



# Specialty Centers Application Cover Sheet

PLEASE COMPLETE THE FOLLOWING INFORMATION (TYPE OR BLACK INK)

**Name** \_\_\_\_\_  
Last First Middle

**HCPS Student #** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Gender**  Male  Female

**Date of Birth** \_\_\_\_\_  
Month Day Year

**Primary Address**  
**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Current school** \_\_\_\_\_

**Zone high school** \_\_\_\_\_

**Father/Guardian** \_\_\_\_\_

**Phone** \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Email** \_\_\_\_\_

**Mother/Guardian** \_\_\_\_\_

**Phone** \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Email** \_\_\_\_\_

**Primary language spoken at home** \_\_\_\_\_

- I am currently enrolled in (check each that applies)**
- French IB  French I  French II  French Foundations 8
  - Spanish IB  Spanish I  Spanish II  Spanish Foundations 8
  - German  Latin  Japanese  World History I
  - Algebra I  Geometry  Math 8
  - Geography I  Earth Science  Physical Science

Specify any other courses that are related to the specialty centers to which you are applying. \_\_\_\_\_

**This application should be sent to (check each specialty center to which you are applying)**

- Advance College Academy/Tucker High School
- Center for the Arts/Henrico High School (choose up to two and indicate your audition session in the blank—see pages 10-12 for schedule)
  - Dance \_\_\_\_\_ (audition session)  Theatre \_\_\_\_\_ (audition session)
  - Visual Arts \_\_\_\_\_ (audition session)  Musical Theatre \_\_\_\_\_ (audition session)
- Center for Communications/Varina High School
- Center for Education and Human Development/Glen Allen High School
- Center for Engineering/Highland Springs High School
- Center for World Languages/Tucker High School
- Center for the Humanities/Hermitage High School
- Center for Information Technology/Deep Run High School
- Center for Leadership, Government, and Global Economics/Freeman High School
- Center for Science, Mathematics, and Technology/Godwin High School
- International Baccalaureate/Henrico High School/Tucker High School



# Student Activities

**Tell us how you spend your time outside of regularly scheduled classes.** Briefly describe your activities in and out of school – hobbies, interests, sports, clubs, projects, etc. – **in order of importance to you.** If appropriate, include any leadership positions you have held or honors you received while participating. Use only the space available; do not attach additional sheets of paper.

**Name of activity** \_\_\_\_\_

**Grades of participation**  
(Circle all that apply.)

**6      7      8**

**Hours per week spent on activity** \_\_\_\_\_

**Description of activity and your role in activity**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of activity** \_\_\_\_\_

**Grades of participation**  
(Circle all that apply.)

**6      7      8**

**Hours per week spent on activity** \_\_\_\_\_

**Description of activity and your role in activity**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Activity** \_\_\_\_\_

**Grades of participation**  
(Circle all that apply.)

**6      7      8**

**Hours per week spent on activity** \_\_\_\_\_

**Description of activity and your role in activity**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of activity** \_\_\_\_\_

**Grades of participation**  
(Circle all that apply.)

**6      7      8**

**Hours per week spent on activity** \_\_\_\_\_

**Description of activity and your role in activity**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Individual Center Projects

PLEASE REMOVE THIS PAGE AND KEEP IT FOR YOUR REFERENCE

**Specialty centers have specific project requirements as part of the admissions process. You must complete the essay or project listed for each specialty center to which you are applying.**

## Directions

Your written responses should be in black ink, and you must be sure your writing can be read easily by others. If you use word processing, use 12 pt. Times or Times New Roman, and use a double-spaced format. Print or type your full name, student number, and your current school's name on the top left hand side of each sheet of paper. Use 1" margins. Number your pages sequentially. Be specific in your written responses, and provide appropriate supporting examples.

<b>Example</b>	Last name, First name	Smith, John
	Student number	123456789
	Current school's name	Wilder MS

## Advance College Academy

Success in college-level work requires certain **habits of mind**: curiosity, creativity, flexibility, openness, persistence, responsibility, engagement in your own learning, and the ability to reflect on your own thinking. In an essay, describe how you have already developed three of these habits, and identify at least one habit you will need to develop further in order to make the most of this opportunity to accelerate your move into higher education. Please limit your essay to 500 words.

## Center for Communications Varina H.S.

The review panel for your application wants to know the characteristics and qualities that make you an outstanding candidate for the Center for Communications. You are going to produce a news story, PowerPoint presentation, video, or brochure about yourself that will show us these characteristics and qualities. And you won't be bragging because you will be interviewing three different people. One should be a parent, grandparent or guardian; another should be a friend or a neighbor; and the third might be a teacher, a community leader, an athletic coach, a scout leader, or an activity leader at your church, synagogue, or mosque.

If you write a news story, it should be between 300 and 500 words long. Attach it to your application. If you create a brochure, it should be attached to your application. If you create a video or PowerPoint presentation, it should be no longer than three minutes and burned on a CD/DVD, copied to a flash drive, or recorded on tape. Put it in an envelope, and be sure to include your name and a note to indicate if it is Windows or Mac-based.

Successful candidates to the center produce projects that show their best communications skills, creativity, and investment of time and effort. Go to <http://www.varinacfc.com> for additional directions and samples.

## Center for Education and Human Development Glen Allen H.S.

"The illiterate of the twenty-first century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn." Alvin Toffler

Explain the quotation, your vision of education and its importance, and why you want to attend the Center for Education and Human Development. Please limit your essay to 500 words.

## Center for the Humanities Hermitage H.S.

Pablo Picasso said, "Every act of creation is first an act of destruction."

Please use the quotation above as inspiration to write an essay describing the role of creativity in your life and how you feel your creativity would help you succeed at the Center for Humanities.

**Or**

Write an essay explaining why you agree or disagree with the statement made by Picasso. Please explain your reasoning and use examples.

**Projects continue on next page**



# Individual Center Projects (Continued)

PLEASE REMOVE THIS PAGE AND KEEP IT FOR YOUR REFERENCE

**Specialty centers have specific project requirements as part of the admissions process. You must complete the essay or project listed for each specialty center to which you are applying.**

## Directions

Your written responses should be in black ink, and you must be sure your writing can be read easily by others. If you use word processing, use 12 pt. Times or Times New Roman, and use a double-spaced format. Print or type your full name, student number, and your current school's name on the top left hand side of each sheet of paper. Use 1" margins. Number your pages sequentially. Be specific in your written responses, and provide appropriate supporting examples.

<b>Example</b>	Last name, First name	Smith, John
	Student number	123456789
	Current school's name	Wilder MS

### **Center for Information Technology Deep Run H.S.**

In a concise, well-planned essay, explain why you would like to attend the Center for Information Technology. Be sure to include your future goals as they pertain to information technology, as well as any relevant experiences you have had with computers. Please limit your essay to 500 words.

### **International Baccalaureate Henrico H.S. Tucker H.S.**

The IB Learner Profile outlines characteristics for which IB students should strive. These traits are inquiry; seeking knowledge; thinking; communicating; having principles; being open-minded; caring, balanced, and reflective; and being willing to take risks.

Think about yourself as a learner. Choose three traits from the list of ten above that you think you exhibit as a learner. Write an essay in which you demonstrate with personal examples how you fit these aspects of the profile.

### **Center for Leadership, Government & Global Economics Freeman H.S.**

Please write an essay of no more than 500 words that answers the following question: If you were to protest something, for or against, what would it be and why?

### **Center for Science, Mathematics and Technology Mills Godwin H.S.**

A general definition of a scientist is someone who uses scientific method. What three qualities help make you a successful scientist or researcher? Explain each quality and how those qualities apply to you. Then describe one personal example to illustrate one of the qualities.



# Transcript Request Form

GIVE THIS FORM TO YOUR SCHOOL COUNSELOR

**Student's Name** \_\_\_\_\_

**Student's Number** \_\_\_\_\_

**School** \_\_\_\_\_

**Counselor's Name** \_\_\_\_\_

Please attach a copy of the student's middle school and/or high school transcript, including most recent report card and all standardized test scores.

**We appreciate your time and effort with regards to this request.**

**This transcript should be sent to (check each specialty center to which you are applying)**

- Advance College Academy/Tucker High School
- Center for the Arts/Henrico High School
- Center for Communications/Varina High School
- Center for Education and Human Development/Glen Allen High School
- Center for Engineering/Highland Springs High School
- Center for World Languages/Tucker High School
- Center for the Humanities/Hermitage High School
- Center for Information Technology/Deep Run High School
- Center for Leadership, Government, and Global Economics/Freeman High School
- Center for Science, Mathematics, and Technology/Godwin High School
- International Baccalaureate/Henrico High School/Tucker High School



# Releases, Consents, and Acknowledgments

PLEASE RETURN THIS PAGE WITH YOUR APPLICATION

## Parental Consent and Records Release

I, \_\_\_\_\_ give my permission for my child, \_\_\_\_\_, to apply for enrollment in the specialty centers indicated on the Application Cover Sheet and for my child's application including grades, recommendations, test scores, and other requested items to be reviewed by the selection committees. I have read, and I understand the schedules, procedures, and expectations for each required assessment session at the respective specialty centers to which my child is applying. I have made sure my child understands the schedules, procedures, and expectations for each specialty center to which he or she is applying.

\_\_\_\_\_  
**Parent or Guardian's Signature** **Date**

## Student Acknowledgment for Assessment Sessions

I, \_\_\_\_\_, an applicant to one or more specialty center, have read the schedules, procedures, and expectations for each required assessment session at the respective specialty centers to which I am applying. If a special assessment session is required, I will be at the appropriate specialty centers before the start time of each assessment session and will comply with expectations for each assessment session in which I participate. I understand that I am to follow the *HCPS Code of Student Conduct* at all times while on school grounds and during the assessment sessions.

\_\_\_\_\_  
**Student's Signature** **Date**

## Student Pledge

I, \_\_\_\_\_, pledge that all work submitted as part of this application is entirely my own. I have not received any help in any way.

\_\_\_\_\_  
**Student's Signature** **Date**

\_\_\_\_\_  
**Student's Name (Printed)**



Student (Last Name, First Name—please print) \_\_\_\_\_ Date \_\_\_\_\_

Teacher (please print) \_\_\_\_\_ Subject/School \_\_\_\_\_

# Teacher Recommendation

### WAIVER OF RIGHT TO ACCESS CONFIDENTIAL INFORMATION

- We voluntarily waive right to information contained on this recommendation form.  
 We do not waive right to access. (No access is available before completion of the evaluation process.)

\_\_\_\_\_  
**Applicant Signature**                      **Date**                      **Parent/Guardian Signature**                      **Date**

**Important**  
**Parent/Guardian and Applicant must check and sign here**

**This student is applying to one or more specialty centers, advanced programs designed to challenge highly motivated students. Criteria for students in these programs include the following:**

- Student motivation and desire for rigorous coursework
- Ability to complete independent reading, writing, and long-range projects outside of class
- Willingness and self-discipline to complete summer prerequisite work
- General ability to maintain a strong "B" average or higher

### Overall Recommendation

- Highly recommend
- Strongly Recommend
- Recommend
- Recommend with reservations
- Do not recommend

**4      3      2      1      N**

**Please rate the student in these categories according to the scale below:**

**Excellent=4**  
**Above average=3**  
**Average=2**  
**Below average=1**  
**Not observed=N**

1. desire and curiosity for learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. establishing and reaching goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. working with peers, especially in group situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. working well with teachers and other adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. study skills and work habits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. original and independent thought	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. oral communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. written communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. retention of knowledge and skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. initiative and motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. completing assignments on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. dealing with abstractions and generalizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. response to challenge, frustration, and adversity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. self-control and self-discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. dependability and trustworthiness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Optional Written Recommendation

Written recommendations are optional. Teachers may opt to write a letter or attach comments on the student's progress in class or readiness for advanced studies. Please sign and date your recommendation. Place the recommendation form in an envelope, seal the envelope, sign across the seal of the envelope, and give the sealed envelope to the appropriate school counselor.

**Student**  
 Check the centers to which this applies

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="radio"/> Advance College Academy | <input type="radio"/> Engineering            | <input type="radio"/> Leadership      |
| <input type="radio"/> Arts                    | <input type="radio"/> Humanities             | <input type="radio"/> Science & Math  |
| <input type="radio"/> Communications          | <input type="radio"/> Information Technology | <input type="radio"/> World Languages |
| <input type="radio"/> Education               | <input type="radio"/> IB                     |                                       |



Student (Last Name, First Name—please print)

Date

Teacher (please print)

Subject/School

# Teacher Recommendation

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### Overall Recommendation

- Highly recommend
- Strongly Recommend
- Recommend
- Recommend with reservations
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14. self-control and self-discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. dependability and trustworthiness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Optional Written Recommendation

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**Student**  
 Check the centers to which this applies

- Advance College Academy
- Engineering
- Leadership
- Arts
- Humanities
- Science & Math
- Communications
- Information Technology
- World Languages
- Education
- IB



# Assessment Requirements

**In order to apply for admission to an HCPS specialty center, you will need to register to take the NWEA Reading and Math Test and the HCPS Writing Sample**

## **Applicants who are Henrico County Public School students**

### NWEA Reading and Math

*All Henrico County middle school students have taken the NWEA Reading and Math Test, and school counselors will be able to provide the scores to the specialty centers. No special scheduling is required of applicants.*

### HCPS Writing Sample

*All applicants who are current Henrico County Public School students will complete this writing sample at their home school during the regular school day. No special scheduling is required of applicants.*

## **Applicants who are private school students or are homeschooled**

You must call Maria Wyman at 652-3766 to register for the NWEA Reading and Math Tests and the HCPS Writing Sample.

### NWEA Reading and Math

January 7, 2012

8:00 a.m.–12:00 p.m.

Hungary Creek Middle School

\*Tests take between 1 and 2 hours each

### HCPS Writing Sample

January 11, 2012

4:00 p.m.

Glen Allen High School

or

Varina High School

\*Students have 1 hour to complete the writing sample



# Center for the Arts

Henrico High School

## Instructions

Write your audition session on page one of the application. Students should be prepared to remain for the entire time of the audition. Please call 228-2718 if you are unable to keep your audition time.

## Select an audition session

All auditions will be held at Henrico High Schools Center for the arts facilities on  
**Saturday, February 4, 2012**

Students may audition for **one** or **two** curriculum areas but may enroll in only **one** area if accepted to the CFA. Call the CFA office at 228-2718 if you have questions about selecting an audition session.

**If you are auditioning for ONE curriculum area,** please check the session which corresponds to your last name and/or dance experience level. **This will be your audition session and time.**

***Note:** Students auditioning for dance who have three years or less dance experience will check the session that corresponds to their last name. All dance students with four or more years of dance experience, regardless of last name, will audition in **Session D**.*

**If you are auditioning for TWO curriculum areas,** you will audition in **both** sessions in either the **morning** or **afternoon** auditions (Sessions A & B or Sessions C & D). Please check the session which corresponds to your last name in at least **one** area—this will determine if you are auditioning in **both** sessions in the **morning** or the **afternoon**.

***Note:** Dance students with four years or more dance experience who want to audition for **two** curriculum areas must complete their dance audition in Session D and their other area audition in Session C.*

## Parents

Parents may not attend the audition. We will have a waiting area where parents can relax during their child's audition.

## Dance

### Schedule

Session A	Last names A–J & 3 years or less dance experience	9:00 a.m.–10:30 a.m.
Session B	Last names K–R & 3 years or less dance experience	10:45 a.m.–12:15 p.m.
Session C	Last names S–Z & 3 years or less dance experience	1:30 p.m.–3:00 p.m.
Session D	All students 4 or more years dance experience	3:15 p.m.–4:45 p.m.

### Dress

Students should wear clothes they can move in: leotards, tights, leggings, or jazz pants. No T-shirts, tank tops, sweat shirts, skirts, shorts, or jewelry can be worn. Wear clothes that do not have large patterns, drawings, writings, or advertisements on them. Bring any dance shoes that you own. No stocking feet or socks. Please have hair pulled back and fixed so it does not hinder movement.

### Audition

Dance applicants will be asked to participate in a series of movements from several techniques such as ballet, jazz, and modern dance for approximately 90 minutes. Students will learn a short combination of steps that they will perform with a small group as part of the audition. Auditions will consist of easy movements learned at the audition. Each student will also have a brief interview. Please be on time. If you come early, please use this extra time to stretch. Dance auditions will take place in the CFA Dance Studio.

**Audition schedule and requirements are continued on the next page.**



# Center for the Arts

Henrico High School

## Musical Theatre

### Schedule

Session A	Last names A–F	9:00 a.m.–10:30 a.m.
Session B	Last names G–L	10:45 a.m.–12:15 p.m.
Session C	Last names M–R	1:30 p.m.–3:00 p.m.
Session D	Last names S–Z	3:15 p.m.–4:45 p.m.

### Dress

Students should wear comfortable clothing for their auditions: leotard and tights, jazz pants, or sweat pants with a close fitting T-shirt. Bring jazz shoes for the dance audition if you have them. Otherwise, the dance audition will be done barefooted. No stocking feet or socks.

### Audition

Individual vocal auditions will consist of one prepared piece of music from a Broadway musical or show, popular music, school choral music, church choral music, or any other solo vocal literature. **Students must perform the song with the accompaniment.** Students may bring the sheet music as an accompanist will be provided, **or** students may bring an accompaniment tape or karaoke or instrumental CD. Tapes and CDs must be clearly marked and cued to start. Rap is not acceptable. Students will be vocalized to obtain range, aural memory, and vocal tone. Musical Theatre auditions will be held in the Henrico High School auditorium.

## Visual Arts

### Schedule

Session A	Last names A–F	9:00 a.m.–10:30 a.m.
Session B	Last names G–L	10:45 a.m.–12:15 p.m.
Session C	Last names M–R	1:30 p.m.–3:00 p.m.
Session D	Last names S–Z	3:15 p.m.–4:45 p.m.

### Audition

Visual arts applicants should bring a portfolio of their artwork. This work may have been produced in a school art program, through private lessons, or at home. The portfolio should contain eight pieces of art. Included in your portfolio, we would like to see the following pieces: two drawings (mandatory) from life (not your imagination or copies of pictures); other pieces can be from your imagination but should demonstrate your best craftsmanship; variety of work including painting, drawing, printmaking, and collage; variety of subject matter such as portraits, landscapes, still-life, design, abstract work; and three-dimensional art (not mandatory). If you are currently enrolled in an art class at school, please bring work from your art class. If you are not, complete the life drawings at home.

The applicant will have a brief interview and drawing exercise to complete while waiting. Students should be prepared to discuss their reasons for wanting an advanced visual arts training at the center. Visual Arts auditions will be held in the CFA Visual Art Building.

**Audition schedule and requirements are continued on the next page.**



# Center for the Arts

Henrico High School

## Theatre

### Schedule

Session A	Last names A–F	9:00 a.m.–10:30 a.m.
Session B	Last names G–L	10:45 a.m.–12:15 p.m.
Session C	Last names M–R	1:30 p.m.–3:00 p.m.
Session D	Last names S–Z	3:15 p.m.–4:45 p.m.

### Dress

Students should wear clothes they can move in: tights, sweats, leotards, T-shirts, or tank tops. Please do not wear clothes that have large drawings, writings, or advertisements on them.

### Audition

Theatre applicants should prepare a monologue. Songs and poems will not be heard for this audition. A monologue is a cutting from a play that can stand on its own and does not require dialogue between two or more people. You will find books that contain monologues in your library or in bookstores. The monologue should be a minimum of one minute and a maximum of two minutes in length and should be memorized. Students will also participate in improvisational exercises with other applicants. Candidates will have a brief interview in which they will be asked about their interests in the center and their theatrical experiences. Each candidate must stay the entire group time slot. Please avoid classical or Shakespearean monologues. Theatre auditions will take place in the CFA Studio Theatre.



# Center for World Languages

J. R. Tucker High School

## **Assessment Session**

Saturday, February 18, 2012

9:00 AM to 11:00 AM

Center for World Languages Building

Tucker High School

Classroom numbers and reporting locations will be posted within building.

## **Instructions for Assessment Sessions**

Students who are applying to the Center for World Languages are expected to attend a separate assessment that focuses on their Spanish skills. The assessment session will take place on the Tucker H.S. campus. Students are expected to be on time and to bring two sharpened #2 pencils and a blue or black pen to the session.

Students will complete an entrance exam in Spanish. The exam will take approximately ninety minutes to complete. It is a multiple choice exam with a writing section.

The use of reference material such as dictionaries and electronic devices will not be permitted during the assessment sessions, and all policies of the *HCPS Code of Student Conduct* will be in effect. The Center for World Languages reserves the right to reject the application of any student violating the rules of this session.

Students are encouraged to bring reading material in case they finish early, and they may leave quietly when finished if their transportation provider is present. Any student requiring testing accommodations must have the appropriate school official submit a copy of the student's IEP modifications one week prior to testing.

If you have any questions regarding the assessment session, or you are unable to attend due to a conflict, please address your concerns to Anne Fano Center for World Languages Chairperson by calling 527-4618 or sending an e-mail to [agfano@henrico.k12.va.us](mailto:agfano@henrico.k12.va.us).



# Center Chairperson Contact Information

## **Advance College Academy**

Sheralyne R. Tierseron  
Coordinator, Advance College Academy  
J. R. Tucker High School  
2910 North Parham Road  
Henrico, VA 23294  
527-4600  
srtierseron@henrico.k12.va.us

## **Center for the Arts**

Stephanie L. Poxon  
Chairman, Center for the Arts  
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**(continued next page)**



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(contd.)

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# 2012-13 Specialty Centers Application Packet

REMOVE THIS PAGE AND KEEP IT FOR YOUR REFERENCE

## **Application Checklist**

- Complete the Specialty Centers Application Cover Sheet (PAGE 1).
- Complete the Student Activities Form (PAGE 2).
- Prepare responses to prompts on Individual Center Projects (PAGES 3-4).
- Give Transcript Request Form to your school counselor (PAGE 5).
- Collect completed Transcript Request Form.
- Complete and return Releases, Consents, and Acknowledgments (PAGE 6).
- Check and sign the Waiver of Right to Access Confidential Information box on both Teacher Recommendation forms.
- Distribute Recommendation Forms (PAGES 7-8) to two of your eighth-grade teachers. Those two recommendations will be used for all of the specialty centers to which you are applying.
- Recommendations will be forwarded to your school counselor by your teacher.
- Review Assessment Requirements (PAGE 9).
- Review center-specific information on the Center for the Arts and the Center for World Languages (PAGES 10-13).
- Contact the specialty center chairman if you have any questions (PAGES 14-15).
- Check your application. Make certain you have all necessary signatures.
- Place all pages in order behind the Application Cover Sheet.
- Have your school counselor review your completed application.
- Submit your completed application to your school counselor. This will allow your counselor to process and deliver your application to the appropriate specialty center(s) to meet the due date of **January 27, 2012.**
- Students who are enrolled in private schools or who are homeschooled should mail or hand deliver their completed applications to each specialty center to which they are applying by **January 27, 2012.**