

UNION SCHOOL
359 UNION AVENUE
RUTHERFORD, NEW JERSEY 07070
TEL: (201) 438-7675
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MR. KURT J. SCHWEITZER
PRINCIPAL
MR. CHARLES D. RYAN
ASSISTANT PRINCIPAL
MR. JOHN J. HURLEY
SUPERINTENDENT OF SCHOOLS

To: 8th Grade Parents & Students
From: Mr. Siskas, Guidance Counselor
Date: September 8, 2015

Bergen Academy & Bergen Technical School Information

- Bergen County Academies. 200 Hackensack Avenue, Hackensack, NJ
- Bergen County Technical School Teterboro Campus. 504 Route 46, Teterboro, NJ
- Bergen County Technical School Paramus Campus. 285 Pascack Road, Paramus, NJ
 - *Shared-Time Program is open to general education students as well as students with an I.E.P./ 504 Plan.*
- Bergen County Applied Technology High School @ Bergen Community College in Paramus, NJ

8th graders who wish to apply to either Bergen Academy and or Bergen Technical School should make an appointment with Mr. Siskas in Room 134 as soon as possible to understand the procedures below. It should be noted; that it is the student's responsibility to abide to all deadlines to ensure his/her application is processed on time. **Mr. Siskas will provide each applicant with his or her NJ Smart ID so that they can apply online.**

STEP ONE: Students should **first register** to attend an "Open House". This first step is completed online beginning **October 1, 2015** at [http://bctsoopenhouse.bergen.org](http://bctsopenhouse.bergen.org)

- Open House Dates occur in October and November and vary between each campus. Please check the Bergen County Academy/ Technical High School Website for exact dates and times.

STEP TWO: Begin the online application on October 15, 2015. All applications must be completed online at <http://studentadmissions.bergen.org>

Important Dates:

- **Application Site Opens: October 15, 2015**
- **Application Site Closes: December 15, 2015**

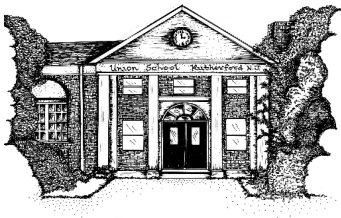
STEP THREE: Ask the following teachers for letters of recommendation: (Remember- no teacher is required to write a letter of recommendation). The teachers complete this process online. Once you complete this application- you will receive a form that you will print at home, which includes your name, district and 5-digit Student application I.D. (you will give this form to each teacher you want to complete a recommendation for you). **Please give this form to your teachers as soon as you complete your application and no later than November 20th to allow all teachers enough time to complete the recommendation.**

The following 8th grade teachers can write letters of recommendations:

- Math- Ms. Zayatz (she is the only math teacher who can complete this recommendation)
- English- Ms. Truncellito or Mrs. Kiick (depending on your English teacher)
- Science- Mr. Viola

You may obtain letters of recommendation from the following 7th grade teachers:

- English- Mrs. Megan Collins or Mrs. Anne Hetzel
- Science- Mrs. Callahan



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STEP FOUR: Submit the Transcript Form, which you will print from the Bergen County Academy/ Technical School Application Site. The parent or legal guardian must sign this form. This form is to be delivered to Mr. Siskas in the Guidance Office, Room 134.

- I will begin to upload your school records/transcript beginning as early as **November 20, 2015**.
- The last day that I can accept this form is **December 18, 2015** to process your request on time.

STEP FIVE: Take the admissions test. The test is scheduled in January. A sample of the test is online and can be downloaded off our website as well under the links. The estimated time for the test is 2 hours and 45 minutes. *Students applying to Bergen County Technical School Paramus Campus are not required to take an entrance exam.*

STEP SIX: If any parent has any questions about the application process, they may contact me at 201-438-7675 ext. 3354 or at ssiskas@rutherfordschools.org. Students can visit me at lunch to discuss any questions or concerns they may have.

STEP SEVEN: By late February, all applicants receive decision letters by regular mail indicating if they will or will not continue to Phase 2 (the interview). Students who have not been invited to interview will not continue to Phase 2.

STEP EIGHT: Those students who are accepted into Bergen County Academy/ Technical Schools will be asked to submit a declaration of intent as well as take a placement test for Math and World Language.

Helpful Phone Numbers & Links

Mr. Stavros Siskas – Guidance Counselor, 201-438-7675 ext. 3354, ssiskas@rutherfordschools.org

Bergen County Admission Information Line – 201-343-6000 ext. 2321, admissions@bergen.org

Bergen County Technical Schools Website- <http://bcts.bergen.org>