

# **COLLEGIATE HIGH SCHOOL at Northwest Florida State College**

A Charter School of the Okaloosa County School District

**2017-2018  
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 application 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](http://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. – 4:00 p.m.

Please note the office will be closed for the winter holidays from December 17, 2016, through January 2, 2017, and for Spring Break from March 13 – March 17, 2017.

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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 public, private, or home schooled student entering 10<sup>th</sup> grade by the start of the 2017-2018 school year. The Collegiate/Dual Enrollment Program is open to any public, private, or home schooled student entering 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade by the start of the 2017-2018 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"> <li>▪ Completed 2017 - 2018 Collegiate High School at NWFSC Application received by the established deadline</li> <li>▪ Eligibility for grade level 10 by the last day of the 2016-2017 school year in the public school system the applying student resides</li> </ul> <p>Applicant must have earned the following credits by the last day of the 2016-2017 school year in the public school system the applying student resides:</p> <ul style="list-style-type: none"> <li>✓ five credits for 10<sup>th</sup> grade, to include an English I , and an Algebra I credit*</li> <li>✓ ten credits for 11<sup>th</sup> grade, to include an English 1, and an Algebra I credit*</li> <li>✓ seventeen credits for 12<sup>th</sup> grade, to include an English I, and an Algebra I credit*</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed 2017 - 2018 Collegiate High School at NWFSC Application received by the established deadline</li> <li>▪ Eligibility for grade level 10, 11 or 12 by the last day of the 2016-2017 school year in the public school system the applying student resides</li> <li>▪ Applicant must have earned the following credits by the last day of the 2016-2017 school year in the public school system the applying student resides:                             <ul style="list-style-type: none"> <li>✓ five credits for 10<sup>th</sup> grade, to include English I, and an Algebra I Credit*</li> <li>✓ ten credits for 11<sup>th</sup> grade, to include English I and an Algebra I credit</li> <li>✓ seventeen credits for 12<sup>th</sup> grade, to include English I and an Algebra I credit*</li> </ul> </li> <li>▪ Minimum unweighted high school GPA of 3.00 for all credits earned as of the close of the Fall 2016 semester for 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade applicants for admission purposes, and maintained through the Spring 2017 semester for enrollment purposes.</li> <li>▪ Minimum college level placement scores in English, Math and reading as documented by valid ACT, SAT and/or PERT scores.  (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 exams taken within the last two years.)</li> </ul>

\*Florida Public schools' passing End of Course score is included for Algebra I credit

\* After admission to the Collegiate High School all Algebra I credits for non public and/or out of state schools that do not include a comprehensive exit exam will be pending until the successful completion of the Florida Algebra I End of Course exam.

**COLLEGIATE HIGH SCHOOL at NWFSC 2017-2018 ADMISSIONS PROCESS**

**Primary Application Period: February 1, 2017 through February 28, 2017**

1. Completed applications will be stamped with the date received at the Collegiate High School Office, starting February 1, 2017, but a completed application received with an earlier February date will have no advantage over a completed application received with a later February date.
2. Applications received from February 1, 2017, and on or before 4:00 p.m., February 28, 2017, 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 Thursday, March 9, 2017, at the NWFSC Niceville Campus in room 140 of the Collegiate High School building (Building 340).
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, 2017 through March 31, 2017**

**The Collegiate High School and Northwest Florida State College are closed for Spring Break, March 13 – 17, 2017**

1. Students whose applications are received from March 1, 2017, and on or before 4:00 p.m., March 31, 2017, 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 6, 2017, at the NWFSC Niceville Campus in room 140 of the Collegiate High School building (Building 340).
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 2017-2018 ACADEMIC YEAR

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

Primary Application Period:	February 1, 2017 through February 28, 2017
Secondary Application Period:	March 1, 2017 through March 31, 2017
General Application Period:	April – December 2017

#### Application Steps

1. Plan to attend one of three information sessions offered in December 2016 and January 2017 (not required, but encouraged). Two sessions are scheduled in Niceville for Tuesday, December 6, and Thursday, January 12, 2017, at 5:30 p.m. in rooms 132/133 on the first floor of the Student Services building on the NWFSC Niceville campus (next door to our Collegiate High School building 340). A third session is planned in Crestview on Monday, December 5, 2016, at 5:30 p.m. in the Crestview Public Library. Application packets will be distributed and information 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 340 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](http://www.nwfcollegiatehigh.org).
3. Deliver official student transcripts which should include **the final Fall 2016 semester grades and credits and the enrolled Spring 2017 classes** to the Collegiate High School Office (NWFSC Niceville Campus, 100 College Boulevard, Building 340, Niceville, FL.). Upon admission a second transcript will be required to be submitted at the end of the 2016-2017 school year to confirm credits earned, and in the case of collegiate qualified admitted students, maintenance of the 3.0 unweighted gpa through the Spring 2017 semester.
4. Submit current official ACT, SAT, or Postsecondary Education Readiness Test (PERT) 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 earlier than February 1, 2017, and no later than 4:00 p.m. on Tuesday, February 28, 2017, 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 31, 2017, for consideration in the secondary application period. Applications will continue to be accepted in the general application period of April to December 2017 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 340  
100 College Boulevard E  
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 PERT Placement Scores  
\_\_\_ Please use PERT scores on record at NWFSC \_\_\_ ACT/SAT Scores submitted separately

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; 19 Reading

SAT: 440 Verbal; 440 Math

PERT: 106 Reading; 103 Writing; 114 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 reading comprehension, English sentence skills, and elementary algebra. To prepare for the PERT, please visit

[http://www.nwfsc.edu/testing/PERT/PERT\\_study\\_resources.cfm](http://www.nwfsc.edu/testing/PERT/PERT_study_resources.cfm), [www.khanacademy.org](http://www.khanacademy.org) and [www.ACT.org](http://www.ACT.org) for study resources.

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

Yes, you may retake all or part of the test. However, the State Board of Education approved an amendment to Rule 6A-10.0315, College Preparatory Testing, Placement and Instruction on May 21, 2013. The revisions become effective June 27, 2013. The restriction on the allowed number of testing attempts for high school and postsecondary students has been removed. **NWFSC policy states students may retest after 7 days.**

**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. A school yearbook with picture and printed name can also be accepted as a form of photo ID. All testing supplies are furnished. **Do not bring cell phones to the test.** Personal calculators are **NOT** allowed during the test.

**Q: How long is the PERT?**

A: PERT is untimed. There are three subtests: Reading, Writing and Math. Most examinees finish the test in 2-3 hours. It is not required to take all three parts on the same day.

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

A: You can have your scores sent to NWFSC on official school letterhead or on an official electronic transcript. If you are a dual enrollment student, NWFSC can accept your scores on the official dual enrollment form signed by your guidance counselor. NWFSC does not have access to the scores on the high school PERT database.

**Q: When will I receive my scores?**

A: You will receive a printout of your PERT 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](http://www.actstudent.org)

**SAT**

Visit the website for details:  
<http://sat.collegeboard.org>

**Q: When can I take the PERT?**

A: You can take the PERT at any NWFSC campus or center. The website ([www.nwfsc.edu/testing](http://www.nwfsc.edu/testing)) has a list of all locations with current testing days and testing times. Some locations require appointments.

**Student Support Services**

If you have special needs for which special accommodations may be appropriate to assist you with taking the PERT, please contact the Office of Services for Students with Special Needs in the Student Services Center on the Niceville Campus. Tanya Fernandes is the counselor for Students with Disabilities and may be reached by calling 729-6079 or by email [fernandt@nwfsc.edu](mailto:fernandt@nwfsc.edu).

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## 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 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> 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 necessary for the admission process. 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. Please note that *admitted* students will be required to submit a second transcript at the close of the 2016-2017 school year to confirm credits earned, and in the case of students admitted as collegiate qualified, the maintenance of the unweighted 3.0 gpa during the Spring semester.

#### **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 (preferred method).
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

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)