



**2019-2020**  
**PRE-ENROLLMENT FORM**  
**FIRST-YEAR STUDENTS**

**1. Select Program Choice.**

- |  |   |
|--|---|
| <input type="checkbox"/> Broadcasting @ <i>KCHS</i>                | <input type="checkbox"/> Graphic Design                         |
| <input type="checkbox"/> Building Trades                           | <input type="checkbox"/> Health Careers ( <i>Seniors Only</i> ) |
| <input type="checkbox"/> Computer Operations                       | <input type="checkbox"/> Adv. Manufacturing                     |
| <input type="checkbox"/> Cosmetology                               | <input type="checkbox"/> ICE ( <i>Seniors Only</i> )            |
| <input type="checkbox"/> Culinary Arts                             | <input type="checkbox"/> Machine Trades                         |
| <input type="checkbox"/> Dental Careers                            | <input type="checkbox"/> Pre-Engineering                        |
| <input type="checkbox"/> Education Careers                         | <input type="checkbox"/> Strategic Marketing @ <i>THS</i>       |
| <input type="checkbox"/> EMT/Public Safety ( <i>Seniors only</i> ) | <input type="checkbox"/> Veterinary Science                     |
| <input type="checkbox"/> Facility Maintenance                      | <input type="checkbox"/> Welding Technology                     |
- (Counselor recommendation)

**2. Select Home High School.**

- Blue River Valley
- Eastern Hancock
- Hagerstown
- Knightstown Community
- New Castle
- Shenandoah
- Tri
- Union
- Other School \_\_\_\_\_

**3. PRINT the following information. (Please use blue or black ink)**

LAST NAME:	FIRST NAME:	MIDDLE INITIAL:
PREFERRED NAME:		
HOME ADDRESS:		
CITY:	STATE:	ZIP:
MAILING ADDRESS (if different):		
HOME PHONE NUMBER: (     )     )		
SSN*:         -         -		
GENDER: <b>M</b> <b>F</b> (circle one)		DATE OF BIRTH:
ETHNICITY: <i>This information is for demographic purposes only.</i>		
<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Hispanic or Latino		
CURRENT GRADE LEVEL: <b>10</b> <b>11</b> (circle one)		AGE:
STUDENT CELL NUMBER: (     )     )		
STUDENT EMAIL ADDRESS:		
PARENT / GUARDIAN NAME:		
DAYTIME NUMBER: (     )     )		EMAIL ADDRESS:
to reach a parent/guardian during the school day		to receive announcements and newsletters
PARENT HOME ADDRESS if different:		
ALTERNATE NUMBER in case of emergency: (     )     )		

\* Social Security Numbers are required for dual credit application processing and for reporting to the Indiana Dept. of Workforce Development.

**4. Answer the following questions. Please print.**

Briefly describe why you want to participate in this career program:

- 1.
- 2.
- 3.

List the classes you have taken in high school which relate to your career choice:

- 1.
- 2.
- 3.

**5. List two (2) teachers as references.** References are people who know you and the type of work you do in the classroom. The teachers can be current or past teachers but they must be teachers and not classroom aides. Give them each a copy of the TEACHER RECOMMENDATION form to complete. Each teacher recommendation is worth 20 points. Please print.

Teacher Name	Course(s) taken with this teacher	Date TEACHER RECOMMENDATION form given to teacher
	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>	
	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>	

**COUNSELOR RATINGS:**

*In addition to the above teachers, your counselor will also provide a recommendation for your participation in a career program. Counselors will rate you on discipline incidents, including any discipline referral for any reason. A maximum score of 10 points will be given for 0 incidents. Counselors will also rate you on school attendance. A maximum score of 10 points will be given for 0-2 absences during this school year. There will be an opportunity for the counselors to explain any extenuating circumstances. Your principal must also approve your participation. The counselor rating is worth 20 points.*

**CAREER PROGRAM TEACHER RATINGS:**

*The career program teacher will conduct an interview of each student who applies for the career program. The teacher will rate each student on: preparation for the interview, communication during the interview, academic preparation, grades, and experience and knowledge. The interview is a chance for you to learn more about the program and make a good impression. Arrive on time for the interview, dress appropriately, and ask good questions. You should also show enthusiasm and a willingness to do your best. The career program teacher rating is worth 100 points. There are 160 total student evaluation points possible.*

Teacher Recommendation #1	20 points
Teacher Recommendation #2	20 points
Counselor Recommendation	20 points
Career Program Teacher Recommendation	<u>100 points</u>
<b>TOTAL EVALUATION POINTS</b>	<b>160 points</b>

*See your counselor for more information on the evaluation process.*

**6. Student T-Shirt Size.** Students have the opportunity to order career program and student organization apparel. Circle the appropriate size.

**S            M            L            XL            XXL**

## 7. Read and sign below.

### PARENT/STUDENT RESPONSIBILITIES

#### ACCEPTANCE

It is understood that submitting this form is a request for consideration to participate in a career program and not a guarantee of acceptance. By signing this form you give permission for school records to be sent to the New Castle Career Center (NCCC) by the home high school. The school records will be used in determining career program eligibility.

#### ENROLLMENT

Students may be denied enrollment by the home high school due to poor attendance, failing grades, or excessive disciplinary incidents. NCCC may have to make student selection decisions due to more students enrolling in a career program than can be accepted. In such cases, predetermined criteria are used to rate each student.

#### COMMITMENT

It is understood that acceptance into a career program is a **full school year, two-semester commitment. Once a student is accepted into a program the home high school will be charged for their participation.**

#### POLICIES AND EXPECTATIONS

It is understood that NCCC has policies and expectations that may differ from the home high school. While attending a career program, students will be expected to abide by the policies and expectations presented to them and disciplinary actions will originate from the NCCC. Career programs award multiple credits per semester. Failure in a career program results in no credits being awarded for that semester.

#### ATTENDANCE

Participation in a career program is primarily a hands-on experience that requires a student to be in attendance daily. All absences affect a student's grade. Students are given a NCCC calendar and are expected to be in attendance each and every day classes are in session, regardless of the home school schedule. Students with excessive absences may not earn full credit.

#### STUDENT ORGANIZATIONS/FUNDRAISING

Certain programs are involved with student organizations that may require student participation in activities outside of the normal school day as well as participation in fundraising activities. Student grades may be part of this participation. The student is responsible for fundraising items distributed and money collected. Failure to pay expenses will result in debts being turned over to a collection agency.

#### TRANSPORTATION

**It is understood that transportation to the career program site is the responsibility of the student. In the case a career program site is located away from the home high school, parents accept all responsibility for the student driving to the career program site. Please contact your high school for information on bus transportation if available.**

#### STUDENT PHOTOS

*Signature on this form grants permission to NCCC to use personal pictures or facsimiles of students in printed publications, news releases, videos, and/or websites promoting NCCC and the specific career program.*

**By signing below, we understand and agree to abide by the above information.**

Student Signature:	Date:
Parent/Guardian Signature:	Date:

**Parental Education Background – *This information is collected for demographic purposes only.***

**Father:** \_\_\_ Some High School \_\_\_ High School Diploma \_\_\_ Some College \_\_\_ College Graduate  
\_\_\_ Beyond College Graduate

**Mother:** \_\_\_ Some High School \_\_\_ High School Diploma \_\_\_ Some College \_\_\_ College Graduate  
\_\_\_ Beyond College Graduate

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# APPLICATION FOR ADMISSION



PLEASE TYPE OR PRINT LEGIBLY

## GENERAL INFORMATION

Social Security Number: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Full Legal Name:**

Last: \_\_\_\_\_ Suffix: \_\_\_\_\_ First: \_\_\_\_\_ Middle Name: \_\_\_\_\_

**Mailing Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you a resident of Indiana?  Yes  No

**Date of Birth:**

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**Gender:**

Male  
 Female

**Telephone:**

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Parent Email (optional): \_\_\_\_\_

Do you intend to apply for financial aid?  Yes  No

**Citizenship:**

U.S. Citizen  International Student  Permanent Resident (Green Card) Deferred Action Students (DACA)

**Military Status:**  Active  Reserves

Not Applicable

I am a Veteran or dependent and plan to use Post 9/11 GI Bill Benefits

I plan to use other Veteran or Military based State or Federal benefits

I am a Vietnam Veteran but do not plan to use any benefits

Are you Hispanic/Latino?  Yes  No

**Ethnic Affiliation:**  American Indian or Alaska Native  Asian  Black or African American  
Choose one or more.  Native Hawaiian or Other Pacific Islander  White  Other

**Emergency Contact:**

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## EDUCATIONAL BACKGROUND for High School Graduates or GED/HSE recipients

School Name: \_\_\_\_\_  
City or County: \_\_\_\_\_  
Month/Year of Graduation/GED/HSE Earned or expected graduation date: \_\_\_\_\_  
Are you home schooled:  Yes  No

## EDUCATION OBJECTIVE

### Intended Term of Enrollment:

Fall (Aug.-Dec.)  Spring (Jan.-May)  Summer (May-Aug.) Campus: \_\_\_\_\_ Year: \_\_\_\_\_

### Applying for:

Those enrolled in Courses Only/Non Degree & Career Development Certificate Programs are not eligible for Federal/State Financial Aid

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Associate of Applied Science | <input type="checkbox"/> Certificate           | <input type="checkbox"/> Career Development Certificate |
| <input type="checkbox"/> Associate of Arts            | <input type="checkbox"/> Technical Certificate | <input type="checkbox"/> Courses Only/ Non-Degree       |
| <input type="checkbox"/> Associate of Fine Arts       |  |   |
| <input type="checkbox"/> Associate of Science         |  |   |

What is your intended Major? \_\_\_\_\_

See list of majors online at: [www.ivytech.edu/programs-a-z](http://www.ivytech.edu/programs-a-z)

Have You Attended Ivy Tech Previously?  Yes  No

If yes, when: \_\_\_\_\_ Which Location: \_\_\_\_\_

### Prior Colleges Attended: (Use additional paper if necessary.)

College/University Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Dates Attended: From (M/Y): \_\_\_\_\_ To (M/Y): \_\_\_\_\_

## APPLICATION AGREEMENT OF TERMS AND CONDITIONS

By submitting your application for admission to Ivy Tech Community College of Indiana, you agree to the following:

- To the best of my knowledge, the information in this application is complete and accurate.
- When enrolled, I agree to the policies and regulations of Ivy Tech Community College of Indiana, and if offered financial assistance, to observe all regulations required by state and federal assistance programs.
- I verify my citizenship status in this application under penalties of perjury.
- All information supplied regarding my high school, GED or Indiana High School Equivalency Diploma completion is complete and accurate. I attest that by submitting my application, that complete and accurate information has been provided.
- I understand that if I knowingly provide false information, including an incorrect social security number, my enrollment may be revoked, and I may incur fines and IRS penalties.
- I authorize Ivy Tech Community College of Indiana to report my academic progress between Ivy Tech campuses, to partner high schools, to other universities, and to government entities for the purpose of research, evaluation, or transfer opportunities.
- I understand that the college may communicate with me in a variety of ways, including but not limited to, email, direct mail, phone calls and SMS text messages.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are applying for financial aid or plan to use federal educational tax credits, federal law requires that the College obtain your SSN.

\* Information regarding gender, age, ethnic origin and citizenship status is collected for compliance reports in conjunction with federal regulations pursuant to the Civil Rights Act of 1964, Executive Order 11246 as amended by the Executive Order 11375, and Title IX of the Education Amendments of 1972 and Part 86.45 C.F.R., or state regulations and will not be used to discriminate in admission to or participation in any of the educational programs or activities offered at Ivy Tech Community College of Indiana.

2-2017

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**NEW CASTLE CAREER CENTER  
Pre-Enrollment Application**

**HOME SCHOOL COUNSELOR TO COMPLETE**

Student Name:	STN:
<b>Free/Reduced Lunch/Textbooks:      YES      NO</b>	

**Please attach transcripts and test scores**

*Attach student transcript and test reports that show PSAT, SAT, ACT, ACCUPLACER, and ECA scores. These scores are needed for application review and dual credit opportunities.*

*Check the anticipated diploma(s):*

- Core 40
- Core 40 with Academic Honors
- Core 40 with Technical Honors
- General Diploma

Current GPA: \_\_\_\_ / \_\_\_\_

GPA Converts to Letter Grade = \_\_\_\_

*Provide the following information (circle one):*

English ECA/ISTEP:	Passed	Has not passed	Did not take
Algebra ECA/ISTEP:	Passed	Has not passed	Did not take
Biology ECA/ISTEP:	Passed	Did not pass	Did not take

*Check all that apply:*

- Student **has** an IEP (please attach accommodations page)    TOR: \_\_\_\_\_
- Student has a 504 plan (please attach details)
- Student is enrolled in supported academic courses (may not be apparent on the transcript)  
*List supported courses:* \_\_\_\_\_

***For considerations beyond learning disabilities, it is highly recommended that a NCCC staff member attend the case conference committee meeting. Due to the nature of some career programs, a case conference committee may need to be re-convened to address certain accommodations.***

If the student has an IEP, check the special consideration identified:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| _____ Autism Spectrum Disorder      | _____ Mild Cognitive Disability     |
| _____ Blind or Low Vision           | _____ Moderate Cognitive Disability |
| _____ Deaf or Hard of Hearing       | _____ Multiple Disabilities         |
| _____ Deaf-Blind                    | _____ Other Health Impairment       |
| _____ Developmental Delay           | _____ Orthopedic Impairment         |
| _____ Emotional Disability          | _____ Severe Cognitive Impairment   |
| _____ Language or Speech Impairment | _____ Specific Learning Disability  |
|                                     | _____ Traumatic Brain Injury        |

***Is there anything we should know about this student that will not appear elsewhere on this application?***

***List any additional information that will help the career program teacher better understand the student.***

**NEW CASTLE CAREER CENTER  
Pre-Enrollment Application**

**HOME SCHOOL COUNSELOR TO COMPLETE**

Student Name:	Career Program:
Home High School:	Date:
Counselor Signature:	Principal Signature:

CATEGORY	Student Score	10 Exemplary	8 Exceeds Standard	5 Meets Standard	2 Partially Meets Standard	0 Does Not Meet Standard
Discipline		<i>Has 0 discipline incidents on record</i>	<i>Has been involved in 1 recorded discipline incident</i>	<i>Has been involved in 2 recorded discipline incidents but has not been suspended or expelled</i>	<i>Has been suspended from school or issued an in-school suspension</i>	<i>Has been expelled from school for any reason</i>
Additional Information on Discipline:		<p><i>Explain the details of any discipline incident, suspension, or expulsion:</i></p> <p><i>Discipline Incident #1:</i></p> <p><i>Discipline Incident #2:</i></p> <p><i>Discipline Incident #3:</i></p>				
Attendance (Do not include extenuating circumstances)		<i>Has missed 0-2 days of school this year</i>	<i>Has missed only 3 days of school this year</i>	<i>Has missed 4 days of school this year</i>	<i>Has missed 5 - 9 days of school this year</i>	<i>Has missed more than 10 days of school this year</i>
Additional Information on Attendance:		<p><i>Extenuating circumstances include major or extended illness, accident, injury, funeral attendance, suspension, expulsion, etc. Please list the extenuating absence reason(s) and the number of days missed. If suspension or expulsion is listed, it must be explained above.</i></p>				
Issue(s) that could interfere with the students full participation or success in the program:						

**HOME SCHOOL COUNSELOR POINTS:** /20



**NEW CASTLE CAREER CENTER  
Pre-Enrollment Application**

**2 HOME SCHOOL TEACHERS TO COMPLETE**

Student Name:	Career Program:
Home High School:	Date:
Teacher Name:	Teacher Signature:
Courses with this student:	

The above student is applying to participate in a career program next year. In order to obtain information about the student, two (2) recommendations from current or past teachers (not classroom aides) must be submitted with the application. You have been selected by the above student to provide one of the recommendations. **Please take a few minutes to complete this form and return it to the high school counselor.** The information you provide will be used to evaluate the student and determine their fit in the career program. **Circle the statement that best describes the student.**

CATEGORY	Student Score	4 Exemplary	3 Exceeds Standard	2 Meets Standard	1 Partially Meets Standard	0 Does Not Meet Standard
Attitude		<i>Always positive to teachers and classmates</i>	<i>Usually gets along with teachers and classmates</i>	<i>OK attitude</i>	<i>Attitude toward teachers and classmates unpredictable</i>	<i>Usually displays poor attitude toward teachers and classmates</i>
Work Ethic/ Effort		<i>Strives for excellence and works to the best of their ability</i>	<i>Works hard</i>	<i>Completes assignments but could go a step further</i>	<i>Does only the minimum to get by</i>	<i>Isn't willing to give an honest effort</i>
Classroom Behavior/ Self-Control/ Focus on Task		<i>Role model for other students; Consistently goes beyond what needs to be done and encourages others to do so</i>	<i>Mature student behavior; Stays focused on the task and what needs to be done</i>	<i>Appropriate high school behavior; Usually focused but can be distracted</i>	<i>Immature; Has difficulty staying focused and on task but does not disrupt others</i>	<i>Is frequently off task and disrupts others in their tasks; Has difficulty with self-control</i>
Quality of Work		<i>Always produces excellent work</i>	<i>Always produces good work</i>	<i>Most work meets requirements</i>	<i>Work poorly done or incomplete</i>	<i>Work does not meet requirements or is not submitted</i>
Timeliness of Assignments/ Preparation for Class		<i>Usually complete before deadlines; Always has materials needed</i>	<i>Always meets deadlines; Usually has materials needed</i>	<i>Mostly on time; Brings some of the materials needed</i>	<i>Usually requires extra time to complete assignments; Frequently does not have the materials needed</i>	<i>Seldom or never on time; Seldom or never has the materials needed</i>
Issue(s) that could interfere with the students full participation or success in the program:						

**HOME SCHOOL TEACHER POINTS:**                      /20

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**NEW CASTLE CAREER CENTER  
Pre-Enrollment Application**

**2 HOME SCHOOL TEACHERS TO COMPLETE**

Student Name:	Career Program:
Home High School:	Date:
Teacher Name:	Teacher Signature:
Courses with this student:	

The above student is applying to participate in a career program next year. In order to obtain information about the student, two (2) recommendations from current or past teachers (not classroom aides) must be submitted with the application. You have been selected by the above student to provide one of the recommendations. **Please take a few minutes to complete this form and return it to the high school counselor.** The information you provide will be used to evaluate the student and determine their fit in the career program. **Circle the statement that best describes the student.**

CATEGORY	Student Score	4 Exemplary	3 Exceeds Standard	2 Meets Standard	1 Partially Meets Standard	0 Does Not Meet Standard
Attitude		<i>Always positive to teachers and classmates</i>	<i>Usually gets along with teachers and classmates</i>	<i>OK attitude</i>	<i>Attitude toward teachers and classmates unpredictable</i>	<i>Usually displays poor attitude toward teachers and classmates</i>
Work Ethic/ Effort		<i>Strives for excellence and works to the best of their ability</i>	<i>Works hard</i>	<i>Completes assignments but could go a step further</i>	<i>Does only the minimum to get by</i>	<i>Isn't willing to give an honest effort</i>
Classroom Behavior/ Self-Control/ Focus on Task		<i>Role model for other students; Consistently goes beyond what needs to be done and encourages others to do so</i>	<i>Mature student behavior; Stays focused on the task and what needs to be done</i>	<i>Appropriate high school behavior; Usually focused but can be distracted</i>	<i>Immature; Has difficulty staying focused and on task but does not disrupt others</i>	<i>Is frequently off task and disrupts others in their tasks; Has difficulty with self-control</i>
Quality of Work		<i>Always produces excellent work</i>	<i>Always produces good work</i>	<i>Most work meets requirements</i>	<i>Work poorly done or incomplete</i>	<i>Work does not meet requirements or is not submitted</i>
Timeliness of Assignments/ Preparation for Class		<i>Usually complete before deadlines; Always has materials needed</i>	<i>Always meets deadlines; Usually has materials needed</i>	<i>Mostly on time; Brings some of the materials needed</i>	<i>Usually requires extra time to complete assignments; Frequently does not have the materials needed</i>	<i>Seldom or never on time; Seldom or never has the materials needed</i>
Issue(s) that could interfere with the students full participation or success in the program:						

**HOME SCHOOL TEACHER POINTS:**  /20

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