INSTRUCTIONS FOR APPLICATION

Students must apply through their home high school campus for recommendation to attend CHS.

1. Meet with your high school counselor to discuss whether you are prepared for this Academically Advanced Program and to learn your school’s process for submitting applications.

2. Obtain an Application Packet from your high school counselor or download it from the Collegiate High School webpage (www.com.edu/chs).

3. Complete COM’s Application at www.com.edu or www.applytexas.org. If this is not completed a minimum of seven (7) days before registration, a student will not be able to enroll at COM or Collegiate High School. THIS IS A SEPARATE APPLICATION!

4. Testing
   a. Prepare for the TSI if you do not have SAT or ACT scores.
      www.collegeboard.org/texas-sample-questions.

      ALL STUDENTS MUST TAKE A PRE-ASSESSMENT TEST TO BE ELIGIBLE TO TAKE THE TSI EXAM and must print the pre-assessment test certificate and give it to the Testing Center.

   
   b. Take the new TSI Exam (college placement exam) at COM’s Enrollment Center. The fee for this test is $29.
      A PICTURE ID IS REQUIRED FOR TESTING.

SECTION
MINIMUM SCORES (good through 2016)

Math 350*
Reading 351
Writing 5 or Essay 4 with Multiple Choice section of 363

*Math scores required for college level math; not required for CHS acceptance.

SAT scores*: Composite score of 1070 or higher with Verbal and Math scores of no fewer than 500 each for the test taken. A mathematics score of 520 or higher is required to enroll in college level math.

ACT scores*: Composite score of 23 or higher with individual Math and English scores of no fewer than 19. A mathematics score of 20 or higher is required to enroll in college level math.

*These scores must be provided to the Admissions Office directly from the testing company or must be identified on the official high school transcript.

5. Complete the Student Application Form. Be sure to print legibly and fill in all requested information. Do not leave any spaces blank. Sign the application.

6. Have your parent complete the Parent Recommendation Form.

7. Ask three of your current teachers and your assistant principal to complete their Recommendation Form.

8. Write a Personal Essay, 200-300 words, explaining why you believe that you are a good candidate for your school’s Collegiate High School program and should be selected. Career goals and personal aspirations should
be an integral part of this essay. We recommend that you complete a career interest survey and research related careers to be sure that this career pathway is right for you.

9. **Follow your school’s procedures for submitting the completed application packet: Application Form, personal essay, a copy of your latest State Assessment Score Report, transcript (official transcript upon acceptance), the New TSI scores (or exemption scores) and Parent Recommendation Form.**

10. **Copy of your official Immunization Record indicating Meningitis Vaccination.**

11. **Watch for an email from CHS when your application is received.** (This is a different letter than the one you will receive concerning your enrollment status at COM.)

**Target Dates:**

| 1st round of applications will be reviewed | March 7 – March 31, 2016 |
| 2nd round priority | May 2 – 20, 2016 |
| Students wishing to enroll in Summer I | May 20, 2016 |
| Students wishing to enroll in Summer II | June 24, 2016 |
| Students wishing to enroll in the Fall | August 6, 2016 |
| Spring 2017 | November 18, 2016 |
# COLLEGIATE HIGH SCHOOL STUDENT APPLICATION

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Anticipated Year of Graduation</th>
<th>Home Campus</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Social Security #</th>
<th>Cell Phone #</th>
<th>Home Phone #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Are you employed?</th>
<th>Yes</th>
<th>No</th>
<th>Where?</th>
</tr>
</thead>
</table>

## Primary Parent/Guardian Name

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Work Phone #</th>
<th>Cell Phone #</th>
</tr>
</thead>
</table>

## Secondary Parent/Guardian Name

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Work Phone #</th>
<th>Cell Phone #</th>
</tr>
</thead>
</table>

## Mother’s Highest Education

- [ ] Less than HS Diploma
- [ ] High School Diploma
- [ ] College Certificate
- [ ] Some College
- [ ] Associate’s Degree
- [ ] Baccalaureate Degree
- [ ] Master’s Degree
- [ ] Professional or Doctoral Degree

## Father’s Highest Education

- [ ] Less than HS Diploma
- [ ] High School Diploma
- [ ] College Certificate
- [ ] Some College
- [ ] Associate’s Degree
- [ ] Baccalaureate Degree
- [ ] Master’s Degree
- [ ] Professional or Doctoral Degree

### Does your family qualify for the Free and Reduced Lunch Program in your school district?

- [ ] Yes
- [ ] No

(Letter of eligibility will be required from your home district)

## Primary Language Spoken at Home

______________________________

## Preferred Career Pathway

- [ ] STEM (Science, Technology, Engineering and Mathematics
- [ ] Business and Industry
- [ ] Public Services
- [ ] Arts and Humanities
- [ ] Multidisciplinary Studies

I understand that CHS is an ADVANCED ACADEMIC PROGRAM. I **MUST** meet all state high school graduation requirements and have a minimum 90% attendance rate. I **MUST** attend and pass all classes or I may be withdrawn from the Collegiate High School. I understand my student records and files will be shared between CHS staff, COM faculty and staff, and my home campus.

Student Signature: ___________________________ Date: ____________________
# COM COLLEGIATE HIGH SCHOOL
## PARENT RECOMMENDATION

### Student Name

| Please rate the student on the following characteristics, 1 being the lowest position and 5 being the best position. (Circle your choice) |
|---|---|---|---|---|---|
| Attendance | 1 | 2 | 3 | 4 | 5 |
| Citizenship | 1 | 2 | 3 | 4 | 5 |
| Work habits | 1 | 2 | 3 | 4 | 5 |
| Attitude toward school | 1 | 2 | 3 | 4 | 5 |
| Possibility of success in college classes | 1 | 2 | 3 | 4 | 5 |
| Recommendation for Collegiate High School | 1 | 2 | 3 | 4 | 5 |

Please give a brief explanation why you believe that your child will be a good candidate for COM’s Collegiate High School:

My child may enroll in Collegiate High School with my full knowledge and consent. I understand that the student/parent will be responsible for paying COM’s tuition, fees and books, must waive their FERPA privacy rights, and must complete separate applications for admissions to COM and to our school's Collegiate High School.

Signature of Parent/Guardian: ____________________________  Date: ____________________
# COLLEGIATE HIGH SCHOOL COUNSELOR RECOMMENDATION

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Counselor Name</th>
</tr>
</thead>
</table>

(Please attach a copy of the high school transcript with test scores and attendance record for the current year.)

**What is the student’s GPA?**

___________ on a scale of ____________, as of the Fall / Spring 20______

(Circle one)

**What are the student’s most recent State Assessment scores? Grade Level ____________**

ENG I______ ENG II _______ ALG I_______ BIOL _________US HIST ______

**Other Test Scores:**

<table>
<thead>
<tr>
<th>SAT</th>
<th>Total:</th>
<th>Writing:</th>
<th>Critical Reading:</th>
<th>Math:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>Composite:</td>
<td>English:</td>
<td>Math:</td>
<td></td>
</tr>
<tr>
<td>TSI</td>
<td>Essay:</td>
<td>Writing:</td>
<td>Reading:</td>
<td>Math:</td>
</tr>
</tbody>
</table>

**Which graduation plan is the student on?** __ Recommended __ Distinguished __ Foundation Endorsement:______________________________

**Does the student receive any Special Education or 504 modifications?** □ Yes □ No

**What specific class or classes will the student need to graduate?** (Please list below)

_________________________________________________

_________________________________________________

_________________________________________________

**Please rate the student on the following characteristics, 1 being the lowest position and 5 being the best position.** (Circle your choice)

- **Attendance**
  - 1
  - 2
  - 3
  - 4
  - 5

- **Citizenship**
  - 1
  - 2
  - 3
  - 4
  - 5

- **Work habits**
  - 1
  - 2
  - 3
  - 4
  - 5

- **Attitude toward school**
  - 1
  - 2
  - 3
  - 4
  - 5

- **Possibility of success in college classes**
  - 1
  - 2
  - 3
  - 4
  - 5

- **Recommendation for Collegiate High School**
  - 1
  - 2
  - 3
  - 4
  - 5

**Please give a brief explanation why you believe that this student is/is not a good candidate for your school’s Collegiate High School program.** (Use the back of this form.)

Signature: ___________________________ Date: ______________ Phone: _______________
# Assistant Principal Recommendation Form

**Student Name**

**Assistant Principal Name (Please Print)**

**PLEASE RETURN IN A SEALED ENVELOPE.**

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Citizenship</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Work habits</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Attitude toward school</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Possibility of success in college classes</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Recommendation for Collegiate High School</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

For the current school year, please complete or attach the following information:

- **Number of days absent** ___________ out of ___________ possible.
- **Disciplinary Infractions:** ____________________________________________ (please attach documentation or explanation)

Please give a brief explanation why you believe this student is/is not a good candidate for your school’s Collegiate High School program. Please include specific information about any office referrals or other discipline/attendance related issues or any other information CHS staff should know.

**Signature:** ___________________________  **Date:** ___________________________  **Phone:** ___________________________
Student Name (Please Print) | Course | Teacher (Please Print)
---|---|---

**PLEASE RETURN IN A SEALED ENVELOPE.**

What is the student’s grade? _______________ as of _______________

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER GRADE</td>
<td>DATE / GRADING PERIOD</td>
<td></td>
</tr>
</tbody>
</table>

Please rate the student on the following characteristics, 1 being the lowest position and 5 being the best position. (Circle your choice)

- Attendance: 1 2 3 4 5
- Citizenship: 1 2 3 4 5
- Work habits: 1 2 3 4 5
- Attitude toward school: 1 2 3 4 5
- Possibility of success in college classes: 1 2 3 4 5
- Recommendation for Collegiate High School: 1 2 3 4 5

Please give a brief explanation why you believe this student is/is not a good candidate for your school’s Collegiate High School program.

Signature: __________________________ Date: ____________________ Phone: ____________________
COLLEGIATE HIGH SCHOOL
TEACHER RECOMMENDATION - MATH

<table>
<thead>
<tr>
<th>Student Name (Please Print)</th>
<th>Course</th>
<th>Teacher (Please Print)</th>
</tr>
</thead>
</table>

PLEASE RETURN IN A SEALED ENVELOPE.

What is the student’s grade? ______________ as of ______________

NUMBER GRADE DATE / GRADING PERIOD

Please rate the student on the following characteristics, 1 being the lowest position and 5 being the best position. (Circle your choice)

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work habits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude toward school</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possibility of success in college classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendation for Collegiate High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please give a brief explanation why you believe this student is/is not a good candidate for your school’s Collegiate High School program.

Signature: __________________________ Date: ____________________ Phone: ____________________
**COLLEGIATE HIGH SCHOOL**
**TEACHER RECOMMENDATION - ENGLISH**

<table>
<thead>
<tr>
<th>Student Name (Please Print)</th>
<th>Course</th>
<th>Teacher (Please Print)</th>
</tr>
</thead>
</table>

**PLEASE RETURN IN A SEALED ENVELOPE.**

What is the student’s grade? _______________ as of _______________  
**NUMBER GRADE** _______ **DATE / GRADING PERIOD**

Please rate the student on the following characteristics, 1 being the lowest position and 5 being the best position. (Circle your choice)

- Attendance 1 2 3 4 5
- Citizenship 1 2 3 4 5
- Work habits 1 2 3 4 5
- Attitude toward school 1 2 3 4 5
- Possibility of success in college classes 1 2 3 4 5
- Recommendation for Collegiate High School 1 2 3 4 5

Please give a brief explanation why you believe this student is/is not a good candidate for your school’s Collegiate High School program.

Signature: _____________________  Date: ___________________  Phone: ____________________