

The Preuss School UCSD
Fall 2014 Admissions Application
Tips for Completing the Admissions Application

Before you start make sure you...

- Complete the Eligibility Checklist on page 3.
- Review the entire application to get a general idea of what is required
- Print clearly on all sections of the application.
- Only write in black or blue ink. Do not use pencil.

Section 1: Personal Information

- **Student Information**
 - Please select the grade for which the student is applying for.
 - Don't forget to include the student's full legal name as listed on their birth certificate.
 - Make sure you have filled out all of the information including mailing address, home telephone, birthdate, place of birth, current school and school district.
- **Parent Information**
 - Please indicate with whom the student currently lives.
 - Include the full name of the parent/guardian, along with their most current contact information.
- **Parent/Guardian Level of Education**
 - Please indicate your highest level of education.
- **Preuss School Siblings**
 - If you do not have a student at Preuss, skip this section of the application.
 - If you have a student currently attending Preuss, include the full name of the current student, the grade the student is in, and the number of parent volunteer hours you completed last year.
- **School Information**
 - Please check off how you prefer to receive admission information from The Preuss School UCSD; via mail or e-mail.
 - Indicate which language you would prefer to receive admission information; English, Spanish, Vietnamese, or Tagalog.

Section 2: Required Signatures

- **Student Agreement and Parent Agreement**
 - Parents and students must sign in the appropriate sections so that the application can be processed.
- **Parent Service Hours**
 - Parents/guardians must agree to contribute 15 hours per year to volunteer at The Preuss School if their student is accepted.
 - If you have any questions about the Parent Volunteer Program, please contact Sandra Gutierrez at 858-658-7215.
- **Parent Request for Release of Student Information**
 - This release helps The Preuss School and The University of California, San Diego track the progress of all Preuss applicants and research the attainment of the students' educational goals.

Section 3: Student Essay Response

- Response must be written in English and handwritten in the space provided.
- Student must respond to each section of the question.
- Typed responses will not be accepted, unless it is an accommodation clearly stated in the applicant's I.E.P. or 504 Plan.
- Responses written by anyone other than the student will not be accepted and will negatively affect the student's application

Section 4: Student Short Answer Questions

- Responses must be written in English and handwritten in the space provided.
- Student must respond to each question.
- Typed responses will not be accepted, unless it is an accommodation clearly stated in the applicant's I.E.P. or 504 Plan.
- Responses written by anyone besides the student will not be accepted and will negatively affect the student's application

Section 5: Student Writing Sample

- The Writing Sample should be an essay, book report, reading journal, poem or other writing assignment graded by the current English teacher.
- If you are having trouble choosing a sample, work with your English to pick an assignment that highlights your skills.

Section 6: Student Response to Writing Sample

- The student must respond to these questions using the Writing Sample chosen in Section 5.
- Section 6 will be considered incomplete if the responses are not about the Writing Sample in Section 5.

Section 7: Parent Response

- Parent's play a very important role in the child's education. Take the time to read each question carefully and respond appropriately.
- Please write legibly. Typed responses will not be accepted
- Responses may be written in English, Spanish, Vietnamese or Tagalog.
- Please check off in which language you are writing your responses.

Section 8: Parent Income

- This section is used to verify your family's income.
 - Parents/Guardians must meet the federal guidelines listed on page 10 for their student to be eligible for admission.
- Please include a signed COPY of your 2012 Income Tax Return.
- If a copy of your W-2 form(s) is not included in your Income Tax Return, please include a copy of it.
- If you did not file your taxes for 2012 please contact the Admissions Office.

Section 9: Teacher Recommendation Forms

- Students applying to the 6th grade need to give the recommendation forms to their:
 - 5th grade teacher
 - 4th grade teacher
 - Current principal, vice-principal or counselor.
- Students applying to the 7th, 8th or 9th grade need to give the recommendation forms to their:
 - Current English teacher
 - Current math teacher
 - Current principal, vice-principal, or counselor.
- Teachers can then mail the forms directly to The Preuss School or they can return them to the students in sealed envelopes.
 - It is the student's responsibility to give the teachers plenty of time to fill out the recommendation forms.

Section 10: Academic Record Report

- The parent must complete the top portion of the form.
- Parents must give this form to the current school's registrar or clerk.
- You may pick up the Academic Record Report once it is completed and include it in the student application or the school may send it directly to The Preuss School UCSD.

Before you submit your application...

- Review the application to make sure it is complete.
- Make sure you are only submitting copies of important documents, such as your income taxes.
- Do not submit any documents other than those specifically asked for in the application.
- Do not staple the application together.
- Make a copy of the entire application for your records before you submit it.

To submit your application, you may...

Mail the application to:
The Preuss School UCSD
Office of Admission
9500 Gilman Dr. #0536
La Jolla, CA. 92093

Or submit it in person to:
The Preuss School UCSD
3670 Voigt Dr.
La Jolla, CA. 92037

- Do not use certified mail to send the application. Due to the amount of applications we receive we will not be able to fill out the card to confirm that we received the application.
- Please do not submit your application in a binder, portfolio, or folder or bind it together with staples or plastic spirals.

Further questions or concerns?

- Please contact the Admissions Office
 - Available from 8:30am-4:00pm
 - Phone: 858-658-7215
 - E-mail: preussadmission@ucsd.edu