



User Manual
for
Student Application 2022-2023
Application link:
[Admissions application link](#)
Bergen County Academies, Hackensack
&
Bergen County Technical High School, Teterboro

When you register, you must provide a personal email address that you are responsible for checking throughout the application process (December – June). We will communicate with you through this **one** email address only.

To ensure that you will receive all our communication in a timely manner and that this communication is not blocked by a firewall, we require that you **DO NOT** use a school email address or a business email address. You must provide one personal email address that you plan to check regularly. Add support@schoolrecs.com and noreplyregistration@powerschool.com to your email contacts to ensure that all messages will make it through any email filters that you may have.

Once you submit your application, no information on the application can be edited including the email address.

IMPORTANT: Please note that applicants may only submit **ONE** application to the Bergen County Technical Schools District. Multiple applications submitted by an applicant will be deleted from the application database.

EXAMPLE: If a student submits an application to Bergen County Academies and / or Bergen County Technical School, Teterboro, that is considered **ONE** application. The same student cannot submit a second application to Applied Technology High School, Bergen County Technical High School, Paramus, or Institute for Science and Technology in addition to the first application.

Admissions Test Instructions

DUE TO THE LIMITATIONS OF TESTING, WE ARE UNABLE TO HAVE APPLICANTS CHOOSE THEIR TEST DATE AND TIME. WE WILL BE SELECTING YOUR TEST DATE AND TIME FOR YOU. **PLEASE KEEP BOTH SATURDAY, JANUARY 7, 2023 & SUNDAY JANUARY 8, 2023 AVAILABLE BETWEEN THE HOURS OF 9:00 A.M. TO 3:00 P.M.** BY DECEMBER 21, 2022, YOU WILL RECEIVE AN EMAIL PROVIDING YOUR TEST DATE & TIME. THE TEST WILL BE APPROXIMATELY 2 HOURS.

WE EXPECT ALL APPLICANTS TO MAKE EVERY EFFORT TO ATTEND THEIR SCHEDULED TEST DATE & TIME.

Reminder:

All applicants taking the Bergen County Technical School Admissions test agree to abide by the following:

“I hereby pledge to complete the assessment with honor and integrity and, in so doing, to present work that is entirely my own, finalized without the benefit of using devices such as phones, calculators, SMART watches or any other technology whatsoever. I will neither receive nor provide unauthorized assistance to others in the course of or following the administration of the test. I will not provide to any other person(s), via the posting of test questions or answers online, or by referring to test content in person, verbally or in any writing, e-mail, form of social media, or other form or manner whatsoever, or otherwise. I understand that my violation of these requirements may result in the invalidation of my application for admission.”

If you have questions, email Admissions@bergen.org.

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Before you begin your application, please note the following:

- Primary residence must be in Bergen County by September 1, 2022. If accepted, you must be registered in your town's school district regardless of the middle school you attend.
- Only 8th grade students can apply.
- If accepted, student will begin 9th grade year in September 2023, and graduate in 2027. Transferring into Bergen County Academies is not permitted.
- You must have a personal email account (example username@gmail.com) to proceed. Add support@schoolrecs.com and noreplyregistration@powerschool.com to your email contacts to ensure that all messages will make it through any email filters that you may have.

User Registration for Admissions process

When you first register, you must provide a personal email address that you are responsible for checking throughout the application process (December – June). We will communicate with you through this one email address only.

To ensure that you will receive all of our communication in a timely manner and that this communication is not blocked by a firewall, we require that you do not use a school email address or a business email address. You must provide one personal email address that you plan to check regularly.

Add support@schoolrecs.com and noreplyregistration@powerschool.com to your email contacts to ensure that all messages will make it through any email filters that you may have.

For easy reference, record your Username, Password, and personal Google email address here:

User Name: _____
Password: _____
Email Address: _____

Sections for Completing and Submitting the Online Application

Welcome to the application process for Bergen County Academies, Hackensack and Bergen County Technical High School, Teterboro. Below is a summary of the eight sections in our **NEW** online application. All sections must be completed by the application deadline **Wednesday, November 30 2022** in order for your application to be considered. There are no exceptions. If you have any questions during this process, please email Admissions@bergen.org

Suggestions for completing the application successfully:

- A. One personal email address that you use on a regular basis
- B. Know your school choice and programs that you are interested in applying to
- C. Go into the online application and familiarize yourself with the required information and documents you will need to upload to complete your application in a timely manner before the deadline – Wednesday, November 30, 2022.
- D. A current head shot of the applicant (no mask) and a photo of the current school ID
- E. Proof of residency documents: property tax bill or a current PSE&G invoice and parent/guardian driver's license. The property tax bill and the PSE&G invoice must be in the name of one of the parents/ guardian. If not, please upload a note to clarify/ explain discrepancy.
- F. Copy of birth certificate or family census register
- G. Copy of applicant's social security card or tax I.D. number (showing last 4 digits only)
- H. Application essay so you can copy and paste into the application box. Dual applicants should have two essays.
- I. Full names and email addresses of your Counselor/Supervisor and teachers of 7th or 8th grade English and Science. Only the 8th grade Math teacher or High School Math teacher can write the Math recommendation. If you are applying to BOTH Bergen County Academies and Bergen County Technical HS, Teterboro, you need only **ONE SET** of recommendations and transcript requests through Schoolrecs.com

Students applying to the Commercial Art and Graphic Design program at Bergen County Technical High School, Teterboro must send their portfolios to comartportfolio@bergen.org. The portfolios are due by the application deadline.

1 Applicant: Enter your Username/Password. Enter all your personal information. Applicants to Bergen County Academies and Bergen County Technical High School, Teterboro may only apply to 9th grade for admission.

2 Ethnic/Citizenship Information: Complete as required.

3 Family: Enter information of your parents/guardians.

4 Language Questionnaire: Enter information on applicant's language

5 Schooling Information: Enter information about middle school (5th, 6th, 7th, 8th grades)

6 Applicant Questionnaire: Enter essay for your first-choice school: In 400 words or less, tell us about yourself and why you would like to join the academy / programs of your choice. In 100 words or less, please include your extracurricular activities and accolades that you have received in middle school that make you a good fit for our school(s) and our district. You may list or you may write the accolades in paragraph or list form. If your essay is longer than 500 words, only the first 500 words will be considered. The applicant must write this essay independently without assistance.

NOTE: If you are applying jointly to Bergen County Academies and Bergen County Technical High School, Teterboro, your essay for Bergen County Academies must be in the first box and your essay for Bergen County Technical High School, Teterboro must be in the second box. Write about both choices of academy / program in your essay.

7 Document Upload:

Student Photo: Upload one head shot (jpg only; 2MB recommended) of the student. The photo should be passport size 2"x 2", preferably in a light background. No masks please. The photo will be used as identification for Admissions test proctoring and interview purposes only.

Other documents to be uploaded: **a)** Proof of residency documents: property tax bill or a current PSE&G invoice and parent/guardian driver's license. The property tax bill and the PSE&G invoice must be in the name of one of the parents. If not, please upload a note to clarify/ explain discrepancy. **b)** Copy of birth certificate or family census register. **c)** Social Security card or Tax I.D. showing last four digits only.

8 Electronic Signature (and Verification)

Signature of parent / guardian. Please take the time to verify that all sections are completed accurately before submitting the application. Once you submit the application, you will not be able to make any corrections.

Recommendations, Transcripts, Case Manager Forms for Testing Accommodations

After you have submitted the application, you will be able to request recommendations, transcript and testing accommodations (if necessary) from your school. If you are applying to **BOTH** Bergen County Academies and Bergen County Technical HS, Teterboro, you need only **ONE SET** of recommendations and transcript requests through Schoolrecs.com. Applicants are required to do this as soon as the application is submitted so that we can receive the forms and information from your school **by the first week in January 2023**.

Application 2022-2023 Applicant's Name

Next Steps

Thank you for applying to Bergen County Technical Schools District!

- 1. Print a copy for your records**
Your Application has been successfully submitted to Bergen County Technical Schools District. Optionally, you may click this [Application](#) link to print a copy for your records.
Now that you've submitted your Application you must contact the school to make any adjustments.
- 2. Complete the Recommendations Request, Transcript and Case Manager Forms.**
It is the responsibility of the applicant to forward the middle school transcript form to the school counselor/ administrator and to forward the recommendation forms to the appropriate teachers.

NOTE: If the applicant is applying to Bergen County Academies and / or Bergen County Technical High School, Teterboro and needs accommodations for testing, the Case Manager form must be forwarded to the counselor / case manager by December 15, 2022.

schoolrecs.com™
Making recommendations a snap

Welcome Judith // My Account // Recommendation Center // Save & Log Out

Request Recommendations

Choose a Family Member

To request recommendations for an **existing** family member, click the name of the family member.

Applicant's Name

To request recommendations for a **new** family member, enter the family member's information and click the **Add Family Member** button.

* First Name:

* Last Name:

* Date of Birth: enter as "mm/dd/yyyy"

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Disregard

Click on the applicant's name; you will now be able to request recommendations.

Enter Reference Names and their email addresses: List names of English, Math and Science teachers who will be writing your recommendations. English & Science teachers should have taught you in grades 7 or 8. The Math teacher should be teaching you currently in grade 8. We need **one** recommendation only from the English teacher, the Science teacher and the Math teacher. These forms are **mandatory**. The Transcript request form is sent to the counselor so we can receive middle school (5th-8th) grade report cards, attendance records and results of standardized tests. This form is **mandatory** as well. The Case Manager Form for Testing Accommodations is for students who have a 504 plan or an IEP or a health condition that requires accommodations for the admissions testing. This form is **optional**.

SAMPLE RECOMMENDATION / TRANSCRIPT/ CASE MANAGER REQUEST FORM

schoolrecs.com™
Making recommendations a snap


Welcome Judith // My Account // Recommendation Center // Save & Log Out

Bergen County Vocational Tech School District / Math Recommendation [Redacted]

Recommendation Request **Test Mode Enabled** [Submit]

Please review and complete the following information. Once you are satisfied, click the **Submit** button to submit the request.
Note: The information you enter on this page will be automatically saved if you click the **Recommendation Center** link or the **Save & Log Out** link at the top of the page. If you are not ready to submit, but want your information saved, just click one of these options.

Due Date
The deadline for this recommendation request is **1/6/2023**. If you have been provided with a different deadline, enter the date below.
* Due Date:

Request From
Name:
Photo (Optional):

Upload Photo... | Delete

Request to Recommender
Enter the information for the recommender below. **It is very important that you use the recommender's official school or business email address. We use this email address for all communication with the recommender, including the invitation to complete your request.**

- * Recommender's First Name:
- * Recommender's Last Name:
- * Recommender's School / Organization:
- * Recommender's Email Address:
- * Re-enter Recommender's Email Address:

You may include a message to the recommender here. This message will be included in the invitation email sent to the recommender and will also be available to the recommender during the completion of your request.
Message to recommender:

Additional Information (Optional)
Please provide any additional information in the text box below to assist your recommender in writing a personalized recommendation. This additional information can include topics such as extracurricular activities, honors awarded, noteworthy projects, favorite classes, volunteer activities, hobbies, special skills, or academic interests. Providing this information is optional.
NOTE: When you complete this information once for an applicant, it can be reused many times for additional recommendation requests for this applicant.

Waivers and Permissions
 My child has permission to apply to the Bergen County Technical Schools. I understand that recommendations and records submitted for him / her are confidential and will be used for the Admissions process only. I give permission for my child's school to release the records requested below. If he / she has and IEP or 504 plan, I will contact his / her Child Study Team so they may send the appropriate documents for Admissions Testing accommodations.)

Signatures

Applicant's name will appear here

Student must upload photo here.

Student must enter the name of the school and program that they are applying to.

Please Note:

All school transcripts and recommendation forms should be sent to the school as soon as possible so that your school can submit the forms to us by January 6, 2023. Once you have entered your information regarding your recommendations and school transcript on Schoolrecs.com, you will receive regular emails from Schoolrecs.com indicating whether your counselor and teachers have received your forms. Additionally, you may see the status of your forms through Schoolrecs.com. Please contact your counselor/ teachers/ case manager **ONCE (1 time)** to advise them that they will be receiving email invitations regarding your school forms. As needed, the Admissions department will work with your schools to receive all documents required to complete your application. Your counselor and teachers are aware of our deadlines and are in communication with the Admissions departments.

There is no need for families to repeatedly contact their middle school to inquire about the status of the forms.

Thank you for your co-operation

Frequently Asked Questions

1. What programs do you recommend to prepare for the Admissions process (test and interview)?

The Admissions department is not affiliated with ANY programs and/or tutors and does not make recommendations. What we do recommend is that, prior to taking the entrance test, all applicants review middle school English and Math course work and view the sample test on the Admissions website. Visit “Downloads” at the website (www.bergen.org) to see the sample. The interview process is a forum for our faculty to meet and speak with prospective students and learn about their interests.

2. Is it acceptable for me to ask my parents/ counselor/ teachers to help me write my application essay?

The Admissions Committee would like all applicants to take the initiative and complete all parts of the application including the essay as independently as possible. The User Manual and application is designed with eighth graders in mind. Applicants having any issues with completing the application should contact Admissions@bergen.org.

3. Can the transcript and recommendation forms be printed before the application is complete? Does the essay have to be completed before the application is submitted? If an incomplete essay is entered in the essay box(es), will it be read before the deadline?

The NEW application requires that the essay is completed and submitted before the applicant has access to the school forms including recommendation request forms, transcripts and case manager forms for admissions testing accommodations.

4. Do you accept additional recommendation letters outside of the attending middle school teachers in the application process?

The Admissions Committee requires 3 recommendations from middle school teachers. If an applicant’s first choice is Academy for Visual and Performing Arts and would like to submit a letter from an Art/ Music / Theatre instructor, the letter may be mailed to Admissions Office, Bergen County Academies, 200 Hackensack Ave, Hackensack, NJ 07601 or emailed to Admissions@bergen.org. Otherwise, more recommendations are unnecessary.

5. When can I register for my test?

Due to the volume of students who will be testing, we are unable to have applicants choose their test date and time. We will be selecting your test date and time for you. Please keep both Saturday, January 7, 2023 & Sunday January 8, 2023 available between the hours of 9:30 a.m. to 3:00 p.m. By December 21, 2022, you will receive an email providing your scheduled test date & time. Add support@schoolrecs.com and noreplyregistration@powerschool.com to your email contacts to ensure that all messages will make it through any email filters that you may have.

6. What should I do if I am ill on the day of the test?

WE EXPECT ALL APPLICANTS TO MAKE EVERY EFFORT TO ATTEND THEIR SCHEDULED TEST DATE & TIME.

If you are unable to test due to illness or for an unforeseen emergency, you must **email Admissions@bergen.org on January 9, 2023** and provide documentation/doctor’s note for verification. We will provide you with the make-up test date.

7. How long is the test?

Testing takes approximately 2.5 hours. You will take the English test first and then the Math test.

8. Are there any reasons for a test to be rescheduled?

In the event of power failure, the test may be postponed to a subsequent weekend. A recorded message will be available at 201.343.6000 ext. 2321 and information will be posted on our website at www.bergen.org/admissions.

9. I have a 504 Plan/ IEP and need accommodations for the entrance test. What should I do?

Please send your counselor or case manager the Case Manager Form for Admissions Testing Accommodations by **December 15, 2022**.

10. When will I receive my exam results?

All students will be notified in February about whether they will continue in the application process Phase 2. Students to BCT-Teterboro does not send any determination letters until April. Test scores are NEVER released to applicants or parents/guardians.

11. I am receiving various emails from Schoolrecs.com regarding the status of my transcript/ recommendation requests.

Should I contact my school?

All school transcripts and recommendation forms should be sent to the school as soon as possible so that your school may submit the forms to us by January 6th, 2023. Once you have entered your information regarding your recommendations and school transcript on Schoolrecs.com, you will receive regular emails from Schoolrecs.com indicating whether your counselor and teachers have received your forms. Additionally, you may see the status of your forms through Schoolrecs.com. Please contact your counselor / teachers/ case manager **ONCE (1 time)** to advise them that they will be receiving email invitations regarding your application form. As needed, the Admissions department will work with your schools to receive all documents required to complete your application. Your counselor and teachers are aware of our deadlines and are in communication with the Admissions departments. There is no need for families to repeatedly contact the school to inquire about the status of your forms.

Updated November 22, 2022