



**2024-2025  
 PRE-ENROLLMENT FORM  
 FIRST-YEAR STUDENTS**

**1. Select Program Choice.**

<input type="checkbox"/> Broadcasting @ KCHS	<input type="checkbox"/> ICE (Seniors Only)
<input type="checkbox"/> Building Trades	<input type="checkbox"/> Pre-Engineering
<input type="checkbox"/> CDL (Seniors Only)	<input type="checkbox"/> Property & Facility Management
<input type="checkbox"/> Computer Operations	<input type="checkbox"/> Supply Chain
<input type="checkbox"/> Cosmetology	<input type="checkbox"/> Veterinary Science
<input type="checkbox"/> Criminal Justice	<b>EARLY COLLEGE COURSES*</b>
<input type="checkbox"/> Culinary Arts	<input type="checkbox"/> Graphic Design
<input type="checkbox"/> Dental Careers	<input type="checkbox"/> Health Careers
<input type="checkbox"/> Education Careers	<input type="checkbox"/> Machine Trades
<input type="checkbox"/> EMT/Public Safety (Seniors Only)	<input type="checkbox"/> Welding Technology
<input type="checkbox"/> Fire & Rescue	

**2. Select Home High School**

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

**\*Early College may require an additional enrollment.**

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

LEGAL LAST NAME:	LEGAL FIRST NAME:	MIDDLE INITIAL:
PREFERRED NAME:		
HOME ADDRESS:		
CITY:	STATE:	ZIP:
MAILING ADDRESS (if different):		
PARENT/GUARDIAN PHONE NUMBER: (     )		
SSN*:        -        -		
GENDER: <b>M</b> <b>F</b> (circle one)		DATE OF BIRTH:
ETHNICITY (select more than one if applicable): <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 (no school email addresses please):		
PARENT / GUARDIAN NAME:		
DAYTIME NUMBER: (     ) to reach a parent/guardian during the school day		EMAIL ADDRESS: 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. 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
	1. 2.	
	1. 2.	

**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.*

**5. 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**

## 6. 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.**

#### MEDIA CONSENT

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

**HOME SCHOOL COUNSELOR TO COMPLETE**

<b>Student Name:</b> _____	<b>STN: (required)</b> _____
<b>Free/Reduced Lunch/Textbooks:</b> <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> N/A	
<b>21<sup>st</sup> Century Scholar:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

**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:*

- High Ability
- 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:* \_\_\_\_\_

**Ivy Tech C#:** \_\_\_\_\_ (Any student who has taken Ivy Tech dual credit classes should have a C#. Please provide that number here.)

***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:

- |  |  |
|--|--|
| <input type="checkbox"/> Autism Spectrum Disorder      | <input type="checkbox"/> Mild Cognitive Disability     |
| <input type="checkbox"/> Blind or Low Vision           | <input type="checkbox"/> Moderate Cognitive Disability |
| <input type="checkbox"/> Deaf or Hard of Hearing       | <input type="checkbox"/> Multiple Disabilities         |
| <input type="checkbox"/> Deaf-Blind                    | <input type="checkbox"/> Other Health Impairment       |
| <input type="checkbox"/> Developmental Delay           | <input type="checkbox"/> Orthopedic Impairment         |
| <input type="checkbox"/> Emotional Disability          | <input type="checkbox"/> Severe Cognitive Impairment   |
| <input type="checkbox"/> Language or Speech Impairment | <input type="checkbox"/> Specific Learning Disability  |
|  | <input type="checkbox"/> 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 <i>(Do not include extenuating circumstances)</i>		<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:						
<b>HOME SCHOOL COUNSELOR POINTS:</b>			/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:
Course(s) 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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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>
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