

Portage Lakes Career Center Early College High School

A partnership between Portage Lakes Career Center and The University of Akron

Application Directions

1. The Student Application must be legibly completed in black or blue ink. Be sure that no questions are incomplete.
2. Student applicant must complete the Student Questionnaire.
3. Two writing prompts are listed. Students will be expected to choose and respond to one of the prompts. Responses can be typed or handwritten. If handwritten, it must be legible and completed in black or blue ink. Carefully follow the directions for the Student Writing Sample. This must be student work, completed by the student.
4. Included in the application packet is the Parent/Student Contract. This form must be signed, dated, and returned with the application.
5. **School Counselors:** the School Counselor Checklist and four (4) Student Recommendation Forms. The forms must be completed by the student's CURRENT English teacher, math teacher, and student choice.

Applicants: Please write the student's name on all of the forms (the checklist and the recommendation forms) and give the forms to the School Counselor. The counselor may request that the student distribute the recommendation forms to their current teachers.

The school counselor will collect the Student Recommendation Forms and must include the following items: *student transcript, current report card, test scores, discipline record, and attendance record*; with the recommendation forms when returning the school packet to Portage Lakes Career Center.

6. The application, Student Essay, Student Questionnaire and Parent/Student Contract MUST be submitted to Portage Lakes Career Center by **Wednesday, March 1 at 12:00 PM**.

Applications can be mailed to: Allyson Himmelright
Portage Lakes Career Center
4401 Shriver Road
Uniontown, OH 44685

7. All application questions can be directed to **Allyson Himmelright at 330.972.7040 or allyso1@uakron.edu**
8. Students will be notified of their placement by **Superintendent Ben Moore**.

PERMANENT ASSIGNMENT TO PLCC WILL BE CONTINGENT UPON REVIEW OF STUDENT'S SECOND SEMESTER TRANSCRIPT, ATTENDANCE RECORD, AND DISCIPLINARY RECORD.

Portage Lakes Career Center Early College High School

PARENT/STUDENT CHECKLIST

- 1. Provide School Counselor with the School Counselor Checklist.

The School Counselor will be asked to submit the following:

Student Transcript	Discipline Record
Current Report Card	Attendance Record
Recommendation Forms	State Test Scores – (may be on student transcript)

The parent and student should submit the following items separately:

- 2. Complete AEC Student Application
- 3. Complete Student Questionnaire
- 4. Complete Student Writing Sample
- 5. Complete Parent/Student Contract

► All items must be submitted by ***Wednesday, March 1, 2017 by 12:00 PM*** to:

Allyson Himmelright
Portage Lakes Career Center
4401 Shriver Road
Uniontown, Ohio 44685

Portage Lakes Career Center Early College High School

STUDENT APPLICATION

Application Deadline: *Wednesday, March 1, 2017 – 12:00 PM*

Please **PRINT** all information.

1. Student Name: _____
Last First MI

2. Mother/Female Guardian Name: _____

Highest Grade Completed: _____ Grade School _____ High School _____ Associate Degree
_____ Bachelor Degree _____ Master's/PhD

3. Father/Male Guardian Name: _____

Highest Grade Completed: _____ Grade School _____ High School _____ Associate Degree
_____ Bachelor Degree _____ Master's/PhD

4. Parent/Legal Guardian Home Address: _____

City: _____ State: Ohio Zip Code: _____

5. Telephone Number: (____) _____

6. Student Date of Birth: _____ (month/date/year)
7. Student Gender: _____ Male _____ Female

7. Ethnicity: _____ American Indian or Alaskan Native _____ Asian American
_____ Black or African American _____ Hispanic or Latino
_____ White or Caucasian _____ Multi-racial
_____ Other

8. I will be a first generation college student (*circle one*): YES NO

9. My parent/guardian is employed by Portage Lakes Career Center or The University of Akron:

Mother/Female guardian: YES NO If yes, employed where?: _____ position? _____ (*circle one*)

Father/Male guardian: YES NO If yes, employed where?: _____ position? _____ (*circle one*)

10. _____
Student Signature Date

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Portage Lakes Career Center Early College High School

Student Questionnaire

Student: _____ High School _____

1. What would you describe to be your most unique or special skill that differentiates you from everyone else?

2. What do you think is expected of you as a Portage Lakes Career Center Early College High School student?

3. What do you do when you have difficulty understanding the lesson being taught by your teacher?

4. It's Monday and your teacher tells you that you will have a test one week from today. How would you best prepare for this exam?

5. Where do you see yourself in 10 years? _____

6. In order to reach this goal, what academic or personal changes do you need to make?

7. Have you ever visited a college campus? Yes No If yes, where? _____

8. Besides socializing with friends, what do you like to do in your spare time?

Portage Lakes Career Center Early College High School

STUDENT WRITING SAMPLE For submission with Application

To the student applicant:

1. Please select and respond to **ONE** of the two writing prompts for your writing sample.
2. Your writing sample should be written in **five (5) paragraphs**.
3. Please organize your thoughts carefully.
4. You are encouraged to submit your work in typewritten form. If handwritten, the essay must be legible and completed in black or blue ink.
5. **All work must be your own.**

PAPER DESIGN:

Margins: 0.5" (top, bottom, left, right)

Font: Arial or Calibri

Font Size: 12 Pt.

Spacing: Single-Space paragraphs

Double-space between paragraphs

Top Left Corner: Indicate "Topic 1" or "Topic 2"

Do not write out the prompt

Top Right Corner: Your Name

Topic 1: Describe how you have overcome a challenge.
How did you do it and what lessons did you learn?

OR

Topic 2: What do you consider to be the best advice you ever received?
Who gave you that advice and did you follow that advice or not?

Portage Lakes Career Center Early College High School

Parent / Legal Guardian Commitment Contract

We, _____, _____ and _____
(parent/legal guardian) (parent/legal guardian) (student)

agree to adhere to the following contractual rules, guidelines, responsibilities and expectations to be a successful parent/legal guardian for my student attending the Portage Lakes Career College:

- Read and follow all academic and code of conduct rules established by the Portage Lakes Career Center Early College and The University of Akron
- Understand that my student will follow a calendar slightly different from their home high school and Portage Lakes Career Center.

- Understand that my student and I are aware of and committing to the academic requirements of the Portage Lakes Career Center Early College High School

- Understand that my student will be interacting with college faculty, staff and students

- Understand that my student will be placed in University of Akron classes based on academic progress.

- Understand that the tuition for any college class my student may drop or fail may be billed directly to me

- Commit to the following expectations:
 - **Maintain 93% attendance rate**
 - **Maintain a minimum of a “C” or better in all academic courses (2.0 GPA)**
 - **Participate in any and all intervention strategies that are recommended to meet the academic standards**
 - **Complete all district and state requirements for high school graduation**
 - **Pass mandatory state tests**
 - **Take the university required assessments to meet college placement requirements**
 - **Demonstrate ethical, moral, and responsible behavior that promotes the integrity of the program**
 - **Pursue an Associate Degree (terminal or as a pathway to a Bachelor Degree)**

Failure to follow this contract and any recommendations identified as being needed, may result in a removal from the Portage Lakes Career Center Early College High School.

Student Signature

Date

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Portage Lakes Career Center Early College High School

SCHOOL COUNSELOR CHECKLIST

Student Name: _____
(please print name)

School: _____
(please print name)

THIS INFORMATION (ITEMS 1–11) IS TO BE SENT DIRECTLY TO PLCC AND NOT RETURNED TO THE APPLICANT OR THE APPLICANT'S FAMILY.

- 1. Official Student Transcript Report which includes
 - * Any Test Data
 - * Attendance Record
 - * Disciplinary Record
 - * Any other pertinent data

- 2. English Teacher Recommendation

- 3. Math Teacher Recommendation

- 4. Recommendation of Choice (employer, coach, Pastor, other teacher - NO family member)

School Counselor Signature: _____

Portage Lakes Career Center Early College High School

Student Recommendation Form: ENGLISH TEACHER

Student Name: _____

High School: _____

PLCC is requesting that you provide an accurate/honest assessment of this student's suitability as a participant in this demanding high school program. We rely heavily on your recommendation. Thank you.

Characteristics	Outstanding	Very Good	Good	Fair	Poor	Unable to Judge
Learning Ability						
Initiative						
Growth Potential						
Ability to Work with Others						
Motivation						
Maturity						
Integrity						
Leadership						
Judgment						
Self-Confidence						
Oral Communication Skills						
Written Communication Skills						
OVERALL RECOMMENDATION						

How long have you known this student and in what capacity?

How does this student demonstrate that he/she is prepared to meet the requirements of high school honors classes and college coursework?

Is there anything else that should be considered when reviewing this student's application?

 Evaluator's Name

 Date

 Title

 School

Portage Lakes Career Center Early College High School

Student Recommendation Form: MATH TEACHER

Student Name: _____

High School: _____

PLCC is requesting that you provide an accurate/honest assessment of this student's suitability as a participant in this demanding high school program. We rely heavily on your recommendation. Thank you.

Characteristics	Outstanding	Very Good	Good	Fair	Poor	Unable to Judge
Learning Ability						
Initiative						
Growth Potential						
Ability to Work with Others						
Motivation						
Maturity						
Integrity						
Leadership						
Judgment						
Self-Confidence						
Oral Communication Skills						
Written Communication Skills						
OVERALL RECOMMENDATION						

How long have you known this student and in what capacity?

How does this student demonstrate that he/she is prepared to meet the requirements of high school honors classes and college coursework?

Is there anything else that should be considered when reviewing this student's application?

Evaluators Name

Date

Title

School

Portage Lakes Career Center Early College High School

Student Recommendation Form: STUDENT CHOICE

Student Name: _____

High School: _____

PLCC is requesting that you provide an accurate/honest assessment of this student's suitability as a participant in this demanding high school program. We rely heavily on your recommendation. Thank you.

Characteristics	Outstanding	Very Good	Good	Fair	Poor	Unable to Judge
Learning Ability						
Initiative						
Growth Potential						
Ability to Work with Others						
Motivation						
Maturity						
Integrity						
Leadership						
Judgment						
Self-Confidence						
Oral Communication Skills						
Written Communication Skills						
OVERALL RECOMMENDATION						

How long have you known this student and in what capacity?

How does this student demonstrate that he/she is prepared to meet the requirements of high school honors classes and college coursework?

Is there anything else that should be considered when reviewing this student's application?

Evaluators Name

Date

Title

School