

ACCUPLACER TEST DATES: Please note all tests are located at the Morris County School of Technology, Denville

November 19	9:00 AM & 12:30 PM
November 28	4:00 PM
December 1	4:00 PM
December 5	4:00 PM
December 8	4:00 PM
December 10	9:00 AM & 12:30 PM
December 12	4:00 PM
December 17	9:00 AM & 12:30 PM
SNOW DATE:	Will be posted on www.mcvts.org if necessary

All registered applicants will receive an email COURTESY CONFIRMATION/REMINDER approximately 1 week prior to their selected test date. This will be your only notification. Please make certain guardian email is checked daily.

STEP 3 STUDENT INTERVIEWS and APPLICATION STATUS - Start **approximately** first week January

1. Interview dates are scheduled by ACADEMY according to our school schedule and instructor availability. Not all academies are notified on the same day, but according to date scheduled.
2. Applicants will be notified via the PARENT/GUARDIAN EMAIL ON RECORD
Please make certain to check every day for messages (also check your SPAM file) for:
 - a. Interview date and time
 - b. Non-acceptance to the academy

STUDENT INTERVIEW:

- Student interviews are done in a small group (about 6 students) by the academy to which the student applied.
- Attire is important, the interviewers ask general questions about student interest in applying to the academy, applicants complete a group task and submit a writing sample. A career inventory may also be part of the process. Interviewers consist of the academy instructors and/or academy supervisor and possibly academy students.

STEP 4 ACCEPTANCE NOTIFICATION – Forwarded to all interviewed students

1. All applicants that were invited to the student interviews will receive an email approximately mid-February, 2017 if there are no weather related delays, advising them of:
 - a) Acceptance
 - b) Wait List
 - c) Non-Acceptance

ACCEPTANCE NOTIFICATION:

- We do request the courtesy of your response to our email either accepting or declining our offer of admission or wait list within the time period indicated in the notification.
- We do not confirm receipt of your return email but ask that you forward with “Return Receipt” or “Read by Recipient”. With the number of responses it is not possible for us to send you a receipt of message.

ALL INQUIRIES PERTAINING TO SUBMITTED APPLICATIONS SHOULD BE SENT VIA

EMAIL: applicants@mcvts.org
PHONE: 973-627-4600, ext. 297 or 277