

LOWELL PUBLIC SCHOOLS

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To: Liam Skinner, Superintendent of Schools  
From: Latifah Phillips, Chief Equity and Engagement Officer  
Date: January 31, 2025  
Re: 2<sup>nd</sup> Reading of Chapter 74 Vocational and Technical Education Programs Policy

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Lowell Public Schools is applying to the Department of Elementary and Secondary Education (DESE) for authority to provide additional Chapter 74 vocational technical education programs at Lowell High School. The application requires the district to adopt an admissions policy for our current Chapter 74 marketing program and any future approved Chapter 74 programs.

The Massachusetts Department of Elementary and Secondary Education provides a model policy template to serve as a baseline and ensure that the following required elements are included:

- Admissions
- Equal Educational Opportunity statement
- Eligibility
- Application Process
- Selection Process
- Exploratory Program (if applicable)
- Admissions Communication Policies
- Program Specific Admission
- Review and Appeals Process
- Records

This draft Lowell High School Admissions Policy for Ch. 74 Vocational Technical Education Programs was developed using the DESE model template. Additionally, sample admissions policies from other comprehensive and CTE high schools were reviewed for content and format.

The proposed Lowell High Admissions Policy addresses all elements included in the requirement. There are two parts of the proposed policy that are unique to LHS:

- **Admissions** - LHS is using a lottery system and does not have selective criteria.
- **Exploratory process** - This proposed Admissions policy for LHS does not include an Exploratory process because we are limited to Ch. 74 Marketing program at this time. In the future, the exploratory process will be added once LHS has 5 or more programs.

This policy is required to be approved annually. Thus, this policy will be submitted again with revisions at the beginning of the 2025-26 school year.

Information for this policy was submitted by Sue Zielinski, LHS Coordinator of Student Support & Roger Bourgeois, LPS CTE Consultant.