



# Adams County Technical Institute

1126 Old Harrisburg Road □ Gettysburg, PA 17325

717-398-3178, [www.acti-pa.org](http://www.acti-pa.org) □ [contact\\_acti@acti-pa.org](mailto:contact_acti@acti-pa.org)

## Student Application for 2024-2025

(Please print all information clearly.)

**Applications are due to your HS Counselor by Friday, December 15<sup>th</sup> !**

**Instructions:**

Students and parents complete all information and return this form to your school counselor.

Students must ask two (2) teachers to complete the teacher recommendation forms.

Students must answer the three (3) essay questions.

Student Last Name	Student First Name	Student Middle Name
Street Address	City	Zip Code
Home Telephone Number	Date of Birth	Current Grade
Current School District	Current School Building	Year of Graduation

**PROGRAM CHOICE**

- |               |                   |                     |                    |
|---------------|-------------------|---------------------|--------------------|
| Allied Health | Building Trades   | Computer Networking | Criminal Justice   |
| Culinary Arts | Diesel Technology | Early Learning      | Career Connections |

First Choice	Second Choice – optional

Detailed information on program expectations, curriculum, and costs for uniform and supplies can be found at [www.acti-pa.org](http://www.acti-pa.org). Please review this information before submitting your application.

I have reviewed this application with my son/daughter and give my approval to submit it for consideration of acceptance in the programs(s) stated above. If accepted, I will purchase the necessary uniform and supplies required for the program. Permission is also granted to my present school to transmit any records (grade transcripts, attendance, etc.) to Adams County Technical Institute.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

NON-DISCRIMINATION POLICY

*The Adams County Technical Institute does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Adams County Technical Institute's Title IX Coordinator or the Section 504 Coordinator at 1126 Old Harrisburg Road, Gettysburg, PA 17325 or 717-398-3178 or [TitleIXCoordinator@acti-pa.org](mailto:TitleIXCoordinator@acti-pa.org).*



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Parent/Guardian Information – Please complete all information

Student lives with (circle one): Both Parents Mother only Father only Guardian

Mother’s Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_ (Street) (City) (State) (Zip)

Father’s Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_ (Street) (City) (State) (Zip)

Guardian Relationship (circle one): Grandparent Foster parent Other \_\_\_\_\_

Guardian’s Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_ (Street) (City) (State) (Zip)

Who will be the student’s primary contact – mother, father, Guardian, other? We will send ACTI texts to this #.

Primary Contact Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Student email address: \_\_\_\_\_

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## Applicant Essay

In order for an application to be considered complete, the student must answer the three questions below. Each answer should be at least 50 words. The answers must be the original words of the student and may be typed and attached to this form.

What are your career goals after you graduate from high school and/or post-secondary school?
How will your education at Adams County Technical Institute help you achieve your career goals?
What skills, experiences, or interests do you have that will help you in your technical program?

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## School Counselors – Please complete this page

PIMS Information for PDE data collection requirements - not considered in the selection process.

Student Name: \_\_\_\_\_ PA Secure ID: \_\_\_\_\_ Gender \_\_\_\_\_

Home District: \_\_\_\_\_ Grade: \_\_\_\_\_ Ethnic Code: \_\_\_\_\_

School Entry Date: \_\_\_\_\_ District Entry Date: \_\_\_\_\_ State Entry Date: \_\_\_\_\_

US Entry Date: \_\_\_\_\_ 9<sup>th</sup> Grade Entry Date: \_\_\_\_\_

**IEP/GIEP:** Yes \_\_\_ No \_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Primary Disability: \_\_\_\_\_ IEP Teacher: \_\_\_\_\_

**504 Plan:** Yes \_\_\_ No \_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Primary Disability: \_\_\_\_\_ **ELL:** Yes \_\_\_ No \_\_\_

### Absence and Discipline Information

Unexcused absences 9th \_\_\_\_\_ Days ISS 9th \_\_\_\_\_ Days OSS 9th \_\_\_\_\_

Unexcused absences to date 10th \_\_\_\_\_ Days ISS 10th \_\_\_\_\_ Days OSS 10th \_\_\_\_\_

### Alternative Education Placement

Has the student been in an alternative education placement? Yes \_\_\_ No \_\_\_

If yes, when and where? \_\_\_\_\_

**\*\*Please attach a current transcript to this page.**

School Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Adams County Technical Institute Student Application – CORE ACADEMIC Teacher Recommendation Form

Name \_\_\_\_\_ School \_\_\_\_\_

First Choice of Program: \_\_\_\_\_

Teacher Completing Recommendation \_\_\_\_\_ Course Taught \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Teachers: Please circle the box that best describes the student for each of the ten factors listed below. Return this form to the Counseling Office.

### PERSONAL FACTORS

	1	2	3	4	5
<b>1. Cooperation:</b> Willingness to work with others	Openly uncooperative	Reluctant to cooperate	Ordinarily cooperative	Always cooperative	Stimulates cooperation
<b>2. Attitude Toward Authority:</b> Willingness to take and carry out orders.	Definitely resents taking order	Accepts with resistance	Appears to accept reasonably well	Shows evidence of accepting authority well	Understands and appreciates need for authority
<b>3. Attitude Toward Training:</b> Willingness to learn new methods or techniques toward greater efficiency and growth.	Definitely resists	Accepts training only under pressure	Accepts training if sees advantages	Willingly accepts training	Constantly seeks additional training
<b>4 Learning Rate:</b> Ability to learn new duties or jobs, speed in mastering new routines.	Learning extremely difficult	Learns slowly with effort	Learns without difficulty	Learns readily in a short time	Very apt, needs little instruction
<b>5. Resourcefulness:</b> Having ideas, devising ways and means, applying images.	Of no help in solving problems	Rarely offers a constructive solution	Has average supply of solutions	Usually resourceful even in an emergency	Exceptional capacity for problem solving
<b>6. Interest:</b> Degree of enthusiasm for specific job and the organization in general.	Total disinterested	Uninterested	Shows a varying degree of interest	Well motivated	High specific and general interest
<b>7. Initiative:</b> Takes lead, self-starter.	Never initiates	Waits for others to get started	Usually initiates	Frequently sees things to do	Usually self-reliant, creative
<b>8. Responsibility:</b> Assurance that assignment will be done.	Unreliable	Somewhat dependable	Usually dependable	Dependable, conscientious	Very dependable, takes responsibility
<b>9. Work Ethic:</b> Does best work possible, cares about quality work.	Sloppy, careless	Strives for Quality only under pressure	Work is acceptable	Usually conscientious about work	Takes pride in doing excellent work
<b>10. Punctuality:</b> Beginning on or ahead of time for work.	Consistently tardy	Sometimes tardy	Usually on time	Punctual	Always Punctual

**Total Points:**

#### NON-DISCRIMINATION POLICY

The Adams County Technical Institute declares itself to be an equal rights and opportunities school district. As an equal rights and opportunities school, it will not discriminate against individuals or groups in its admission or access to, or treatment or employment in, its programs and activities because of sex, color, age, race, handicap/disabilities, religion, national or ethnic origin, or any other legally protected classification. The school's commitment to nondiscrimination extends to students, employees, prospective employees and the community. This policy is placed here in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, as well as federal and state executive orders. Inquiries regarding nondiscrimination/equal opportunity may be addressed to the Administrative Director, Adams County Technical Institute, 1126 Old Harrisburg Road, Gettysburg, PA 17325

## Adams County Technical Institute Student Application – ELECTIVE Teacher Recommendation Form

Name \_\_\_\_\_ School \_\_\_\_\_

First Choice of Program: \_\_\_\_\_

Teacher Completing Recommendation \_\_\_\_\_ Course Taught \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Teachers: Please circle the box that best describes the student for each of the ten factors listed below. Return this form to the Counseling Office.

### PERSONAL FACTORS

	1	2	3	4	5
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