



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

**SOPHOMORES / JUNIORS**

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**STUDENT ADMISSIONS PACKET**  
**Academic Year 2018-2019**

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**The GOLDEN**  
**PANTHERS**

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 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 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 and Communication, Health, Business and 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 Post-Secondary Education, earning career credentials and pursuing military options. Students will have access to support services, extra help and college counseling. At 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 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, and a checklist of required documentation.

Applications for students with an IEP, are reviewed by an intake team consisting of district and building level administrators and intervention specialists.

Thank you again for your interest, and please contact us if you have any questions.

**Barbara Jones**  
**Student Information Specialist**  
**937-542-7208**

*Sincerely,*  
*Raymond Caruthers, Principal*

# 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 State Test Scores)
3. Attendance Record
4. Discipline Record
5. Career Interest
6. Average or better assessment scores
7. Essay 100 word minimum / 250 maximum
8. Student Interview

## → ESSAY

Select a pathway within the Career Community Area. Write a 100 minimum, 250 maximum word essay explaining interest in the pathway of your choice. (Share **ESSAY ONLY** through Google drive to [bjones@daytonpublic.com](mailto:bjones@daytonpublic.com)) Application packet can be mailed or dropped off at PCTC between the hours of 9:00AM – 3:00PM on or before the deadline.

## GENERAL ADMITTANCE GUIDELINES

**To qualify as a 10th grader you should have:**

1. 95% attendance and / good behavior (no major offenses)
2. A minimum of a 2.0 grade point average
3. 10th grade must earned 5 high school credits (Including: Algebra I, English 9, Physical Science, American History, PE)
4. 11th grade must have all credits earned from grades 9th – 10th.

## → ADMISSIONS PROCESS

The admissions process involves a review of student records, application materials, and Parent / Student interview. *Interviews will be scheduled by David H Ponitz staff.*

**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 obtained by Ponitz Career Technology Center staff.)
3. Attend a personal interview with parent/guardian as requested.

## → DOCUMENT CHECKLIST:

### **A COMPLETED APPLICATION PACKET SHOULD INCLUDE:**

- ✓ An Application for Admission
- ✓ Student Transcript of academic performance, attendance and behavior
- ✓ AIR Scores
- ✓ Two Completed Recommendation Forms
- ✓ Copy of student IEP (if student is on an IEP)
- ✓ Essay (shared through Google drive to [bjones@daytonpublic.com](mailto:bjones@daytonpublic.com))

**\*\*Students reading below a 6th grade level , 5.9 for example, the student may not be accepted unless the student is in the self-contained classroom, he/she is enrolled in a career pathway and has to meet College course requirements.**

→ **SEND YOUR PACKET TO: Barbara Jones  
Ponitz Career Technology Center  
741 Washington Street  
Dayton, OH 45402**

→ **SEND YOUR ESSAY TO: Share you Essay Only through Google drive to: [bjones@daytonpublic.com](mailto:bjones@daytonpublic.com)**



APPLICATION FOR ADMISSION

2018 – 2019

POTENTIAL STUDENT INFORMATION:

STUDENT ID NUMBER: \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

BIRTH DATE: \_\_\_\_\_ GENDER: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

PRESENT SCHOOL NAME: \_\_\_\_\_

741 Washington Street  
Dayton, Ohio 45402

Ph: (937)542-7180  
Fax: (937-542-7181

[www.ponitzctc.org](http://www.ponitzctc.org)

PARENT/LEGAL GUARDIAN INFORMATION:

NAME: \_\_\_\_\_ RELATIONSHIP TO STUDENT: \_\_\_\_\_  
LAST FIRST

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CELL PHONE \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

Next Year Grade Status:  10th  11th **Is student on an IEP** \_\_\_\_\_

Raymond Caruthers  
Principal

Debra Corbin  
Assistant Principal

Julie Nighswander  
Assistant Principal

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Please select 2 career pathways of interest (Number 1 as your first choice (favorite), number 2 as your second choice. You will be placed in a community program based upon interest and availability

CAREER COMMUNITIES AREA

ARTS AND COMMUNICATION	HEALTH AND EDUCATION	BUSINESS TECHNOLOGY	INDUSTRY AND ENGINEERING
___ Digital Design	___ Allied Health	___ Cosmetology	___ Automotive Technology
___ Media Arts (RTV)	___ Biotechnology	___ Culinary Arts	___ Construction Technology
___ Graphic & Print	___ Dental	___ IT	___ Engineering Technology
	___ Exercise Science		

A complete application must include: The application for Admission; Two Recommendation Forms from Teacher/Counselor; Academic Transcript of Grades; Attendance; Discipline and Essay.

**Incomplete Application Packets Will Not Be Processed**  
**Deadline for Applications; February 28, 2018**

**Parent/Legal Guardian:** Permission is granted for my son/daughter to apply for admission to the Ponitz Career Technology Center. I also hereby, grant permission for the local school district to transfer requested student records to the Ponitz Career Technology Center.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Non-Discrimination Compliance Statement:** Dayton Public Schools complies with the provisions of VI, Title IX ad Section 504 of the habilitation Act of 1973, and it does not discriminate against, employees, students, parents, members of the general public and individuals with whom it does business on the basis of race, color, national origin, citizenship status, creed, religion, sex, economic status, age, or disability. Inquiries concerning this policy should be directed to the Compliance Officer.

Office Use Only: Date Application received \_\_\_\_\_ Staff Name \_\_\_\_\_



## 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	Excellent	Good	Fair	Poor

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I recommend this student as a candidate for admission to the Ponitz Career Technology Center in the 2018 – 2019 school year.

\_\_\_\_\_  
Printed Name Position

\_\_\_\_\_  
Signature



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**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I recommend this student as a candidate for admission to the Ponitz Career Technology Center in the 2018 – 2019 school year.

\_\_\_\_\_  
Printed Name Position

\_\_\_\_\_  
Signature