



**“Home of the Vikings”**

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3/24/15

**RE: TCTC Admissions and Enrollment**

LaBrae Parent/Guardian:

LaBrae High School has adopted a policy for all current LaBrae students enrolled at TCTC or applying for TCTC that is effective immediately and may impact their application or enrollment status.

TCTC has strict requirements for attendance and program certification. The Ohio Department of Career and Technical Education state certificate is obtained only when the student completes 90% of the two-year program attendance (no more than 36 TOTAL days absence). If a student is absent more than 36 days for any reason for the combined two years, they will not receive state certification.

**Students may not be eligible to apply for TCTC, be accepted into a TCTC program, or return to TCTC if they are deficient in the following areas:**

- **Attendance:** 45 total absences from freshmen/sophomore year. Students not meeting the criteria may not be eligible to apply or enroll.
- **Credits:** Sophomore LHS students may be accepted into TCTC with as many as 2 credit deficiencies. Students with deficiencies have several opportunities for credit recovery (summer school, VLC, etc). Students may be withdrawn from TCTC and enrolled at LHS if they are credit deficient entering their senior year. All credits must be recovered and shared with LHS administration by August 10.

Please contact LaBrae High School with any questions or concerns.

Respectfully,

Mr. Jeff Starkey  
LHS Principal

**Go Vikings!**