

Portage Lakes Career Center Early College High School

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

Application Directions

1. Applicants must first apply for PLCC career program. The Early College High School program requires a student to be full-day at PLCC, participating in the Early College High School academics and a career program.
2. Applicants must be on target for graduation. This includes 2 credits of English, 2 credits of Math (Algebra II preferred), 2 credits of Science, 2 credits of Social Studies, ½ credit of health and ½ credit of Physical Education.
3. The Student Application must be legibly completed in black or blue ink. Be sure that no questions are incomplete.
4. Student applicant must complete the Student Questionnaire.
5. Two writing prompts are listed. Students will be expected to choose and respond to one of the prompts. Responses should be typed. Carefully follow the directions for the Student Writing Sample. This must be student work, completed by the student.
6. Included in the application packet is the Parent/Student Contract. This form must be signed and dated.
7. Student's name is to be written on every page of the application.
8. Submit School Counselor Checklist and School Counselor Recommendation form to your School Counselor. **Student should also complete official transcript request through school counseling office if required by home school.** The school counselor will submit those materials directly to PLCC.
9. Student should distribute the other recommendation forms to his/her current teachers.
10. The student will submit the Application, Student Essay, Student Questionnaire and Parent/Student Contract to Portage Lakes Career Center by **Friday, March 15 at 12:00 PM.**

Applications can be dropped off or mailed to: Kevin Tondra
Portage Lakes Career Center
4401 Shriver Road
Uniontown, OH 44685

11. All application questions can be directed to **Kevin Tondra** at kmt@uakron.edu
12. Students will be notified of their placement by **Superintendent Kim Redmond**

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 (should include attendance and test scores and current classes)
 - ***Student must ALSO submit official transcript request through school counselor's office if required by his/her home school**
- School Counselor Recommendation
- Math Teacher Recommendation
- English Teacher Recommendation
- Student Choice Recommendation (if person is school personnel)

The parent and student should submit the following items:

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

► All items must be submitted by ***Friday, March 15, 2019, by 12:00 PM***

to:

Kevin Tondra
Portage Lakes Career Center
4401 Shriver Road
Uniontown, Ohio 44685

Portage Lakes Career Center Early College High School

STUDENT APPLICATION

Application Deadline: *Friday, March 15, 2019 – 12:00 PM*

Please **PRINT** all information.

1. Student Name: _____
Last First MI
 2. Parent/Guardian Name: _____
Highest Grade Completed: ___ Grade School ___ High School ___ Associate Degree ___ Bachelor Degree ___ Master's/PhD
 3. Parent/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 Email: _____
 7. Parent Email: _____
 8. Student Date of Birth (month/date/year): _____
 9. Student Gender: _____ Male _____ Female
 10. Ethnicity: _____ American Indian or Alaskan Native _____ Asian American
_____ Black or African American _____ Hispanic or Latino
_____ White or Caucasian _____ Multi-racial
_____ Other
 11. Portage Lakes Career Center Program choice: _____
 12. I will be a first generation college student (neither parent has completed college): YES NO
 13. Is your parent/guardian employed by Portage Lakes Career Center or The University of Akron:
Mother: YES NO If yes, employed where?: _____ position? _____
Father: YES NO If yes, employed where?: _____ position? _____
- _____
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 as 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.
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 Center Early College High School:

- 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 his/her 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**
 - **Enroll in a PLCC career program and attend PLCC for the full day**
 - **Maintain a minimum of a “C” or better in all academic courses (2.0 GPA)**
 - **Required to participate in all intervention strategies that are recommended to meet the academic standards (e.g. Summer Math Bridge Program, Early College Friday Seminars)**
 - **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 IS TO BE SENT DIRECTLY TO PLCC AND WILL NOT BE RETURNED TO THE APPLICANT OR THE APPLICANT'S FAMILY.

School Counselors: Please submit this School Counselor Checklist, transcript and Student Recommendation Forms for school personnel to PLCC. The forms must be completed by the student's CURRENT English teacher, math teacher, school counselor and one of the student's choice. Students are instructed to comply with any home school requirements regarding transcript requests.

- 1. Official Student **Transcript** Report which includes
 - * Any Test Data
 - * Attendance Record
 - * Current Classes
 - * Any other pertinent data
- 2. English Teacher Recommendation
- 3. Math Teacher Recommendation
- 4. Recommendation of Choice if school personnel (employer, coach, Pastor, other teacher – NO family member)
- 5. Recommendation of School Counselor

School Counselor Signature: _____

Deadline Friday, March 15, 2019 – 12:00 pm

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. Please submit completed recommendation to the school counselor. Thank you.

Deadline Friday, March 15, 2019 – 12:00 PM

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						
<i>OVERALL RECOMMENDATION</i>						

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: 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. Please submit completed recommendation to the school counselor. Thank you.

Deadline Friday, March 15, 2019 – 12:00 PM

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						
<i>OVERALL RECOMMENDATION</i>						

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: 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. Please submit completed recommendation to the school counselor (if applicable) or directly to Portage Lakes Career Center c/o Kevin Tondra kmt@uakron.edu. Thank you.

Deadline Friday, March 15, 2019 – 12:00 PM

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						
<i>OVERALL RECOMMENDATION</i>						

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: SCHOOL COUNSELOR

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. Please submit completed recommendation directly to Portage Lakes Career Center. Thank you.

Deadline Friday, March 15, 2019 – 12:00 PM

Characteristics	Outstanding	Very Good	Good	Fair	Poor	Unable to Judge
Work Ethic						
Aptitude						
Social/Emotional Maturity						
Initiative and Enthusiasm						
Critical Thinking Skills						
<i>OVERALL RECOMMENDATION</i>						

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?

How would you describe this student's disciplinary history?

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

 Evaluator's Name

 Date

 Title

 School