Dear Prospective Collegiate High School Student:

Thank you for considering the Collegiate High School program at Pensacola State College. The Collegiate High School (formerly Adult High School) has a long-standing tradition of providing courses that will meet the requirements for the standard high school diploma in Florida. The courses offered are similar to those offered in a regular high school program, but the emphasis is placed on your special and unique needs.

You will notice that the Collegiate High School building is named the Raymond B. and Leila Hobbs Center for Teaching Excellence. A generous donor has provided funds to Pensacola State College for the creation of this center. The Center provides local teachers the ability to hone their teaching skills at a high-tech and cutting-edge facility that has been named for educators who taught in Santa Rosa County decades ago. You will receive the benefit of the technology made available through this generosity.

Enclosed are the Application for Admission, Statement of Expectations, and general information regarding the admission and registration procedures. Please review this material carefully. If you have any questions, please do not hesitate to contact the Collegiate High School Student Services Office at 850.484.2177.

I look forward to hearing from you and assisting you with your admission and registration.

Sincerely,

Joseph V. Kyle
Coordinator, Student Services
Secondary Education
Many students enroll at the Collegiate High School after withdrawing from another high school for a variety of reasons. Whatever your reason for withdrawing from your previous school, we hope you realize that the Collegiate High School could be a new start for you.

The Collegiate High School’s accelerated program, smaller classes, and adult atmosphere may be exactly what you need. Our goal is to guide you and help you earn the standard high school diploma so that you can continue your education at a college or university of your choice, enter the work force, or join the military.

Please read these expectations carefully:

• We allow our students a great deal of freedom, and we expect our students to accept responsibility for their education and be active in the decision-making process.

• Students are expected to purchase their textbooks prior to the first day of classes and have them available at the first class meeting.

• Attendance is a critical factor in achieving success in the Collegiate High School. Students must be present to learn. Therefore, we have a limit on absences. Full-credit courses (1 credit) have a six-hour absence rule. Half-credit courses (.5 credit) have a three-hour absence rule. Any absences over these limits must be approved by the course instructor.

• Punctuality is important. Our tardy policy indicates that three instances of tardy equal one absence. Any student who arrives 45 minutes or later after the beginning of the class will be considered absent unless the course instructor has given advance approval.

• The Collegiate High School is an open campus, which means that students are free to leave campus after class. However, students must understand that they are responsible for transportation to and from the Collegiate High School. After a class is dismissed, no loitering is allowed in the school’s hallways or on the campus.

• Collegiate High School students are expected to behave as adults. You are expected to dress appropriately, use proper language, and treat instructors, staff, and fellow students with respect. Students who do not act appropriately will be dismissed from the Collegiate High School.

Our hope is that all Collegiate High School students reach their potential and achieve their educational goals. We are here to help you make that happen.
PENSACOLA STATE COLLEGE
COLLEGIATE HIGH SCHOOL

ADMISSIONS PROCEDURES

All new students are required to document passing scores on the HSCT and/or FCAT. If HSCT or FCAT passing scores are not available, the new student must take the TABE (Test of Adult Basic Education) prior to withdrawing from the current high school. An appointment for the TABE can be made by telephoning the Test Center at 850.484.1656. TABE results must be less than six months old. The total grade level must be 9.0 or higher. TABE scores must be presented to the Collegiate High School counselor before withdrawing from the student's school.

Students who are 16 or 17 years old from an Escambia County (Florida) public high school:

☐ WITHDRAW: Withdraw from your high school, obtain an official withdrawal form, and have the high school complete the Collegiate High School Referral Form (included in this packet)

☐ TRANSCRIPTS: Request two copies of your high school transcript; one in a sealed envelope for admissions purposes and one to use during your orientation/registration session

☐ APPLICATION: Complete the application form enclosed.

☐ PARENT APPROVAL: A parent must approve your enrollment at the Collegiate High School by signing the Parent Agreement section of the application form. If a guardian is granting approval, documentation of court-ordered guardianship must be submitted.

☐ APPLY: Submit the application, the withdrawal form, referral form, and official transcript to the Collegiate High School, Building 11, room 1113.

Students who are 16 or 17 years old from any private school or a public school outside Escambia County:

☐ WITHDRAW: Withdraw from your high school and obtain an official withdrawal form. Students withdrawing from a Santa Rosa County public high school must have the Santa Rosa County high school complete the Collegiate High School Referral Form (included in this packet).

☐ TRANSCRIPTS: Request two copies of your high school transcript; one in a sealed envelope for admissions purposes and one to use during your orientation/registration session

☐ APPLICATION: Complete the application form enclosed.

☐ PARENT APPROVAL: A parent must approve your enrollment at the Collegiate High School by signing the Parent Agreement section of the application form. If a guardian is granting approval, documentation of court-ordered guardianship must be submitted.

☐ APPLY: Submit the application, the withdrawal form, referral form (for Santa Rosa County public high school students), and official transcript to the Collegiate High School, Building 11, room 1113.

Students who are 18 years of age or older:

☐ APPLY: Apply for admission by completing the application enclosed. Submit your application to the Collegiate High School, Building 11, room 1113.

☐ TRANSCRIPTS: If you have a copy of your transcript, bring it with you. Additionally, you should request your previous high school to send an official transcript directly to the Registrar’s Office.

Please see the reverse side for additional admissions requirements in place for ESE students, home school students, and transient students.
**Additional Admissions Requirements**

**Students from Exceptional Student Education (ESE) Programs** should speak with a member of the Collegiate High School Student Services Office before withdrawing from the ESE Program.

**Students from an Alternative High School or a Charter School** must submit a Letter of Good Standing from the school and meet with a member of the administrative staff at the Collegiate High School for approval to enroll.

**Students from a Home Education Program (home school)** who are under 18 years of age must submit a Notification of Termination of a Home Education Program. The form is available in the school district office. The parent of the former home school student must complete an affidavit indicating courses completed and credits earned during the home education program. Credit for the courses completed during a home education program may be awarded when the Collegiate High School student completes the subsequent course in the subject area with a grade of “C” or better. A member of the Collegiate High School Student Services Office will assist with this process. All other procedures for admission for the student under the age of 18 will be in place for the home school student.

**Students taking a Collegiate High School course at the recommendation of a district high school (Escambia County or Santa Rosa County)** are called TRANSIENT STUDENTS and are those students who want to enroll in a Collegiate High School course for the purpose of transferring the course back to their high schools. The Transient Student must submit the following:

- Authorization for the co-enrollment at Collegiate High and another high school
- A statement from the high school specifying the course(s) in which the student may enroll (the courses may be listed on the Authorization for Co-Enrollment indicated above)
- A Collegiate High School Application for Admission
Pensacola State College charges a one-time, per semester enrollment fee for Collegiate High School students. Transients students (students enrolled in Collegiate High School classes while maintaining status as a student at another high school) do not pay an enrollment fee. Collegiate High School has three semesters — fall, spring and summer — per academic year. The fee remains the same, regardless of how many credits students take each term.

Semester Schedule
- **Fall Semester:** Aug. 22 – Dec. 15 (Sessions IA and IB)
- **Spring Semester:** Jan. 6 – May 4 (Sessions IIA and IIB)
- **Summer Semester:** May 10 – Aug. 6 (Sessions IIIA and IIIB)

Fee Schedule
- $30 per semester for Florida residents
- $31 per semester for Alabama residents
- $120 per semester for all other out-of-state students

For more information, call (850) 484-2177
COLLEGIATE HIGH SCHOOL APPLICATION FOR ADMISSION
PENSACOLA STATE COLLEGE
1000 College Boulevard
Pensacola, FL 32504-8998
Registrar’s Office: (850) 484-1600 High School Office: (850) 484-2130

APPLICANT INFORMATION

Social Security Number ____________________________ Birthdate __________________ Month/Day/Year
(See Collection & Usage Statement on Reverse)

Legal Name ____________________________________________________________________________________________________________
Last Name First Middle Any previous last name

Mailing Address ________________________________________________________________________________________________________
Street Address (include apt. number) City State Zip Code

Primary Telephone Number Other Telephone Number Personal E-mail Address

Gender □ Male □ Female Are you Hispanic/Latino? □ Yes □ No

Ethnicity
□ White □ Black or African American □ Asian
□ American (Indian) Native or Alaskan Native □ Native Hawaiian or Pacific Islander

Are you a citizen of the United States? □ Yes □ No
If no, indicate your country of citizenship: ___________________________
If permanent resident alien, provide number _________________________
If in U.S. on visa, provide visa type and expiration _____________________

If you and your family do not speak English at home, what language is spoken? ____________________________________________________

Enrollment Plans

Check the term and indicate the year __________ you plan to begin your enrollment:
□ Fall (August) 20____ □ Spring (January) 20____ □ Summer (May) 20____
□ Fall (October) 20____ □ Spring (March) 20____ □ Summer (June) 20____

Are you pursuing the Bright Future’s Scholarship? □ Yes □ No

Educational Background

Name of school last attended City/State Withdrawal Date*

*Escambia county (Florida) public school students under 18 years of age must submit an official withdrawal form and referrals from last high school attended.

Were you suspended or expelled from a public, charter or private high school within the past 12 months? □ Yes* □ No

*If yes, you must meet with a member of Collegiate High School Administration for approval.

Date: __________________________ Student Signature: __________________________

Parent/Guardian for Students Under 18 Years of Age: □ Parent □ Guardian (court document required)

My child has my permission to attend the Collegiate High School. I understand that any information about my child can be released only in person (not by telephone or by email) after I sign an affidavit stating that he/she is a dependent for IRS purposes.

DATE: __________________________ PARENT/GUARDIAN SIGNATURE: __________________________

For Office Use Only
□ APPI □ FEEP □ VISA □ REST NOTES: __________________________
Notification of Social Security Number Collection and Use

In compliance with Section 119.071(5), Florida Statutes, Pensacola State College issues this notification regarding the purpose for the collection and use of your Social Security Number (SSN). Pensacola State College collects and uses your SSN only to perform the College's duties and responsibilities. To protect your identity, Pensacola State will maintain the privacy of your SSN and never release it to unauthorized parties in compliance with state and federal laws. The College assigns you a unique student identification number which is used for associated educational purposes at Pensacola State, including the access of your college records.

Social Security Number ___________________________ Student Name _________________________________________________________

| Pensacola State College may collect and/or use your Social Security Number for the following purposes: | FEDERAL AND STATE REGULATIONS |
| • Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for Pensacola State to collect the SSN of every student. A student may refuse to disclose his/her SSN for this purpose, but he/she may be subject to IRS penalties. | • Tracking uses are authorized by SBE Rule 6A-10955(c); 1008.386, ES. and the General Education Provisions Act (20 USC 1221(e-1)). |
| • The Florida public school system uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which will reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision-making. | • Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A |
| • SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education. | • Registration uses are authorized by 119.071(5), ES. |
| • The College Reach-Out Program (CROP) uses are authorized by 1007.34, ES. |

☐ I have read and agree with collection and use of Social Security Number by Pensacola State College. Initials _______

Equal Access/Equal Opportunity Statement

Pensacola State College prohibits racial, ethnic, religious, physical and sexual harassment of its employees and students. Furthermore, the College prohibits discrimination and retaliation of any kind, including discrimination based on sexual orientation or discrimination based upon religion, and assures reasonable accommodation of religious observances, practices and beliefs of individual students and employees in regards to admission, class attendance, scheduling of examinations, and work assignments. Inquiries or complaints may be communicated to Dr. Gaeil Frazer, Associate Vice President of Institutional Diversity, 1000 College Boulevard, Pensacola FL 32504; gfrazer@pensacolastate.edu; (850) 484-1757.

Statement of Residence for Collegiate High School Admission

The information below is to be completed by the parent or legal guardian of a dependent student who is enrolling in the Collegiate High School at Pensacola State College. Independent students (over the age of 23) may complete the form. If you have a question about your ability to be classified as an independent student, call the Registrar's Office at (850) 484-1600.

SSN (See Collection & Usage Statement Above) ___________________________ Student Name (Last, First, Middle Initial) ___________________________

Address of residence _____________________________________________________________________________________________
City ___________________________ State ___________________________ Zip ___________________________

Check appropriate section
☐ 1 am the □ parent □ legal guardian of the above-named dependent student
☐ 1 am an independent student (not being claimed by a parent/guardian for IRS purposes)

Check residency status
☐ I am a resident of Florida and reside at the address indicated above. Documentation is attached to verify my residence status: photocopy of Florida driver's license, photocopy of Florida vehicle registration, or other legal document establishing proof of residence in Florida.

☐ I am a resident of Alabama and reside at the address indicated above. Documentation is attached to verify my residence status: photocopy of Alabama driver's license, photocopy of Alabama vehicle registration, or other legal document establishing proof of residence in Alabama. Florida law requires Alabama residents to pay fees for courses taken in the Collegiate High School. The fees will be minimal (Alabama Differential), and information regarding current Alabama Differential fee assessment may be found on the Pensacola State College web site.

☐ I am not a resident of Florida or Alabama. I currently reside in another state as indicated above and understand that enrollment will be permitted provided that payment for the full cost of instruction is remitted to Pensacola State College. This assessment of fees for Collegiate High School courses is mandated by current legislation that prohibits free high school instruction that is supported by state tax dollars to residents of states other than Florida or, by exception, Alabama.

Date ___________________________ Signature of Parent or Legal Guardian of Dependent Student ___________________________

Printed name of Parent or Legal Guardian of Dependent Student ___________________________

Date ___________________________ Signature of Independent Student ___________________________

* The documentation submitted must be in the name of the individual signing this statement (parent/guardian or student). If documentation is not available or if extenuating circumstances exist, telephone the Registrar’s Office for an appointment to discuss the situation. The telephone number is (850) 484-1600.
Name of High School

Student’s Name

Social Security Number    Date of Birth

The above named student is:

_____ Currently enrolled and is eligible to continue attending classes

_____ Not currently enrolled but is eligible to return to school

_____ Currently under short term suspension for less than ten (10) days

_____ Currently under long term suspension for ten (10) or more days

_____ Currently under expulsion

Print Name of School Official    Position

Signature of School Official    Date

Submit this form with Pensacola State College Collegiate High School application for admission.
Providing this information is voluntary, and it will be used to ensure that we are offering courses that fit your schedule. If your employment changes, you may wish to update this information with your counselor. Thank you for helping us help you obtain your high school diploma.

Print clearly, please.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Current age</th>
</tr>
</thead>
</table>

Are you employed?  _____ Yes  _____ No

If you are employed, please provide the following information. If you are not employed at this time, you need go no further with this form.

When did you start your job? _____________________________
Month       Year

Employer (company, business, person):

Employer address ___________________________________________________________________
Street Address     City     State     Zip

Employer telephone number ____________________________

How many hours per week do you work? __________

If you wish to share any other information about your employment that you feel may help us make sure that we offer classes to fit your schedule, please do so:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Date_________________________    Signature ____________________________________________

Revised 9/9/10 An EA/EO Institution
Federal law prevents the release of confidential student information for any student attending a post-secondary institution. Pensacola State College is classified as a post-secondary institution.

Parents of dependent students, students who are claimed as dependents for IRS purposes regardless of the parent who is claiming the student, are eligible to receive information in a face-to-face conversation with a member of the Collegiate High School staff.

In order to obtain this information, the parent will be required to complete an affidavit to affirm his/her status as the parent of a dependent student. The form is available in the Collegiate High School or in the Registrar’s Office.

Upon completion of the form, the parent will be eligible to receive information for the tax year in which the form is completed.

No information will be released over the telephone or by email. Parents will be required to make an appointment with an administrator or student services representative of the Collegiate High School to obtain the requested information.
PLEASE ACCEPT THIS FORM AS AN OFFICIAL REQUEST TO RELEASE THE TRANSCRIPT OF YOUR FORMER STUDENT.
THE TRANSCRIPT IS TO BE MAILED TO THE FOLLOWING ADDRESS:

OFFICE OF ADMISSIONS & REGISTRATION
Pensacola State College
1000 College Boulevard
Pensacola Fl 32504-8998

If a fee for transcript processing is required or if additional information is needed in order to release the transcript, please notify the student at the address indicated below.

TO BE COMPLETED BY THE STUDENT:

Mail this form to the Registrar’s Office or Records Office of your high school or the college/university you previously attended. If you have attended more than one college/university and need additional forms, you may copy this one or request additional forms from the Pensacola State College Registrar’s Office.

Name of School _____________________________________________________________

Address _________________________________________________________________

________________________________________________________________________

NOTE: If you are unsure of the address, you may want to “Google” the school; it is possible that your previous school has a transcript fee and may have an option for requesting transcripts through the institution website.

Provide the information below to assist your high school or former college/university in locating your records:

________________________________________________________________________
Student Number at the school  Last Name  First  Middle

Name used when attending former school __________________________________________

Date of Birth _______________ Dates of Attendance ________________________________

Current Address _____________________________________________________________

Number/Street/Apt  City  State  Zip

________________________________________________________________________
Student Signature ____________________________________  Date______________

PENSACOLA STATE COLLEGE