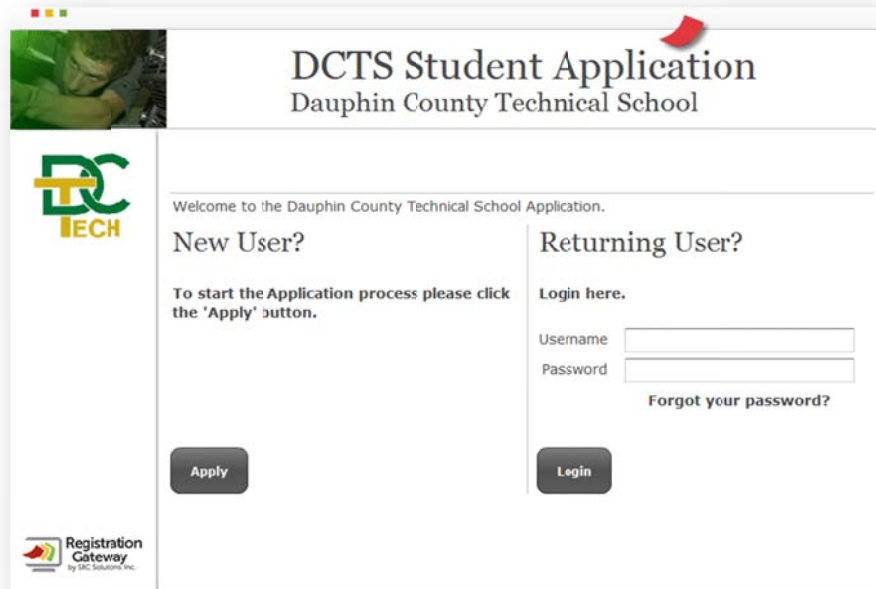


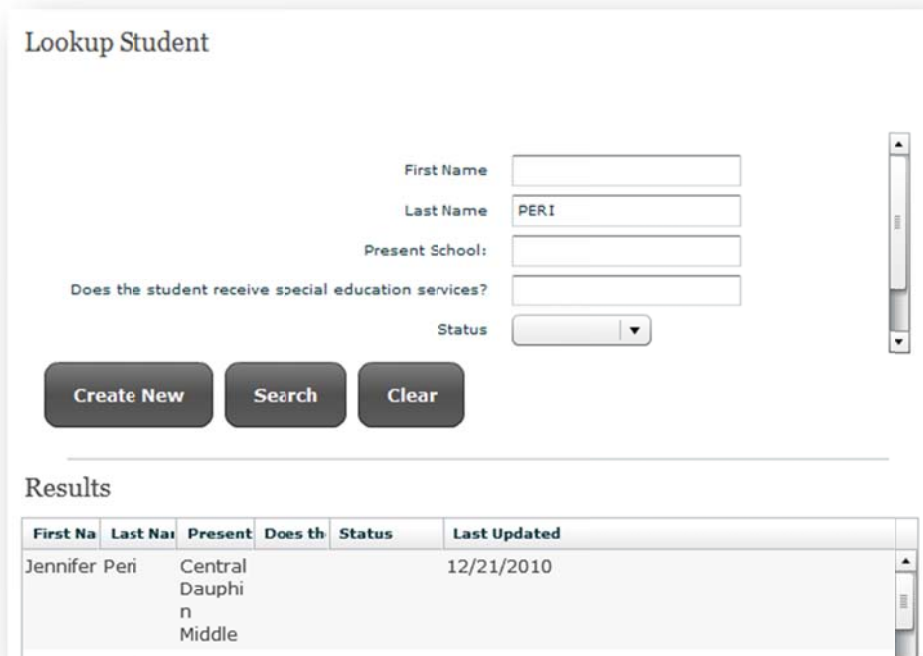
# TECHNICAL SCHOOL APPLICATION REVIEW PROCESS

## 1. Go to Website and log in



The screenshot shows the DCTS Student Application website. The header includes the DCTS logo and the text "DCTS Student Application Dauphin County Technical School". Below the header, there is a "Welcome to the Dauphin County Technical School Application." message. The page is divided into two main sections: "New User?" and "Returning User?". The "New User?" section contains the text "To start the Application process please click the 'Apply' button." and an "Apply" button. The "Returning User?" section contains the text "Login here." and a login form with fields for "Username" and "Password", and a "Forgot your password?" link. A "Login" button is located below the login form. In the bottom left corner, there is a "Registration Gateway by SEC Systems, Inc." logo.

## 2. Search for student app. Click on student name



The screenshot shows the "Lookup Student" search interface. It features a search form with the following fields: "First Name" (empty), "Last Name" (containing "PERI"), "Present School:" (empty), "Does the student receive special education services?" (empty), and "Status" (a dropdown menu). Below the search form are three buttons: "Create New", "Search", and "Clear". Below the search form, there is a "Results" section with a table. The table has the following columns: "First Na", "Last Na", "Present", "Does th", "Status", and "Last Updated". The table contains one row of results for Jennifer Peri.

First Na	Last Na	Present	Does th	Status	Last Updated
Jennifer	Peri	Central Dauphin Middle			12/21/2010

### 3. Review application

- Student Application

DCTS Application

**Student Information**

First Name \* Jenn

Middle Name:

Last Name \* Peri

Student Phone: - -

Date of Birth \* 09/09/2001

Age: \* 10

Social Security Number - -

Current Grade: \* 8

**Student Address Information**

### 4. Open review folder and select school counselor

- Application Review - Jenn Peri

Delete This Review

**Final Application Steps**

Student Power School ID \* 0060

Student First Name \* Jenn

Student Last Name \* Peri

Please select your counselor: Susquehanna Township Middle School

**School Counselor Assessment Form**

Birthdate Verification: 09/09/2001

School: Central Dauphin East High School

Processor: School Counselor

**School Counselor Assessment Form**

DA SECURE ID# - - - - -

5. Answer questions and identify docs for upload. All questions must be completed.

- Application Review - Jenn Peri

Does the student receive special education services? \*  Yes  No

Does the student have a 504 plan? \*  Yes  No

Has the student ever been through the child find process? \*  Yes  No

Does the student receive ELL services? \*  Yes  No

School Counselor: \*

Telephone Number: \* (  )  -

Extension:

Note any medical problems (please ask for input from the nurse):  
\*

6. Select document type and browse to document. Upload all documents required.

Upload Documents

Most Recent Report Card

Upload Documents

**7. Finalize review. PDF document indicate process is complete.**

Finalize Review

Monica Gillis



**Final Registration Package**



**Application Documents**