

# BERGEN COUNTY ACADEMIES

## ADMISSIONS FOR THE CLASS OF 2029 GUIDE TO APPLYING

**Deadline - November 10, 2024**

***We Are BCA!***

BERGEN COUNTY TECHNICAL HIGH SCHOOL DISTRICT

Dr. John Grieco Campus • 200 Hackensack Avenue, Hackensack, New Jersey 07601  
201-343-6000 • [www.bergen.org](http://www.bergen.org)

BERGEN COUNTY  
ACADEMIES

# AN ACADEMIES EDUCATION

The Bergen County Academies offers students a unique high school experience that combines comprehensive academics with technical and professional courses. We encourage our students to choose an academy concentration based upon their interests rather than a future career choice.

Pursue your passion for science, fine art, engineering, medicine, technology, music, theatre, culinary arts, design, or finance—our programs will allow you to explore your interest while preparing you to meet the academic challenge of college. You may complement your studies with electives, projects, and clubs that cross academy boundaries; you are not limited to study in just one field. Students attain an academic background that prepares them well for postsecondary study in any field they choose.

## THE ACADEMIES

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### **AAST**

Academy for the Advancement of Science and Technology

### **ABF**

Academy for Business and Finance  
(International Baccalaureate Option)

### **ACHA**

Academy for Culinary Arts and Hospitality Administration  
(International Baccalaureate Option)

### **AEDT**

Academy for Engineering Design Technology

### **AMST**

Academy for Medical Science Technology

### **ATCS**

Academy for Technology and Computer Science

### **AVPA**

Academy for Visual and Performing Arts concentration:  
Music, Theatre, Visual Arts

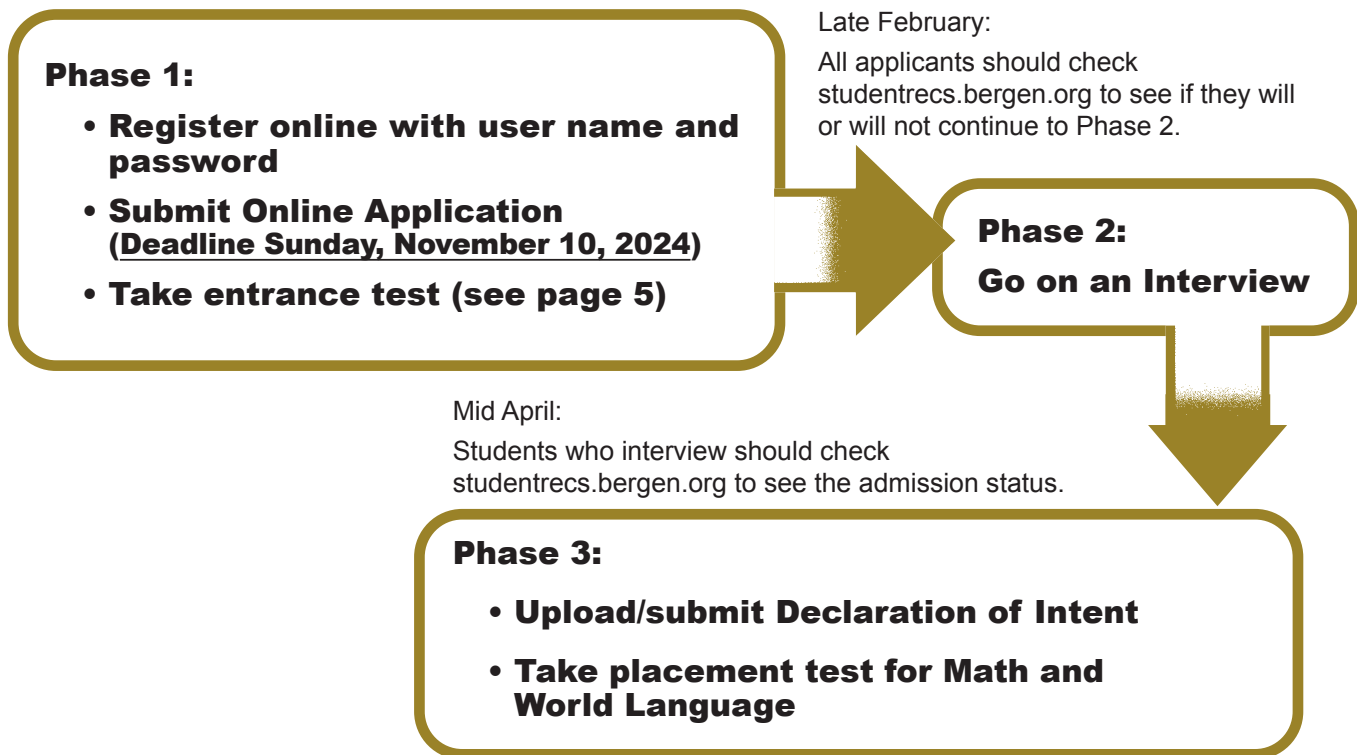
*For information on our curriculum and laboratory facilities, please visit our website: <http://bcts.bergen.org>.*

**It is mandatory that the applicant provides an email address that is checked on a regular basis. Please do not use a school or work email address. This email address should not be subjected to any firewall restrictions.**

Due to unforeseen circumstances, procedures and deadlines are subject to change. For current information, applicants must check the Admissions website at [www.bergen.org](http://www.bergen.org) or call the Admissions information line at (201) 343-6000 ext. 2321.

# YOUR GUIDE TO APPLYING

Go to  
[www.bergen.org/domain/729](http://www.bergen.org/domain/729)



Above is the Admissions process chart showing the 3 phases of our application

In late February (the end of Phase 1), all applicants to the Bergen County Academies should check [studentrecs.bergen.org](http://studentrecs.bergen.org) the application status. All applicants will see if they will or will not continue to Phase 2.

Interview invitations will be accessible to students who will be continuing on to Phase 2. Only students who we interview will receive an updated Admissions status.

Information pertaining to a student's admission status is never released over the phone or by e-mail.

# PLEASE NOTE:

**Students agree to abide by the pledge below when they complete the online application to the Bergen County Technical School District**

**By registering to take the BCTS Admissions test, I hereby pledge to complete the assessments with honor and integrity, and, in doing so, 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 discuss the test questions or 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.**

## ***What Determines Admission?***

In order for you to apply to the Bergen County Academies,

- Primary residence must be in Bergen County by September 1, 2024
- Only 8th grade students can apply
- If accepted, student will begin 9th grade year in September 2025 and graduate in 2029. Transferring into Bergen County Academies is not permitted.

Our entrance test consists of two parts and is described below.

On test days, we will ask students for a current photo ID and Admissions Test information. Use of calculators and cell phones are not allowed during any portion of the test.

## ***The English Test***

Students are given a total of forty-five minutes to read a passage and write an essay response. The essay is scored using the following criteria: comprehension (shows understanding), insight (establishes a clear thesis), organization (paragraphs are structured properly and are in a logical sequence), support (supports the thesis with relevant facts from the passage), style (written in a clear, mature voice) and grammar/spelling.

## ***The Math Test***

The math test consists of 40 multiple choice questions for which students are given sixty minutes. The questions focus on basic math skills and word problems. Students who take algebra and geometry in middle school typically fare better on our entrance test. All math questions are multiple choice.

## ***How should you prepare for the test?***

We have placed a sample test on our website. Visit “Downloads” at the Admissions website ([www.bergen.org](http://www.bergen.org)) to see the sample. Students who take prep courses do not have any advantage over students who do not take a prep course. If you are unable to test due to illness or for an unforeseen emergency, you must e-mail [Admissions@bergen.org](mailto:Admissions@bergen.org) on November 25, 2024 to schedule the makeup test.

## ***The Interview***

By late February, all applicants will have an updated Admissions status 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.

# THE APPLICATION

Before you start the application, print and read the User Manual located on the application site - [studentadmissions.bergen.org](http://studentadmissions.bergen.org).

Applications for all academies will be given individual interviews by a team of teachers and / or guidance counselors. Applicants to AVPA- Theatre Arts and AVPA-Music academies will present an audition; applicants to the AVPA-Visual Arts will participate in a Visual Arts workshop, where they will be asked to present a portfolio. All information on the audition or portfolio will be sent to candidates chosen to interview.

The primary residence of the student must be in Bergen County by September 1st of the application year (2024) to apply. Please review all our district high school programs and opportunities before starting your application. Once the application is submitted, and the deadline has passed, the ability to make changes is not feasible.

All the information entered in this application portal must be factual; falsification of any data could result in the application being rescinded.

Students must complete the application and upload documents as requested within the application, with at least one adult family member. Once the application is submitted, the Admissions department will send the transcript and recommendation forms to the school guidance counselor and teachers respectively. Since counselors and teachers can receive the transcript and recommendation request forms only after the application is completed and submitted, students are advised to complete the application in a timely manner. The deadline for completing the application is November 10th, so that the school forms can be received and completed by counselors and teachers in a timely manner.

The screenshot shows the 'Enrollment' portal with two main sections: 'Sign In' and 'Create Account'. The 'Sign In' section has fields for 'Email Address' and 'Password', a 'Remember me on this computer' checkbox, and a 'Sign In' button. Below it is a 'Forgot password?' link. The 'Create Account' section has a 'Create Account' button. To the right of the 'Create Account' button, there is text: 'With an account, you can...' followed by a bulleted list: '• Complete forms online', '• Save and return to forms in progress', and '• Print form history'.

The screenshot shows a 'Summary' page with the heading 'We found some missing or incorrect information on the following pages.' Below this is a table with two columns: 'PAGE' and 'STATUS'. The table lists several pages with their respective status icons (red exclamation mark for missing/incorrect, green checkmark for complete).

PAGE	STATUS
Applicant	!
Ethnic/Citizenship Information	!
Family	!
Language Questionnaire	!
Schooling Information	!
Applicant Questionnaire	!
Document Upload	✓
Electronic Signature	!

Below the table are three buttons: 'Find Invalid Fields', 'Previous', and 'Submit'.

The following are samples of the sections in the online application. All sections need to be completed with a green check mark before an application can be submitted. Please remember to check all entered information for accuracy prior to submission.

## Items you must bring (in a clear plastic bag) to the test:

1. Your Admissions information
2. Current Photo ID
3. Three #2 pencils and erasers

## Items you are not permitted to bring to the test:

1. Smart/digital watches
2. Calculators
3. Folders, binders or papers other than what is requested above
4. Food or water bottles of any kind

# Frequently Asked Questions on Admission to Bergen County Academies

For more information, contact [Admissions@bergen.org](mailto:Admissions@bergen.org)

## ***How will my child select his test date?***

Test dates and times are provided by the Admissions department. On the day of the test, only applicants testing will be allowed in the building. If a student is unable to attend on the date and time provided, please email [Admissions@bergen.org](mailto:Admissions@bergen.org).

## ***Why can I not use the work e-mail address of my parent/guardian or my school e-mail address as my primary e-mail address?***

E-mails are the primary method of communication between the Admissions Department and the applicants and their families. Many schools and businesses have firewalls that do not allow communication from sources outside their organizations. This means that e-mails sent from those addresses may never be received by us. Similarly, our Admissions e-mails may not be received by you if sent to a school or business e-mail address. To avoid missed information, it is mandatory that the applicant's primary e-mail address is a personal e-mail that is checked on a daily basis. School email is **not** acceptable since it may be subjected to firewalls.

## ***Do you accept students with learning disabilities?***

Yes. Students with disabilities are provided academic support and speech, language, and counseling services in accordance with their Individualized Education Plans (IEPs) or Section 504 Plans. In order to provide proper accommodations for the entrance test, please complete the Case Manager form in [Schoolrecs.com](http://Schoolrecs.com). You will have access to this form only after your application is submitted. If you have ever had a 504 or IEP and require assistance in your choice of academy, you must contact our School Social Worker, Ms. Dania Paula at [danpau@bergen.org](mailto:danpau@bergen.org).

## ***My son is home schooled. How will you evaluate him?***

Home schooled students receive the same consideration as other students. They must provide standardized test scores for each of the middle school years, recommendation forms from instructors who are not family members, and take our entrance test.

## ***We do not live in Bergen County. Can my daughter apply?***

No. The primary residence of the child must be in Bergen County; additionally, the applicant must be enrolled in the school district of the primary residence. An applicant attending a private school not in Bergen County will be asked to provide proof of residency prior to taking the admissions test.

## ***Are there limits on how many students can be accepted from one town?***

There is a limit on the number of students we can accept from a school district. That number is based on the enrollment of the local high school.

## ***Do the admission criteria for the different academies vary?***

The criteria are the same for all academies. The Academy for Visual and Performing Arts focuses on the student's audition or portfolio as well.

## ***My daughter is planning to apply next year. She is taking Calculus and Advanced Literature at the high school level and has received some B grades. What will you focus on when evaluating her application – her grades or her advanced classes?***

We consider all information supplied to us about a particular student including the application essay, scores on our entrance test, standardized test scores from middle school, teacher recommendations, and performance at our interview. While grades are certainly important, we also look at the level of the courses when evaluating the application. If a student is taking courses at the high school level, have both the middle school and the high school send us the student's transcripts.

## ***Can my son change his first choice academy once he has applied?***

Once the application is submitted, choices can only be changed by emailing [Admissions@bergen.org](mailto:Admissions@bergen.org) by the application deadline. After the deadline, **no** information can be changed or added on the application.

## ***How will I know if my daughter's school has sent all documentation including the school transcript, report cards, teacher recommendations and standardized test scores?***

It is the student's responsibility to complete and submit the online application and provide the correct email address for the counselor and teachers. Please ensure the email addresses are correct (example: .net vs .org vs .com). There is no need to contact us to inquire if the student's folder is complete. If any documents are missing, we will contact the school directly using the information that the student has provided online.

## ***Can my daughter apply again next year?***

No. Due to the structure of our curriculum, students can only apply once when they are in Grade 8.

## ***Why are grades and test scores emphasized? What about attributes such as character, creativity and passion?***

Unfortunately, character, creativity and passion are not quantifiable. It would be difficult to use so subjective a criterion to determine admission.

## ***My son applied to Bergen County Academies and did not get accepted. Will his application be considered automatically for Bergen County Tech, Teterboro?***

No. Your son's application will only be considered for Bergen County Technical High School, Teterboro if he selected both Bergen County Academies and Bergen County Technical High School, Teterboro on his application before the deadline.

# Frequently Asked Questions on Admission to Bergen County Academies

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## ***Will the results for the NJSLA test be considered?***

Yes. Counselors will forward all available NJSLA test results. Students attending private schools will have their standardized test scores submitted to us by their counselors.

## ***Why did my son receive a “No” letter after his interview?***

***I am confident in my daughter’s abilities to succeed and I know she would be a good fit for the Academy. Could you please reconsider her for an interview?***

***I would like to know where my son failed to meet your criteria. Was it his test scores, essay, recommendation letter(s), or grades?***

The answers to the questions above are similar and are frequently asked. Every year, we receive a large number of applications, many more than we could possibly accept. Regardless of whether a student receives an interview letter, we know that all students who apply to us will be successful as they continue their studies.

Our highly experienced Admissions Committee considers every application in its entirety and reviews all facets including the entrance essay, performance on the entrance test, standardized tests and academic reports, recommendations from teachers and the interview. We select students who demonstrate a genuine interest while meeting the criteria within their chosen academy. Needless to say, what we do request is that all applicants provide the full names and school email addresses of the middle school guidance counselor/ administrator and teachers writing recommendations by the application deadline so that applicant folders are complete for Committee review by mid January.

Students who are interviewed and not accepted to the Academies are placed on our Wait List. Many times this decision reflects the strength of the applicant pool within the student’s district, the limitations set by the administration of sending districts, and the accommodations on our campus. In order for a student to be selected from our Wait List, a student who has been accepted to the Academies must decline their acceptance. There is no ranking order on the Wait List. Additionally, we are unable to predict if and when a student will be reconsidered. Our Committee must adhere to guidelines when choosing from the Wait List. The guidelines include the Academy in which an accepted student has declined, if there is availability for a replacement in their district within the same Academy, and if there is a qualified candidate in their district.

Due to the highly confidential nature of the Admissions process, and to keep it unbiased for all applicants, we do not discuss how decisions are reached, the reasons why an applicant is not accepted, or why one applicant is selected over another. Additionally, we do not release an applicant’s scores on the Admissions test. Since it is not a normed test, there is no way for applicants to know what the scores represent, and it would cause needless competition.

The Committee is very sensitive to the fact that we cannot accept every student who applies and realizes how much time and effort each student puts into the application process. The Bergen County Technical School District appreciates every student who shows interest in our schools. Regardless of whether an acceptance follows, every parent/guardian and student should be very proud of their accomplishments for taking this first step to building a strong academic future.

## For Your Reference

Online application email address: \_\_\_\_\_

Online application password: \_\_\_\_\_

Security Q and A #1: \_\_\_\_\_

Security Q and A #2: \_\_\_\_\_

Academy choices 1. \_\_\_\_\_

2. \_\_\_\_\_

BCTS (Teterboro) choices 1. \_\_\_\_\_

2. \_\_\_\_\_

Submission Code: \_\_\_\_\_



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