

LYNN VOCATIONAL TECHNICAL INSTITUTE

Admissions Policy

Adopted by the Lynn Public Schools School Committee on 09/11/2025

INTRODUCTION

Massachusetts state regulations ([603 CMR 4.00](#)) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

I. ADMISSIONS

When Lynn Vocational Technical Institute receives more applications than it has available seats, Lynn Vocational Technical Institute applies selection criteria to determine which students it will admit. The criteria Lynn Vocational Technical Institute applies have been approved by its school committee, and the school committee will approve the use of these criteria annually. Lynn Vocational Technical Institute's admission policy is on file at the Department of Elementary and Secondary Education.

II. EQUAL EDUCATIONAL OPPORTUNITY

Lynn Vocational Technical Institute admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

If a student's primary home language is not English, Lynn Vocational Technical Institute will provide them with an application form in their home language. Please contact our Guidance Office at 781-477-7420 x3011 or lvtiadmissions@lynnschools.org if you have questions or need help filling out the application form.

Lynn Vocational Technical Institute is committed to providing educational opportunities to students experiencing homelessness. Please contact Lynn Public Schools liaison office at 781-477-7420 x3207.

Students with disabilities may voluntarily identify themselves to Lynn Vocational Technical Institute to request reasonable accommodation during the application and admission process.

Neither a student's disability nor the primary language of their home will have any effect on their admission to Lynn Vocational Technical Institute.

Consistent with Massachusetts [regulations](#), Lynn Vocational Technical Institute has created a plan with "deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile."

Lynn Vocational Technical Institute will inform potential applicants about Chapter 74 programs through any of the following means:

- Send informational materials home to potential applicants
- Present information to 7th grade students in Lynn Public Schools in the first half of the year
- Offer an Open House program for potential applicants and their families at Lynn Vocational Technical Institute
- Provide information upon request from our Guidance Department to interested students and families

III. ELIGIBILITY

Any rising 8th, 9th, or 10th student who is a resident of the City of Lynn may apply for admission to Lynn Vocational Technical Institute. Students may only be admitted to Lynn Vocational Technical Institute if they have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

NON-RESIDENT STUDENTS:

Students who are not residents of the City of Lynn are eligible to apply for admission to Lynn Vocational Technical Institute. Please be aware that residents of the City of Lynn who meet the minimum admission requirements will be admitted before any non-residents seeking the same program. Students and families can find information on the [Chapter 74 Nonresident Student Tuition Program](#) online.

HOMESCHOOLED STUDENTS:

Homeschool applicants may apply to attend Lynn Vocational Technical Institute full-time and will be subject to the same admissions standards as other applicants.

TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to Lynn Vocational Technical Institute and will be subject to the same admissions standards as other applicants.

Students seeking to transfer from a similar Chapter 74 program in another vocational school may do so at any time. All transfer applicants must attend an informational meeting at LVTI. If the applicant or parent/guardian cannot provide transportation, an official from LVTI will either meet with the applicant virtually or go to the local school to meet with the applicant. Such applications will be evaluated according to the provisions of this Admissions Policy.

SCHOOL CHOICE:

Lynn Vocational Technical Institute does **not** participate in the inter-district school choice program. (The inter-district school choice program, [M.G.L. c. 76, § 12B](#), allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.)

IV. ORGANIZATIONAL STRUCTURE

Lynn Vocational Technical Institute is a vocational/technical high school located in Lynn, Massachusetts.

The contact information for Lynn Vocational Technical Institute is:

80 Neptune Boulevard

Lynn, MA 01902

781-477-7420 x3002

The Principal-Director of Lynn Vocational Technical Institute is:

Fred Gallo (GalloF@lynnschools.org)

The Superintendent of Lynn Public Schools is:

Dr. Evonne Alvarez (AlvarezE@lynnschools.org)

It is the responsibility of the Lynn Public Schools' Superintendent to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

V. ADMISSIONS COMMUNICATION POLICIES

Lynn Vocational Technical Institute maintains a calendar of events on its [website](#) where it provides information on the admissions process, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the Guidance Office at 781-477-7420 x3011 or lvtiadmissions@lynnschools.org.

Lynn Vocational Technical Institute also shares recruitment information with potential applicants in the following ways:

- Inform potential applicants about Chapter 74 programs through any of the following means:
 - Send informational materials home to potential applicants
 - Present information to 7th grade students in Lynn Public Schools in the first half of the year
 - Offer an Open House program for potential applicants and their families at Lynn Vocational Technical Institute
 - Provide information upon request from our Guidance Department to interested students and families

VI. APPLICATION PROCESS

APPLICATION PROCESS FOR FALL ADMISSION TO THE EIGHTH, NINTH, AND TENTH GRADE

Students interested in applying to Lynn Vocational Technical Institute for fall admission to the 8th, 9th, or 10th grade must fill out an application online on the school's admissions resource [webpage](#). Applications will also be available in the Lynn Vocational Technical Institute Guidance Office during business hours (during the school year, typically Monday – Friday, 7:45 a.m. – 2:45 p.m.) at 80 Neptune Boulevard, Lynn, MA, 01902.

Students and families can contact our Guidance Department (781-477-7420 x3011 or lvtiadmissions@lynnschools.org) for assistance with accessing and completing applications in their home language.

The Lynn Vocational Technical Institute Guidance Department staff will work with other schools to obtain the necessary information pertaining to the admissions criteria to determine students' number of weighted lottery tickets.

LATE APPLICATIONS

Completed applications must be received by the application deadline to be entered into the selection process. (Please see the *Selection Process* section below for more details.) Applications received after the deadline will only be considered if open seats remain by the end of the weighted lottery selection. At that point, any late applications will be considered by the date they are received.

TRANSFER STUDENTS

Students already enrolled in a Chapter 74 state-approved program in another school may apply for admission to Lynn Vocational Technical Institute. Please contact the Guidance Office at 781-477-7420 x3011 or lvtiadmissions@lynnschools.org with any questions or to request an application form.

WITHDRAWN STUDENTS

Students who have previously withdrawn from the school and are reapplying must submit a new application, which is scored according to the same criteria as other applicants based on the relevant information as of the date of application.

VII. SELECTION PROCESS

When more students apply to Lynn Vocational Technical Institute than available seats, Lynn Vocational Technical Institute uses the following system to select students for admission:

Students will earn 1-4 tickets to the weighted lottery based on the following:

- 1) Application: A student will receive a ticket upon completion of the application by the January 23rd deadline

An additional lottery ticket can be earned for each of the following:

- 2) Attendance: Fewer than 27 unexcused, full-day absences over the 270 school days prior to the date of their application, provided that no data prior to an applicant's seventh grade year may be considered;
- 3) Discipline: No suspensions or expulsions imposed pursuant to M.G.L. c.71 §37H or §37H½;
- 4) Interest in CTE: Uploading an artifact that demonstrates interest in career technical education with the application

*Admission for all applicants will be conditional upon successful promotion to the grade the student is seeking to enter at Lynn Vocational Technical Institute.

For the admitted class for Fall 2026:

8th Grade

Students will be offered fall admission to the 8th grade using the following system:

All applicants will receive tickets (1 to 4) to the weighted lottery, as described above.

Lynn Public Schools will conduct the lottery process in accordance with state regulations (publicly accessible and with at least one week's notice to the public).

Beginning Fall 2026, students admitted as 8th grade students at Lynn Vocational Technical Institute will remain enrolled through grade 12.

Timeline:

- Application Portal Opens: October 31
- Application Deadline: January 23rd
- Lottery Drawing: February
- Notification of Admission: February
- Waitlist Validity: Until the next admission cycle

9th Grade

Students will be offered fall admission to the 9th grade using the following system:

Applicants will receive tickets (1 to 4) to the weighted lottery, as described above.

Lynn Public Schools will conduct the lottery process in accordance with state regulations (publicly accessible and with at least one week's notice to the public).

Timeline:

- Application Portal Opens: October 31
- Application Deadline: January 23rd
- Lottery Drawing: February
- Notification of Admission: February
- Waitlist Validity: Until the next admission cycle

10th Grade

Students will be offered fall admission to the 10th grade using the following system:

All applicants will receive tickets (1 to 4) to the weighted lottery, as described above.

Students applying for grade 10 will be asked to select up to 3 shops. Lotteries will be held for each shop with available seats.

Lynn Public Schools will conduct the lottery process in accordance with state regulations (publicly accessible and with at least one week's notice to the public).

Timeline:

- Application Portal Opens: October 31
- Application Deadline: March 1
- Lottery Drawing: June
- Notification of Admission: June
- Waitlist Validity: Until the next admissions cycle

*Note: Students admitted to 10th grade may encounter a more limited availability of Chapter 74 programs.

For admitted classes starting Fall 2027:

8th Grade

Students will be offered fall admission to the 8th grade using the following system:

All applicants will receive tickets (1 to 4) to the weighted lottery, as described above.

Lynn Public Schools will conduct the lottery process in accordance with state regulations (publicly accessible and with at least one week's notice to the public).

Students admitted as 8th grade students at Lynn Vocational Technical Institute will remain enrolled through grade 12.

Timeline:

- Application Portal Opens: October 30
- Application Deadline: January 22
- Lottery Drawing: February

- Notification of Admission: February
- Waitlist Validity: Until the next admission cycle

9th Grade

Students will be offered fall admission to the 9th grade using the following system:

Students enrolled in the 8th grade at Lynn Tech will be enrolled in Lynn Tech's 9th grade, provided the student meets the criteria for promotion to the next grade. Students/Families can pursue other options if they do not choose to stay enrolled at Lynn Tech for 9th grade.

All applicants not already attending Lynn Tech's 8th grade will receive tickets (1 to 4) to the weighted lottery, as described above, for the remaining available seats.

Lynn Public Schools will conduct the lottery process in accordance with state regulations (publicly accessible and with at least one week's notice to the public).

Timeline:

- Application Portal Opens: October 31
- Application Deadline: January 23
- Lottery Drawing: February
- Notification of Admission: February
- Waitlist Validity: Until the next admission cycle

10th Grade

Students will be offered fall admission to the 10th grade using the following system:

All applicants will receive tickets (1 to 4) to the weighted lottery, as described above.

Lynn Public Schools will conduct the lottery process in accordance with state regulations (publicly accessible and with at least one week's notice to the public).

Timeline:

- Application Portal Opens: October 30
- Application Deadline: March 1
- Lottery Drawing: June
- Notification of Admission: June
- Waitlist Validity: Until the next admissions cycle

*Note: Students admitted to 10th grade may encounter a more limited availability of Chapter 74 programs.

VIII. EXPLORATORY PROGRAM

Because Lynn Vocational Technical Institute offers 5 or more Chapter 74 state-approved programs, Lynn Vocational Technical Institute provides a half year exploratory program for 9th grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

All 9th graders who enroll at Lynn Vocational Technical Institute participate in a vocational technical exploratory program from September through March designed to help them learn about their talents and interests relative to a variety of different vocational technical programs. In addition, vocational technical program (shop) teachers evaluate students during the exploratory program. At the end of this exploratory period, each student ranks their program choices.

IX. PROGRAM-SPECIFIC ADMISSION

Until such a time where the admissions team elects to review and revise the program-specific admission process, Lynn Vocational Technical Institute will continue to implement the following system for students to identify and enroll in their Chapter 74 technical program:

Each shop teacher evaluates students during the period of time students are exploring the shop. During exploratory, students are evaluated and scored on the following five criteria: *Punctuality* 20%, *Effort* 20%, *Follows Instructions* 20%, *Safety* 20%, and *Projects* 20%.

Students are admitted into the shop of their choice based on a ranking derived from the point total received based on the following four criteria (**maximum of 100 points**):

1. *Shop Teacher Evaluations* (40%) derived from the point total received in all shops combined during the exploratory period.
2. *Academic Grades* (40%) consisting of English (10%), math (10%), science (10%) and social studies (10%) following the Academic Grades rubric below.
3. *Attendance* (10%) following the Attendance Record rubric below.
4. *Discipline* (10%) following the Discipline Record rubric below.

Academic Grades (max of 20 points):

A student's academic grades will be counted across all four core subjects (ELA or its equivalent, history, math, and science). All terms for each subject will be averaged together. The student will receive four separate scores (max. of 5 points each) for the core subjects, and the sum of these scores will be the student's overall academic score.

| Grade Average | Points Per Subject |
|---------------|--------------------|
| A to C | 5 |
| D | 3 |
| F | 0 |

Attendance Record (max of 20 points):

A student's unexcused absences will be counted over the most recent two quarters. The sum of those absences will result in points being awarded as follows:

| Total Unexcused Absences | Points Earned |
|--------------------------|---------------|
| 0-8 | 20 |
| 9-12 | 10 |
| 13-17 | 5 |
| 18+ | 0 |

*Note: The state sets 18 absences (10% of school days) as the threshold for "chronically absent" for a full school year.

Discipline Record (max of 15 points):

A student's disciplinary record over the most recent four quarters will be reviewed, only in terms of any conduct for which suspension or expulsion was imposed pursuant to M.G.L. c.71 §37H or §37H1/2, or for which suspension or expulsion for more than 10 days was imposed pursuant to M.G.L. c.71 §37H3/4. These types of disciplinary infractions will be scored as follows:

| Total Infractions | Points Earned |
|-------------------|---------------|
| 0 | 15 |
| 1+ | 0 |

*When submitting an application, students are offered the ability to provide a written letter of appeal to the admissions committee regarding extenuating circumstances of any infractions for which suspension or expulsion was imposed pursuant to 37H, 37H½, and/or 37H¾ that result in a loss of points.

Students are admitted to the shop of their choice based on the point total of all four criteria. The maximum possible points a student may earn is 100 points. For example, a student with a point total of 92 would be admitted before a student with a point total of 90.

If a shop fills, based on point total, before a student gets their first choice, the guidance counselor will continue through the student's ranked choices, until there is an opening in the shop. This process continues until all students are placed.

After placement, students continue to work in the shop in which they were placed for the remainder of the school year and the school years to follow. If a student wishes to transfer, they may apply to transfer to another shop. Transfer requests will be considered subject to the availability of openings in the requested shops per the ranked waiting lists maintained by the guidance counselor and must meet with a counselor prior to an admission determination.

X. REVIEW AND APPEALS PROCESS

ADMISSION TO LYNN VOCATIONAL TECHNICAL INSTITUTE

If Lynn Vocational Technical Institute does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the Principal-Director of Lynn Vocational Technical Institute review that decision within ten (10) days of the receipt of the rejection/waitlist notice. These requests can be made in the following ways:

| By e-mail | By hard-copy mail or hand delivery |
|------------------------|--|
| GalloF@lynnschools.org | Fred Gallo 80 Neptune Boulevard Lynn, MA 01902 |

The Principal-Director will respond to these requests for review in writing within thirty (30) days of the receipt of the request and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. In making this determination, the Principal-Director will review the following information:

- Pertinent data contributing to the criteria scoring, including disciplinary appeals
- Calculation of the composite score
- Method of placement within the admissions ranking system or weighted lottery order

ADMISSION TO SPECIFIC PROGRAMS WITHIN LYNN VOCATIONAL TECHNICAL INSTITUTE

Students who have been admitted to Lynn Vocational Technical Institute will need to apply to a specific program of study (also known as a "major" or "shop"), typically for the 3rd quarter of 9th grade year.

If the student applies to a program and is denied or waitlisted, the student may appeal their rejection to the Principal-Director in the following ways:

| By e-mail | By hard-copy mail or hand delivery |
|------------------------|--|
| GalloF@lynnschools.org | Fred Gallo 80 Neptune Boulevard Lynn, MA 01902 |

In making this determination, the Principal-Director will review the following information:

- Pertinent data contributing to the criteria scoring within each exploratory program
- Calculation of the composite score
- Method of placement into a Chapter 74 program

XI. MAINTENANCE OF RECORDS

Lynn Vocational Technical Institute maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Lynn Vocational Technical Institute will provide this information to the Department upon request.