

COLLEGIATE HIGH SCHOOL at Northwest Florida State College

A Charter School of the Okaloosa County School District

2010-2011 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, 2009, through January 3, 2010.

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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 2010-2011 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 2010- 2011 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 2010-2011 school year <p>Applicant must have earned the following credits by the close of 2009-2010 school year: five credits for 10th grade 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 2010-2011 school year <p>Applicant must have earned the following credits by the close of 2009-2010 school year: five credits for 10th grade 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 2009 semester for 10th and 11th grade applicants, and a minimum unweighted GPA of 2.00 for all credits earned as of the close of the Fall 2009 semester for 12th grade applicants. ▪ Minimum college level placement scores in English, Math and reading as documented by valid ACT, SAT and/or 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 or FCPT exams taken within the last two years.)</p>

COLLEGIATE HIGH SCHOOL at NWFSC 2010-11 ADMISSIONS PROCESS

Primary Application Period: February 1, 2010 through February 26, 2010

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., Friday, February 26, 2010, 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 accepted.
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 11, 2010, 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, 2010 through noon on March 26, 2010

1. Students whose applications are received on or before noon, March 26, 2010, 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 accepted.
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 15, 2010, 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.
- 6.

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 2010-11 ACADEMIC YEAR

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

Primary Application Period:	February 1, 2010 through February 26, 2010
Secondary Application Period:	March 1, 2010 through noon on March 26, 2010
General Application Period:	April – December 2010

Application Steps

1. Attend one of three information sessions offered in January 2010. Two sessions are scheduled in Niceville for Thursday, January 7, and Monday, January 11, 2010, at 5:30 p.m. in the K Building Gallery on the NWFSC Niceville campus. A third session is planned in Crestview on Monday, January 25, 2010, 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 2009 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 and/or Florida College Placement Test (FCPT) scores to the Collegiate High School Office. ACT and SAT scores may also be submitted to the NWFSC Office of Enrollment Services. 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 FCPT by calling 729-6016.
5. Submit the completed application packet to the Collegiate High School Office no later than 4:00 p.m. on Friday, February 26, 2010, 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 noon on Friday, March 26, 2010, for consideration in the secondary application period. Applications will continue to be accepted in the general application period of April to December 2010 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 or FCPT Placement Scores
___ Please use FCPT scores on record at NWFSC ___ ACT/SAT Scores submitted separately

PLACEMENT TESTING

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 in the NWF State College High School Dual Enrollment Program. Students who have previously taken the Florida College Placement Test (FCPT), ACT, or SAT within the last two years may use previous test scores or may retest on the FCPT.

Students who need to take the FCPT 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 FCPT are:
ACT: 17 English; 19 Math; 18 Reading
SAT: 440 Verbal; 440 Math
FCPT: 83 English; 72 Algebra; 83 Reading

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

Q: Who needs to take the FCPT?

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 FCPT. (See score levels above.) However, if any of your scores are below college-level, you must take the FCPT for that sub-test.

If you have ACT or SAT scores which are below the college level placement minimums, you do not necessarily need to retest on the ACT or SAT. For charter school admissions, you may take the FCPT to attempt to earn qualifying scores.

Q: How can I prepare for the FCPT?

A: The FCPT 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, we recommend that you use an ACT or SAT preparation guide which is available at local libraries or at a local bookstore. Both the software or text versions are helpful. There is also a study guide on the NWFSC website (www.nwfstatecollege.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. Accordingly, it is to your advantage to take the test at the earliest possible date.

Q: When can I take the FCPT?

A: During January-February 2010, the times listed below will be set aside exclusively to test candidates for the Collegiate High School. All testing will be conducted in **Room C-212, Bldg. C-2**, at the **Niceville NWFSC campus starting at 2:30 pm**. The test will be taken on computer and is un-timed. Most students finish within a 90-minute timeframe. You will receive your test scores upon completion of the test. Due to limited seating, you will need to schedule an appointment. You may do so by visiting the Information Center in Building C-2, by calling 729-6016, or by registering on the website at www.nwfsc.edu/testing. A 24-hour notice is required for scheduling testing.

Jan. 5, 2010	Jan. 19, 2010	Feb. 2, 2010	Feb. 16, 2010
Jan. 7, 2010	Jan. 21, 2010	Feb. 4, 2010	Feb. 18, 2010
Jan. 12, 2010	Jan. 26, 2010	Feb. 9, 2010	Feb. 23, 2010
Jan. 14, 2010	Jan. 28, 2010	Feb.11,2010	Feb. 25, 2010

In addition, computer testing is available on a regular basis at all Northwest Florida State College (NWFSC) Campus/Centers as follows:

Niceville Campus: By appointment only. Call 729-6016. (24-hour notice required)

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

Fort Walton Beach Campus: By appointment only. Call 863-6520, 863-6504 or 863-6808.
Tuesday at 9:30 a.m. & 1:30 p.m, Wednesdays – 7:00 pm (Room 764, Building 7)

Robert F. Sikes Center (Crestview): No appointment necessary
Every other Friday at 9:00 am. Call 689-7911 for more details.

Chautauqua Center (DeFuniak Springs): No appointment necessary
Every 1st and 3rd Wednesday at 9:00 am. Evenings by appointment. Call 892-8100 for more details.

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 personal items such as purses, cell phones, bookbags or notebooks to the test.** Some of the problems may have pop-up calculators for you to use but personal calculators are NOT allowed during the test.

Q: When will I know my scores?

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

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

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

Q: Will my scores be used to place me in a specific college class or to waive a requirement for a specific class?

A: No. The placement scores are used primarily as one indicator to determine whether a student is ready for the rigor of college classes upon admission to the Collegiate High School. The scores are used as admission criteria rather than specific placement mathematics or English classes for juniors and seniors. However, other factors are also considered in placement according to an individual's overall **Student Education Plan (STEP)**. The placement information indicated on the student's FCPT score sheet is specific to college students, but used as helpful information for high school students.

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

A: If you have taken the ACT or SAT within the last two years and you requested that your scores be sent to NWF State College, then chances are the scores should already be in NWFSC's computer system. You may call 729-6922 to verify that scores are on file. If we do not have the scores in the computer, then you may bring in the ACT/SAT score report to the NWFSC Office of Enrollment Services (Building C1) or you may contact ACT or SAT and request a score report.

ACT Records

Call 319-337-1313 to order by phone
(charge may apply) or
Order on-line at www.act.org

SAT

Call 1-800-SAT-HELP to request score
request form
(Charge may apply)
Can also be ordered over internet at
www.collegeboard.org

Students with Special Needs

Students requiring special accommodations for the FCPT due to a disability must have their documentation on file with the Office for Students with Special Needs, located in Building C-2 at the Niceville campus prior to scheduling to take the FCPT. For more information, call 729- 6922.

Major Area of Interest (MAI)

Florida law requires that a student declare a major area of interest (MAI) upon entering ninth grade. Students who have declared the MAI must provide that information upon entering the Collegiate High School at NWFSC. Others will be asked to declare an area of interest.

For students expecting to earn the AA degree while at the Collegiate High School, the MAI is 6111 AA Degree.

Information about the MAI is available from the Collegiate High School Student Services department, (850)729-4947.

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.

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)