

COLLEGIATE HIGH SCHOOL at Northwest Florida State College

A Charter School of the Okaloosa County School District

2012-2013 ADMISSION PERIOD

INFORMATION AND INSTRUCTIONS

An Equal Access/Equal Opportunity Institution

COLLEGIATE HIGH SCHOOL at Northwest Florida State College (NWFSC)

Thank you for your interest in the Collegiate High School at NWFSC. This packet of information is designed to assist in the high school application process. There is a separate packet that contains the forms to be submitted. Use these two packets together as you proceed through the admission process. Read all of the material carefully and be sure to submit all forms and materials in a timely manner. A completed application is the first eligibility criteria for enrollment consideration.

If you have questions or need additional information, please consult our website at www.nwfcollegiatehigh.org or call the Collegiate High School at NWFSC Office at (850) 729-4949. Our office hours are Monday – Friday, 8:00 a.m. – 4:30 p.m.

Please note the office will be closed for the holidays from December 19, 2011, through January 2, 2012.

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COLLEGIATE HIGH SCHOOL at NWFSC

OVERVIEW AND PROGRAM OPTIONS

The Collegiate High School at NWFSC offers two programs of study. The Pre-collegiate Program is open to any Okaloosa County public, private, or home schooled student entering 10th, 11th, or 12th grade by the start of the 2012-2013 school year. The Collegiate/Dual Enrollment Program is open to any Okaloosa County public, private, or home schooled student entering 10th, 11th, or 12th grade by the start of the 2012- 2013 school year and who meets minimum Florida statutory requirements for participation in dual enrollment. Both programs are subject to enrollment limitations based on program, class, grade level and/or building.

Non-Okaloosa County Students

Students from other Florida school systems with whom the Okaloosa County School District maintains an inter-district agreement may be eligible to attend, provided the appropriate waiver, **if required**, is obtained from the applicable school board(s). The waiver is not required as part of the application package, but, **if required must be submitted prior to enrollment the school.**

ADMISSION REQUIREMENTS FOR THE PRE-COLLEGIATE PROGRAM	ADMISSION REQUIREMENTS FOR THE COLLEGIATE/DUAL ENROLLMENT PROGRAM
<ul style="list-style-type: none"> ▪ Completed Collegiate High School at NWFSC Application received by the established deadline ▪ Eligibility for grade level of 10, 11 or 12 by the start of the 2012-2013 school year <p>Applicant must have earned the following credits by the close of 2011-2012 school year: five credits for 10th grade, to include 9th grade English , ten credits for 11th grade, seventeen credits for 12th grade</p>	<ul style="list-style-type: none"> ▪ Completed Collegiate High School at NWFSC Application received by the established deadline ▪ Eligibility for grade level of 10, 11 or 12 by the start of the 2012-2013 school year <p>Applicant must have earned the following credits by the close of 2011-2012 school year: five credits for 10th grade, to include 9th grade English ten credits for 11th grade seventeen credits for 12th grade</p> <ul style="list-style-type: none"> • Minimum unweighted high school GPA of 3.00 for all credits earned as of the close of the Fall 2011 semester for 10th, 11th and 12th grade applicants • Minimum college level placement scores in English, Math and reading as documented by valid ACT, SAT and/or PERT/FCPT scores. <p>(Scores must be for tests taken within the last two years. Eligibility will be determined by using the highest scores from the subtests of any ACT, SAT, PERT or FCPT exams taken within the last two years.)</p>

COLLEGIATE HIGH SCHOOL at NWFSC 2012-2013 ADMISSIONS PROCESS

Primary Application Period: February 1, 2012 through February 29, 2012

1. Completed applications will be stamped with the date received at the Collegiate High School Office.
2. Applications received on or before 4:00 p.m., Wednesday, February 29, 2012, will be treated as the initial set of applicants. If the number of eligible applicants does not exceed the capacity of the program, class, grade level or building, all eligible applicants will be admitted.
3. If the number of eligible applicants exceeds the capacity of the program, class, grade level or building, eligible applicants shall have an equal chance of being admitted through a random lottery.
4. If a lottery is necessary, it will be held at 5:00 p.m. on March 8, 2012, at the NWFSC Niceville Campus in D140 of the Collegiate High School building (Building D).
5. The names of all eligible applicants participating in the random selection process and not admitted to the charter school will be placed on a waiting list in the order that the name was drawn in the lottery.
6. Once the applicant has been admitted to the school and has accepted the invitation to enroll, he/she is not required to apply to the school for future enrollment periods unless the student has officially declined to enroll or has officially withdrawn from the Collegiate High School at NWFSC.

Secondary Application Period): March 1, 2012 through March 30, 2012

1. Students whose applications are received on or before 4:00 p.m., March 30, 2012, will be treated as the second set of applicants. If the combined number of eligible applicants in the primary and secondary application periods does not exceed the capacity of the program, class, grade level or building, all eligible applicants in the secondary application period will be admitted.
2. If, in combination with the number of applicants admitted in the primary application period, the number of eligible applicants exceeds the capacity of the program, class, grade level or building, eligible applicants in the second applicant pool shall have an equal chance of being admitted through a lottery.
3. If a lottery is necessary, it will be held at 5:00 p.m. on April 10, 2012, at the NWFSC Niceville Campus in D140 of the Collegiate High School building (Building D).
4. The names of all eligible applicants participating in the random selection process and not admitted to the charter school will be placed on a waiting list in the order that the name was drawn in the lottery.
5. Once the applicant has been admitted to the school and has accepted the invitation to enroll, he/she is not required to apply to the school for future enrollment periods unless the student has officially declined to enroll or has officially withdrawn from the Collegiate High School at NWFSC.

Applications will continue to be taken after the secondary application ends and applicants will be admitted or placed on a waiting list as openings allow.

COLLEGIATE HIGH SCHOOL at NWFSC

APPLICATION AND ADMISSION PROCESS FOR THE 2012-2013 ACADEMIC YEAR

Applications will be accepted in two specific application periods, followed by a general application period.

Primary Application Period:	February 1, 2012 through February 29, 2012
Secondary Application Period:	March 1, 2012 through March 30, 2012
General Application Period:	April – December 2012

Application Steps

1. Attend one of three information sessions offered in January 2012. Two sessions are scheduled in Niceville for Thursday, January 5, and Monday, January 9, 2012, at 5:30 p.m. in room K302 (third floor) of the new Student Services building on the NWFSC Niceville campus. A third session is planned in Crestview on Thursday, January 12, 2012, at 5:30 p.m. in the Crestview Public Library. Application packets will be distributed and information will be provided. An overview of the school mission, programs and services will also be provided.
2. Obtain a Collegiate High School at NWFSC application packet.
 - Pick up an application packet at the Collegiate High School at NWFSC Office on the Niceville Campus, Building D or at the admissions/registration site on any one of the NWFSC campuses or centers. Request an application packet be mailed to you by calling 729-4949.
 - Download the application packet and instructions from the charter school web site at www.nwfcollegiatehigh.org.
3. Deliver official student transcripts **with the final Fall 2011 semester grades included** to the Collegiate High School Office (NWFSC Niceville Campus, 100 College Boulevard, Building D, Niceville, FL.)
4. Submit current official ACT, SAT, Postsecondary Education Readiness Test (PERT) or Florida College Placement Test (FCPT) scores to the Collegiate High School Office. Test scores are valid only if earned within the last two years. PSAT scores cannot be used for charter school admissions. Students without current placement scores, or who wish to test/retest may arrange to take the PERT by calling 729-6016.
5. Submit the completed application packet to the Collegiate High School Office no later than 4:00 p.m. on Wednesday, February 29, 2012, for consideration in the primary application period. Applications received after that time will be considered in the secondary application period. Submit the completed application packet to the Collegiate High School Office, no later than 4:00 p.m. on Friday, March 30, 2012, for consideration in the secondary application period. Applications will continue to be accepted in the general application period of April to December 2012 for both first and possible second semester openings and applicants enrolled or placed on a waiting list as openings allow.

Deliver (**preferred**) or mail the application packet to the
Collegiate High School at NWFSC Office, Building D
100 College Boulevard
Niceville, FL 32578

NOTE: Applicants will be eligible for admission only if a completed application has been received by the Collegiate High School by the dates specified in item 5 above. An application is complete only if ALL application documents, with all appropriate signatures have been received by the established deadline. It is the responsibility of the applicant to ensure completion of the application.

COLLEGIATE HIGH SCHOOL at NWFSC

APPLICATION REQUIREMENTS AND CHECKLIST

The items listed in sections I and II below comprise the full Collegiate High School at NWFSC Application. All items are required for eligibility for admission to the school, regardless of the student's program. In order to receive consideration in the admission process, all components listed must be completed and received by the established deadlines. All forms should be submitted at one time; transcripts and placement scores may arrive separately.

I. Submit the following forms, *complete with appropriate signatures*, to the Collegiate High School at NWFSC Office in one package. All forms are part of the Collegiate High School Application for Admission Forms packet.

- Collegiate High School Participation Agreement
- Student Information Data Entry Form
- Student Health Information Form
In addition, the Certificate of immunization for poliomyelitis, diphtheria, rubeola, pertussis, tetanus and mumps (HRS Form: HRS H3040, or HRS 680A, or PD 137, or MCH 304-B) is required if the student is not currently enrolled in the Okaloosa or Walton County Public School System. For current public school students, health and immunization status should appear on the high school transcript)
- Social Security Number Verification Form
- English for Speakers of Other Languages/ Intensive English Education Form
- Report of Previous Expulsions, Arrests, Juvenile Justice Actions

II. Submit the following information to the Collegiate High School at NWFSC Office.

- Official High School Transcripts from all high schools attended..
___ Transcripts will be/were hand delivered
- Official College Transcripts (if applicable)
___ Transcripts will be/were hand delivered
- Official ACT, SAT, FCPT or PERT Placement Scores
___ Please use FCPT/PERT scores on record at NWFSC ___ ACT/SAT Scores submitted separately

COLLEGIATE HIGH SCHOOL at NWFSC

PLACEMENT TESTING – Postsecondary Education Readiness Test (PERT)

Appropriate course placement is critical for academic success. Accordingly, placement scores are required as part of the Collegiate High School admissions process. In addition, to ensure proper placement in college courses, the Florida Department of Education requires that first-time-in-college students who intend to enter degree programs will be tested prior to initial registration. College policy mandates that placement testing requirements be met prior to enrollment in any Gordon Rule course or class for which a Gordon Rule course is a prerequisite. Appropriate placement scores are also a requirement for eligibility into the NWFSC Dual Enrollment Program.

Students who need to take PERT should take the test at the earliest possible date. Photo ID is required.

Frequently Asked Questions

Q: What are the minimum scores required for enrollment in college credit courses?

A: College level scores for the ACT, SAT, and the PERT are:

ACT: 17 English; 19 Math; 18 Reading

SAT: 440 Verbal; 440 Math

PERT: 104 Reading; 99 Writing; 113 Algebra

If a student has valid scores from the ACT, SAT, and/or PERT, the highest subtest score from each test will be used to determine placement levels.

Q: Who needs to take the PERT?

A: If your ACT or SAT scores place you in college-level coursework in Reading, English, and Math, then you are exempt from taking the PERT. (See score levels above.) However, if any of your scores are below college-level, you must take the PERT for that sub-test.

Q: How can I prepare for the PERT?

A: The PERT tests basic skills in the areas of reading comprehension, English sentence skills, and elementary algebra. If you feel that you need to brush up on your skills before testing, you may use an ACT or SAT preparation guide which is available at local libraries or at a local bookstore. There are sample questions on the NWFSC website in the FAQ (Frequently Asked Questions) section. (www.nwfsc.edu/testing)

Q: Can I retake all or part of the test to raise my scores?

A: Yes, but you must wait at least 30 calendar days between testing attempts. After thirty (30) days, you may retake all or part of the test again.

Q: What do I need to bring to the testing session?

A: A photo ID such as a Florida driver's license, Florida identification card issued to non-drivers, school ID, military ID, or passport is required. In addition, you will also need to know your social security number. All testing supplies are furnished. **Do not bring cell phones to the test.** Personal calculators are NOT allowed during the test.

Q: I have already taken and passed the PERT at my high school? Do I need to retake the test?

A: No. If you have taken and passed the PERT within the last two years at your high school, then you should contact the Testing Center at (850)729-6016 to verify that the scores have been entered.

Q: When will I receive my scores?

A: You will receive a printout of your test scores upon completion of the test.

Q: How do I know if my ACT/SAT tests scores are on file?

A: If you have taken the ACT or SAT exam within the last two years in the State of Florida your scores will be electronically retrieved once your admission application to NWFSC has been processed. ACT/SAT scores are also posted on Florida high school transcripts. You may also request scores from ACT or SAT using the contact information listed below.

ACT

Visit the website for details:
www.actstudent.org

SAT

Visit the website for details:
www.sat.collegeboard.com

Q: When can I take the PERT?

A: During January-February 2012, the times listed below will be set aside to test candidates for the Collegiate High School. Due to limited seating, you will need to schedule an appointment. These testing sessions will be conducted at the Niceville campus at the Testing Center starting at 2:30 pm. The test will be taken on computer and is un-timed. Most students finish within a 2-3 hour timeframe. Schedule an appointment by calling (850) 729-6016, or by registering on the website at www.nwfsc.edu/testing. A 24-hour notice is required for test scheduling.

January 10, 2012	January 19, 2012	February 2, 2012	February 16, 2012
January 12, 2012	January 24, 2012	February 7, 2012	February 21, 2012
January 17, 2012	January 26, 2012	February 9, 2012	February 23, 2012
	January 31, 2012	February 14, 2012	February 28, 2012

In addition, computer testing is available on a regular basis at all Campus/Centers as follows:

Niceville Campus -- 100 College Boulevard, Niceville FL 32578

Monday 8:30 am and 1:00 pm; Tuesday 8:30 am, 1:00 pm and 5:00 pm; Thursday 1:00 pm; Friday 8:30 am
By appointment only. The Testing Center is moving in January. Current testing location is Bldg C-2, Room C-212. After the move, testing will be located in Bldg K, Room K-281. Call (850)729-6016 or register online at www.nwfsc.edu/testing

Fort Walton Beach Campus—1170 Martin Luther King Jr. Blvd., Fort Walton Beach FL 32547

Wednesday 9:30 am, 1:30 pm, and 5:30 pm. Testing is conducted in Bldg 7, Room 764. **By appointment only.** Call (850)863-6500 or 863-6508.

Chautauqua Center – DeFuniak Springs -- 908 US Highway 90 W., DeFuniak Springs FL 32433

Offered the 1st and 3rd Wednesdays of each month – 9:00am. **Evenings by appointment** – Call 892-8100

Robert L.F. Sikes Center – 805 E. James Lee Boulevard, Crestview FL 32536.
Call (850)200-4141 or 689-7911 for testing schedule and information.

Eglin Center – Building 251, Room 126, Eglin AFB FL 32542.
Tuesday and Thursday at 9:00am, 11:30am and, 2:00 pm; Wednesday at 9:00 am & 11:30 am. Active duty military, dependents, and civil service only. No appointment needed. Call (850)200-4180 or 678-1717 for details.

Hurlburt Center – Building 90220, Room B, Hurlburt Field FL 32544.
Tuesday and Thursday at 8:00 am and 11:30 am. Active duty military, dependents and civil service only. **By appointment only.** Call (850)200-4190 or 884-6296.

South Walton Center – **By appointment only.** Call (850)267-2888 for information.

STUDENTS WITH SPECIAL NEEDS – Students requiring special accommodations for the PERT due to a disability must have their documentation on file with the Office for Students with Special Needs prior to scheduling to take the PERT. Please be advised - PERT is not a timed test. For more information, call (850) 729-6079.

“An Equal Access, Equal Opportunity Institution”

COLLEGIATE HIGH SCHOOL at NWFSC

OFFICIAL TRANSCRIPTS

Official student transcripts will be used to verify student grade level for the charter school admissions process. Students must be ready to enter the 10th, 11th or 12th grades to be eligible for admission to the charter high school. Transcripts will also be used in the advising process to assist in program planning and to verify progress toward high school graduation requirements. Credits validated through an official school transcript may be transferred to the Collegiate High School at NWFSC and may then appear on the student's permanent record at the charter school. In general, credits earned at a regionally accredited secondary school may be transferred to the Collegiate High School at NWFSC. Credits earned at non-accredited secondary schools *may* require additional documentation or review prior to acceptance.

Requesting Official Transcripts

You will need to contact the Guidance Department at your high school to request an official high school transcript.

As grades for the spring semester will not yet be available, a mid-year transcript which indicates current course enrollments is acceptable. Alternatively, a mid-year transcript and other official notification of current course enrollments (e.g. written notification on school letterhead signed by a school official) are acceptable.

Submission of Official Transcripts

An official transcript must carry the seal of the school and must be received by one of the following methods.

1. Delivered to the Collegiate High School at NWFSC Office in an unopened envelope sealed by the issuing school.
2. Mailed by the issuing school directly to the office of the Collegiate High School at NWFSC

Hand delivery is recommended as timely receipt by mail cannot be guaranteed.

Home Schooled Students

Home schooled students who have transcript verification of any secondary course credits should submit such according to the guidelines above. If the home schooled student has no transcribed credits at the secondary level, arrangements must be made for additional assessment of credits. Dual enrollment courses taken by home-educated students may be used to meet grade level credit requirements for graduation and grade level placement for enrollment eligibility. Dual enrollment credits must be verified with an official college transcript to accompany the application. Review the following page of information and call 729-4949 with questions. Acceptance of home schooled students is pending verification of credits earned if necessary and should be completed prior to the first day of school.

COLLEGIATE HIGH SCHOOL at NWFSC

APPLICATION CONSIDERATIONS FOR HOME EDUCATED STUDENTS

Home schooled students must meet the same admissions requirements as public and private school students. However the determination of grade level and GPA for admission to the two charter high school programs may require alternate forms of verification and documentation.

Placement Testing

Placement testing requirements are the same for public, private and home schooled students. See previous section on placement testing.

Achievement/Standardized Test Scores

Official documentation of scores from the most recent standardized achievement test(s) completed by the home schooled student should be submitted. Achievement scores may be used to help validate grade level.

Transcripts

Official transcripts should be submitted for all public or private school work completed, even if the work is not at the ninth grade level or above.

If the home schooled student is participating in a home school correspondence program or another transcribing/credit-granting entity, official transcripts should be submitted from that source. In cases where official transcripts are available only at year-end, a mid-year transcript may be submitted or a transcript for the most recent year completed plus verification of current course enrollments.

If the home schooled student has taken any dual enrollment or concurrent classes at NWFSC or elsewhere, official transcripts for college course work should also be submitted.

If the student is not associated with any credit-granting schools, colleges, or agencies, a portfolio evaluation and/or test scores from any standardized testing completed by the student may be necessary to determine grade level. If this situation applies, call the Collegiate High School Office at 729-4949 immediately for assistance. Credits earned outside of credit-granting schools or agencies will be held in "escrow" until a student satisfactorily complete the next level of a course sequence or similar course.

Grade Point Average

If the home schooled student provides a transcript with percentage achievement instead of traditional course grades, percents will be translated to grades for computation of a student GPA. Per guidelines in the NWFSC personnel Handbook, grades will be determined according to the following percentage ranges.

Percentage Range	Grade	Quality Points for GPA
95 – 100	A	4
88 – 94	B	3
70 – 87	C	2
60 – 69	D	1
0 - 59	F	0

APPLICATION CONSIDERATIONS FOR HOME EDUCATED STUDENTS (Continued)

Immunization Requirements for Entrance

If your child is not currently enrolled in a Florida public school please provide, per Florida Statutes, at least one of the following certificates (available through the Health Department):

- A. Certificate of immunization for poliomyelitis, diphtheria, rubeola, pertussis, tetanus and mumps
(HRS Form: HRS H3040, or HRS 680A, or PD 137, or MCH 304-B)
- B. Certificate of exemption for religious reasons (HRS 681 or PD138)
- C. Certificate of exemption for medical reasons (HRS 680C, HRS 682 or PD 139-A)
- D. Certificate of 30-day exemption obtained from the Okaloosa County Health Department (HRS 680-B)