

CASS TECHNICAL HIGH SCHOOL

2501 Second Ave
Detroit, MI. 48201
(313)263-2000

2017 - 2018 Appeal Packet

All Students must have a 3.0 G.P.A. to Appeal for Cass Tech High School

**DO NOT PLACE DOCUMENTS IN FOLDERS OR BINDERS.
AN INCOMPLETE PACKET OR A PACKET WHICH DOES NOT ADHERE TO THE CRITERIA LISTED
BELOW WILL NOT BE CONSIDERED FOR REVIEW.**

Submit *copies* of the original documents of report cards, test scores, awards, etc. Do not submit the originals. All documents submitted with the **Appeal Packet will be kept for our files and will not be returned.** All documents required for Specific Learning Disability, Individualized Education Program (IEP), and/or health related concern(s) **MUST BE INCLUDED** to ensure appropriate intervention for related services are required. Arrange documents in the order listed below. Staple the documents in the upper left hand corner and hand deliver them to Cass Technical High School between the hours of 8:00 am and 4:00 pm. Packets must be delivered during the window period as shown in the box below. An Appeal Number will be assigned when the packet is delivered. Remember the Appeal Number for future reference.

Order of Documents

- 1. Report Cards / Transcripts** from 7th or 8th grades for the **9th Grade Appeal Packet;**
8th and 9th grades for the 10th Grade Appeal Packet
- 2. Standardized Test Scores** (Comprehensive Test of Basic Skills (CTBS), MEAP, NWEA, Explore, ACT, SAT, Iowa Test of Basic Skills (ITBS), etc.
- 3. Student Essay** explaining why he or she wants to come to Cass (limit to 2 pages)
- 4. Two (2) Letters of Recommendation** (from English, mathematics, science or social studies teachers)
- 5. Immunization Records** for students
- 6. Copy of Birth Certificate** for students.
- 7. Disciplinary Reports** (i.e., code infractions, suspensions, expulsions). If a student has no recorded disciplinary incidents, the school must provide official proof and/or verification.
- 8. Enrollment form-** *Can be retrieved from the Cass Tech website at www.casstech.schools.detroitk12.org*
- 9. Request for records form-** *Can be retrieved from the Cass Tech website at www.casstech.schools.detroitk12.org*
- 10. Cass Tech Profile Form-** *Can be filled out on the Cass Tech website at www.casstech.schools.detroitk12.org*
- 11. Copy of Parent/Guardian Driver's License/State ID** or Current Bill or Lease with same address as student
**STUDENTS CAN APPLY TO CASS TECHNICAL HIGH SCHOOL FROM CHARTER SCHOOLS
AND PRIVATE SCHOOLS. STUDENTS WHO LIVE OUTSIDE THE CITY OF DETROIT
MAY ALSO APPLY (THERE IS NO RESIDENCY REQUIREMENT FOR ADMISSIONS).**
- 12. Statement of Acknowledgement** and all documents required for **Specific Learning Disability, Individualized Education Program (IEP),** and/or **health related concern(s)** **MUST BE INCLUDED** to ensure appropriate intervention for related services are required. **INCOMPLETE PACKET OR A PACKET WHICH DOES NOT ADHERE TO THE CRITERIA WILL NOT BE CONSIDERED FOR REVIEW.**

2017 - 2018 Appeal Window Periods

Monday, April 10th through Wednesday, April 26th

Special Admissions via Audition Window Period

Monday, April 10th through Wednesday, April 26th

If you feel you qualify for consideration for Special Admission via Audition, you must first submit an Appeal Packet by the deadline dates specified above then schedule an appointment for audition via e-mail to the appropriate department below.

Art: mindy.mitchell@detroitk12.org; **Orchestra:** deanne.burrows@detroitk12.org; **Band:** sharon.allen@detroitk12.org; **Harp and Vocal:** lydia.cleaver@detroitk12.org; **Choral:** cheryl.harden@detroitk12.org; **Dance:** lisa.reynolds@detroitk12.org

Drama: patricia.hicks@detroitk12.org **NOTE:** Students accepted by Special Auditions will not be allowed to change curriculum assignments.