



Queen Anne's County Public Schools
Preparing World-Class Students Through Everyday Excellence



Learn More About Maryland's
CTE Programs of Study

Request for Enrollment Form
Career and Technology Education Programs of Study
Queen Anne's County Public Schools

Instructions:

1. Students must be on track for graduation.
2. Students and their parents/guardians must complete all three pages of this form.
3. Please print all requested information in blue or black ink.
4. PROGRAMS LISTED BELOW **IN BOLD** ARE ONLY AVAILABLE AT QACHS and REQUIRE THIS APPLICATION.

Name (Last, First, M.I.) _____ **Gender** _____

Home/Street Address _____

City, State, Zip _____ **Date of Birth** _____

Home Phone # _____ **Alternate Phone #** _____

Parent/Guardian Name _____

Parent/Guardian Email Address _____

Home School _____ **Current Grade (Circle One)** 9 10 11 12



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PROGRAM SELECTION(S)

Place a **1** in front of your first choice, a **2** in front of your second choice, and a **3** in front of your third choice



ARTS, MEDIA AND COMMUNICATION

___ Interactive Media Production



BUSINESS MANAGEMENT AND FINANCE

___ Accounting and Finance
___ Marketing
___ Business Admin Services
___ Business Management



CONSTRUCTION AND DEVELOPMENT

___ Construction Design & Mgmt.
___ Carpentry
___ Masonry
___ Welding



CONSUMER SERVICES, HOSPITALITY AND TOURISM

___ Careers in Cosmetology



ENVIRONMENTAL, AGRICULTURE & NATURAL RESOURCES

___ Agricultural Science Education (CASE)



HEALTH & BIOSCIENCE

___ Academy of Health Professions
___ Biomedical Science (PLTW)



INFORMATION TECHNOLOGY

___ Computer Science



HUMAN RESOURCE SERVICES

___ Fire Science/Emergency Medical Services
___ Homeland Security & Emergency Preparedness
___ Teacher Academy



TRANSPORTATION TECHNOLOGIES

___ Automotive Technician



MANUFACTURING ENGINEERING TECHNOLOGY

___ Pre-Engineering (PLTW)



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All students requesting to enroll in a CTE program of study must be on track for graduation.
 The deadline for submitting the Request for Enrollment is _____.

 Student Signature

 Date

As a parent/guardian of a student considering enrollment in the CTE Center, I understand that my student will be required to take and pass all required safety exams and adhere to those safety regulations at all times for continual enrollment in his/her program.

 Parent/Guardian Signature

 Date

 High School Counselor's Signature

 Date

Program Entrance Process:

- All students sign up for the course of interest.
- Students selecting a CTE course complete an application and submit to Counselor.
- Students select on the application a first, second or third choice.
- Counselor cross references students enrolled with those who applied to ensure enrollment and application have been completed by the student.
- Students are placed on a master spreadsheet and courses are filled based upon the order requests and applications are received.
- All students who request a course are enrolled if that program does NOT meet enrollment capacity.
- KI and QA Counselors meet to match course selections between the schools.

Program Entrance-Oversubscribed Programs:

- Applications are reviewed for oversubscribed classes. If the student's second or third choice is under-enrolled, all those are approached to select the under-enrolled option in an effort to fill all programs.
- If over-enrollment still exists; remaining student applications are assigned a number, and if all minimum qualifications (if based on essential criteria necessary for success in the program) are met, a random lottery will be held to fill the class.
- Where applicable, students who do not gain entrance in one year are given a priority in the next year should they still have interest.
- In the event that a student does not gain access, the school counselor will work with the student to gain a viable alternative or explore other options for gaining the specific training.

Statement of Non-Discrimination

In accordance with state and federal laws, and the policies of the Board of Education, QACPS does not discriminate on the basis of race, ethnicity, color, age, religion, disability, genetics, ancestry/national origin, marital status, sex or sexual orientation in matters affecting employment or in providing educational programs and service, and provides equal access to the Boy Scouts and other designated youth groups. QACPS operates equal opportunity and affirmative action programs for students and staff. The Board of Education of Queen Anne's County Public Schools is an equal opportunity/affirmative action employer. Employee inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the Director of Human Resources at 410-758-2403 ext. 176. Student or parent inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the Director of Student Services at 410-758-2403 ext. 154. Inquiries regarding ADA and Section 504 should be directed to the Supervisor of Special Education at 410-758-2403 ext. 131. Inquiries regarding Title II should be directed to the Director of Human Resources at 410-758-2403 ext. 176. Inquiries may also be addressed in writing to the appropriate office at Queen Anne's County Public Schools, 202 Chesterfield Ave, Centreville, Maryland 21617.