

Michelle Hall
DIRECTOR
Career & Technical Education
mhall@uticaschools.org www.uticaschools.org
P] (315) 792-2204 F] (315) 982-8007



UTICA CITY SCHOOL DISTRICT / 920 YORK STREET / UTICA, NY 13502

Dear Parents and Guardians of 9th Grade Students,

We are excited to share that the Utica City School District is launching its first official application process for Career and Technical Education (CTE) programs. This marks an important and innovative step forward in expanding opportunities for our students to explore career pathways while continuing their academic growth.

Beginning this year, CTE program applications will be completed electronically. The application link (URL) will be available through multiple platforms from 2/23/2026-3/20/2026 to ensure easy access, including:

- The CTE Department webpage
- The Utica City School District webpage
- The Counseling Services webpage
- District social media platforms (Facebook and Instagram)

Students will complete the application online. In addition, each application will include a teacher recommendation and a school counselor recommendation, both of which are essential components of the selection process.

Please note that the due dates for the student application, and recommendations are listed below. We encourage families to review these deadlines carefully to ensure all materials are submitted on time.

Selection letters will be distributed to families by May 15, 2026.

We are truly excited about this new journey and the opportunities it will create for our students across the district. To support families through this process, an FAQ document is attached to this letter and is also available on the CTE Department webpage.

Thank you for your continued partnership and support as we expand innovative learning opportunities for our students.

Important Dates:

9th Grade Student Assembly:	February 10, 2026
Application Window:	February 23 - March 20, 2026
Counselor Recommendation Due:	April 17, 2026
Lotto Software Selection Process:	April 27, 2026
Selection Letter Distribution:	By May 15, 2026

Sincerely,

Michelle Hall