



DAVID H. PONITZ CAREER TECHNOLOGY
CENTER



STUDENT ADMISSIONS PACKET
Academic Year 2012-2013

Dear Prospective Student,

Thank you for your interest in Dayton Public Schools' Ponitz Career Technology Center (PCTC). If you are interested in using the latest technologies as you prepare for college and a career, then PCTC may be right for you. PCTC offers you a comprehensive high school experience and the opportunity to specialize in one of fifteen career-oriented, college prep programs.

The Ponitz Career Technology Center for grades 9 -12 accepts students at grades 9, 10 & 11 who have demonstrated a commitment to learning through good attendance and classroom behavior. Your past academic performance is also an important consideration; however, the PCTC learning environment is structured to develop average students into above average achievers.

PCTC is organized into 5 separate learning communities. Ninth graders concentrate on academics and exploring multiple career opportunities within a Ninth Grade Academy. At the 10th grade students select one of four career communities: Arts & Communication, Health & Education, Business & Information Technology or Industrial and Engineering Systems. Within your chosen community you'll receive college preparatory academic instruction and learn specialized, technical skills within a specific career field.

The PCTC instructors and staff are committed to preparing every student to complete a college education. Students will have access to support services, extra help and college counseling. At the PCTC you will even be able to begin your college class work while you're still in high school. Qualified students will receive a scholarship to complete a 2-year degree at Sinclair Community College. University bound students will also find that the PCTC provides them with the skills they'll need to take that next step.

You are encouraged to review the information in this packet and to discuss this opportunity with your parent/guardians and counselors. The packet contains information on the admissions process, selection criteria, a school application form, writing prompt for your career-interest essay and a checklist of required documentation. Thank you again for your interest, and please contact us if you have any questions.

Sincerely,

Barbara Jones
Data Technician
Ponitz Career Technology Center
937-542-7260

Glenn Faircloth
Building Principal
Ponitz Career Technology Center
937-542-7358

**DAVID H. PONITZ CAREER TECHNOLOGY CENTER
ADMISSIONS GUIDELINES**

Student Selection Criteria

Students who will be entering grades 9, 10 or 11 in the next school year are eligible for admittance to the David H. Ponitz Career Technology Center based upon the following criteria:

1. A completed application packet
2. Academic performance (Grade Point Average, Ohio Achievement Test Scores)
3. Attendance Record
4. Discipline Record
5. Career Interest
6. Written and Oral Communication Skills
7. Two Counselor and/or Teacher Recommendation Forms

General Admittance Guidelines

To qualify as a 9th grader you should have:

1. Good attendance
2. Good behavior
3. Average or better grades

To qualify as a 10th grader you should have:

1. Good attendance and behavior
2. A minimum of a 2.0 grade point average
3. Earned 5 high school credits
4. Passed Algebra I or a higher level math course with a C or better.

To qualify as a 11th grader you should have:

1. Good attendance and behavior
2. A minimum of a 2.0 grade point average
3. Earned 10 high school credits (including 2 credits each of math, science and English)
4. Passed Algebra I or a higher level math course with a C or better.

Admissions Process

The admissions process involves a review of student records, application materials and writing sample and an interview with the student and parent/guardian. Application to the PCTC requires the following steps:

1. Complete Application

2. Enclose Student Transcripts from your current school (If you are a Dayton Public School student these records can be forwarded to Ponitz directly from your current school)
3. Obtain two letters of recommendation from teachers or counselors (submit with application in a sealed envelope)
4. Complete Career Interest Essay
5. Submit all application materials to Dr. Glenn Faircloth, Building Principal, Ponitz Career Technology Center at the following address: 741 Washington St., Dayton, OH 45402
6. Attend a personal interview with parent/guardian (Interviews will be scheduled by the Ponitz Career Technology Center staff.)

Maintenance of a 2.0 GPA

Once a student has been accepted to the PCTC, the expectation is that students will maintain a minimum of a 2.0 GPA each year. Students who fail to meet this minimum standard may not be invited to return to the Ponitz Career Technology Center for the following school year.

DOCUMENT CHECKLIST

A completed application packet should include

- ✓ An Application for Admission
- ✓ A Career Interest Essay
- ✓ Student Transcript of academic performance, attendance and behavior (may be forwarded by sending school)
- ✓ Two recommendation forms

INCOMPLETE APPLICATION PACKETS WILL NOT BE PROCESSED

Send your packet to

Dr. Glenn Faircloth
Ponitz Career Technology Center Principal
741 Washington Street
Dayton, OH 45402

Career Interest Essay

As a way of introducing yourself and letting us know where your career decision making has led you to at this point, please choose one of the following two prompts and respond in a one page (approximately 250 words) written essay. This essay should be submitted along with your other application materials.

Prompt #1

As a prospective student at PCTC, you have already made the decision that you want a program that will prepare you for college and a career. However, you have no idea at this point for which career you want to prepare. Don't worry! Choosing a career involves investigating your interests, skills and abilities and learning as much as possible about the different opportunities available to you. In your essay, please describe the activities and experiences you've had that might help you to identify a career interest area. For example, have you talked with family members in various career fields, worked part-time, participated in school activities, completed classroom assignments or even taken personality or career interests tests? Then summarize what you've learned about your career likes and dislikes from these experiences. Conclude with a statement or two that describes your level of interest in one or more career areas.

Prompt #2

As a prospective student at PCTC, you have a specific career area in mind and you want to prepare for it. Of course, this decision may change over time, but right now you're pretty sure of what you want to do after high school. In your essay, please present the career choice you are considering and describe the activities, events, and learning experiences that have led you to this decision. Also, tell us why you think this is the right career area for you. Conclude with a statement or two that describes what you hope to learn more about in this career area by attending the PCTC.



Recommendation Form
Ponitz Career Technology Center

Students must include two recommendation forms from current teachers or counselors as part of their application packet to the Ponitz Career Technology Center. Your completion and return of this form to the student applicant is much appreciated. Completed forms may be provided to the student in a sealed envelope.

Student Name _____

Current School _____

Please rank this student on the following characteristics:

Attendance	Excellent	Good	Fair	Poor
Class Participation	Excellent	Good	Fair	Poor
Self-Discipline	Excellent	Good	Fair	Poor
Politeness	Excellent	Good	Fair	Poor
Preparedness	Excellent	Good	Fair	Poor
Punctuality	Excellent	Good	Fair	Poor
Dress/Appearance	Excellent	Good	Fair	Poor
Quality of Work	Excellent	Good	Fair	Poor

Additional comments (continue on back if needed):

I recommend this student as a candidate for admission to the Ponitz Career Technology Center in the 2012 – 2013 school year.

Printed Name

Position

Signature