



**User Manual**  
**for**  
**Student Application 2023-2024**  
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 (September – 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 [admissionsupport@bergen.org](mailto:admissionsupport@bergen.org) and [noreplyregistration@powerschool.com](mailto: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.  
Deadline is November 30<sup>th</sup>, 2023 – no exceptions**

***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, DECEMBER 9, 2023 & SUNDAY DECEMBER 10, 2023, AVAILABLE BETWEEN THE HOURS OF 7:30 A.M. TO 1:00 P.M.** YOU MUST CHECK THE [STUDENTADMISSIONS.BERGEN.ORG](http://STUDENTADMISSIONS.BERGEN.ORG) WEBSITE **ON OR AFTER DECEMBER 4** TO FIND YOUR TEST DATE & TIME.

THE ADMISSIONS 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 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.”***

If you have questions and / or need more information, email [Admissions@bergen.org](mailto:Admissions@bergen.org). or [THSAdmissions@bergen.org](mailto:THSAdmissions@bergen.org)

If you need technical assistance with your application, please email [admissionsupport@bergen.org](mailto:admissionsupport@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, 2023. 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, students will begin 9th grade year in September 2024, and graduate in 2028. Transferring into Bergen County Academies is not permitted.
- You must have a personal NON-SCHOOL email account (for example: [username@gmail.com](mailto:username@gmail.com)) to proceed. Add [admissionsupport@bergen.org](mailto:admissionsupport@bergen.org) and [noreplyregistration@powerschool.com](mailto: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 (non-school) email address** that you are responsible for checking throughout the application process (September – 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 [admissionsupport@bergen.org](mailto:admissionsupport@bergen.org) and [noreplyregistration@powerschool.com](mailto: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 email address here:

User Name: _____
Password: _____
Personal 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 correctly by the application deadline Thursday, November 30, 2023, 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](mailto:Admissions@bergen.org) or [THSAdmissions@bergen.org](mailto:THSAdmissions@bergen.org). For technical assistance, email [admissionsupport@bergen.org](mailto:admissionsupport@bergen.org)

### Suggestions for completing the application successfully:

- A. One personal (NON-SCHOOL) email address that you check daily
- 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 – Thursday, November 30, 2023.
- D. A current head shot of the applicant (no mask) and a *jpeg* 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/guardians. 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 for Bergen Academies and Bergen County Technical High School, Teterboro should have two essays, one for each school.
- I. Full names and school email addresses of your Counselor/school administrator and teachers of 7<sup>th</sup> or 8<sup>th</sup> grade English and Science. The Math recommendation **MUST** be written by the 8<sup>th</sup> grade Math teacher or High School Math teacher only.

**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](mailto:comartportfolio@bergen.org). The portfolios are due by the application deadline.**

**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 9<sup>th</sup> grade for admission.

**1 Ethnic/Citizenship Information:** Complete as required.

**2 Family:** Enter information of your parents/guardians.

**3 Language Questionnaire:** Enter information on applicant's language.

**4 Schooling Information:** Enter information about middle school (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades) beginning with the 8<sup>th</sup> grade. In this section, you will be entering the **names and email addresses of your counselor / school administrator who will be providing your school transcript to us and the teachers writing your recommendations:** List the first and last names of your 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 guidance counselor/ school administrator so we can receive middle school (5<sup>th</sup>-8<sup>th</sup>) grade report cards, attendance records and results of standardized tests. This form is **mandatory**. The middle school guidance counselor will inform us about whether you need testing accommodations and what they are. After you complete and submit your application, please make sure to contact your guidance counselor **as soon as possible (at least 5 days before testing)** if you need testing accommodations.

**5 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. We expect the applicant to 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(s).

**6 Document Upload:** Student Photo: Upload one head shot (jpeg 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. d) School or any other ID. You may use your passport or a screenshot of your school's Learning Management System like Genesis or PowerSchool as your ID.

### **7 Electronic Signature and Verification:**

Please take the time to verify that all sections are completed accurately before submitting the application. Please read the pledge carefully so that you know what we expect of all applicants. Once you submit the application, you will not be able to make any corrections.

### **Recommendations, Transcripts, Requests for Testing Accommodations**

After you have submitted the application, the Admissions Department will request transcripts and recommendation forms from your counselor/ school administrator and teachers using the counselor and teachers' email addresses that you have entered in the application under Schooling Information (8th grade). You will also receive an email within 5 days requiring you to verify that the email addresses you entered for transcripts and recommendations are correct. It is imperative that students verify the email addresses that they enter so that we can receive recommendations, transcripts and testing accommodations (if necessary) from your school(s).

If you have a 504 plan or an IEP, and receive accommodations for testing, you must contact your guidance counselor at least 5 days before the Admissions test to let them know to expect an email from [admissionsrec@bergen.org](mailto:admissionsrec@bergen.org).

## Frequently Asked Questions

### 1. After the testing session, I heard some students discussing the test questions. May I do the same?

Students who apply to the Bergen County Academies/ Bergen County Tech School district are bound by our honor code not to discuss any items from the test. This is similar to college honor codes. We expect all students applying to us to take our pledge seriously and refrain from such discussion. Similarly, we expect applicants to avoid discussing questions they were asked during their interviews. Applicants who violate the pledge (page 2, this User Manual) can have their applications rescinded.

### 2. 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](http://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. While we certainly endorse preparation for the test, it is important that applicants refrain from discussion of the test items or interview questions with anyone, as stated in the pledge (page 2, this User Manual).

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

The Admissions Committee recommends that all applicants 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 [Admissionsupport@bergen.org](mailto:Admissionsupport@bergen.org).

### 4. 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 this year requires that the essay is completed and submitted in a timely manner. NEW this year: the Admissions department will send transcript and recommendation requests to the middle school guidance counselor and teachers whose names and email addresses are entered in the Schooling Information section of the online application. If you have a 504 plan or an IEP, and receive accommodations for testing, **you** must contact your guidance counselor at least 5 days before the test to let them know to expect an email from [admissionsrec@bergen.org](mailto:admissionsrec@bergen.org).

### 5. 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](mailto:Admissions@bergen.org). Otherwise, more recommendations are unnecessary.

### 6. 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, December 9, 2023 & Sunday December 10, 2023, available between the hours of 7:30 a.m. to 1:00 p.m. You must check the [studentadmissions.bergen.org](http://studentadmissions.bergen.org) website **on or after December 4, 2023** to see your scheduled test date & time. Please print a copy of your test ticket from the website.

### 7. 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](mailto:Admissions@bergen.org) on Monday December 11, 2023** and provide documentation/doctor's note for verification. We will provide you with the make-up test date.

### 8. How long is the test?

Testing takes approximately 2 hours.

**9. 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](http://www.bergen.org/admissions).

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

Please tell your guidance counselor to expect an email from [admissionsrec@bergen.org](mailto:admissionsrec@bergen.org) within 5 days of your application submission.

**11. My 8<sup>th</sup> grade Math teacher does not know me well yet. May I ask my 7<sup>th</sup> grade Math teacher to write my math recommendation?**

The Admissions Committee receives questions like this every year. In some cases, the 8th grade Math teacher may be on medical leave or there could be a substitute teacher for the Math class. Regardless, the Committee requires the 8th grade teacher / substitute to write the Math recommendation because we need to know how the student is faring in the subject in 8th grade.

**12. My guidance counselor and teachers have not received the school transcript and recommendation forms. What should I do?**

**NEW this year:** After the application is submitted, **the Admissions department will request** transcripts and recommendation forms from your counselor/ school administrator and teachers using the email addresses that you have entered in the application under **Schooling Information**. It is imperative that students verify the email addresses that they enter so that the Admissions department can receive recommendations, transcripts and testing accommodations (if necessary) from your school(s). If you have a 504 plan or an IEP, and receive accommodations for testing, you must contact your guidance counselor to let them know to expect an email from [admissionsrec@bergen.org](mailto:admissionsrec@bergen.org).

If your counselor and teachers have not heard from us within a week after you submitted your application, please email [admissionsupport@bergen.org](mailto:admissionsupport@bergen.org).

**13. When will I receive my exam results?**

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

Updated September 15, 2023