

The Preuss School UCSD

Fall 2010 Admissions Application

Tips for Completing the Admissions Application

Before you start make sure to...

- ✓ Print only in black or dark blue ink. **DO NOT** use pencil.
- ✓ Review the entire application to get a general idea of what is required
- ✓ Print clearly on all sections of the application

Section 1: Applicant Information

- ✓ 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, Date of Birth, Place of Birth, Current School and Current School District
- ✓ Please select the grade for which the student is *applying* for.

Section 2: Family Information

A. Brothers/Sisters Attending The Preuss School

- ✓ Please check YES if the student has a brother or sister currently attending Preuss. If you check NO you may move on to C. If the student has a brother or sister currently attending Preuss please list his/her full name(s) and current grade. Do not list cousins, family friends or neighbors; we do not offer preference to student applicants with brothers/sisters currently enrolled at The Preuss School.

B. Parent Volunteer Hours

- ✓ This section is ONLY for applicants with a brother/sister attending Preuss. Please write the number of volunteer hours you completed for last school year. Parents must be up to date with your volunteer hours for the second/third/fourth child to be considered for Admission. Please call the Admissions Department for detailed information.

C. Parent(s)/Guardian(s) Highest Level of Education

- ✓ If you attended college, include the name of the college/university and the years you attended.

D. Parent(s)/ Guardian(s) Contact Information

- ✓ Please indicated the person with **whom** the student currently lives with
- ✓ If the parents are divorced/separated or the mother and/or father is deceased please check the appropriate box
- ✓ Make sure that you have filled out all of the information including the full name of the parent/guardian, their date of birth, cell phone and daytime work phone

Section 3: Signatures

- ✓ Parent and student: Please read each part and print your name and sign. Note: This must be signed by both the student and parent for the application to be processed.
- ✓ By signing this document you are certifying that the information provided in this application is accurate.
- ✓ Make sure that you have filled out all of the information.

Section 4: Student Essay Response

- ✓ The student must complete this section
- ✓ Response must be written in ENGLISH and handwritten in the space provided.
- ✓ Typed responses will not be accepted.
- ✓ Responses written by anyone besides the student will not be accepted and will negatively affect the student's application.
- ✓ Student: Make sure you are answering all parts of the question

Section 5: Student Short Answer Questions

- ✓ The student must complete this section
- ✓ Read the questions carefully and then write your response.
- ✓ Response must be written in ENGLISH and handwritten in the space provided.
- ✓ Typed responses will not be accepted.

Section 6: Writing Sample of Graded Student Work

- ✓ The student must complete this section
- ✓ Please submit a **copy** of the student's work; any document submitted will become part of the application file and will NOT be returned.
- ✓ The student can submit a recent essay, short story, book report, poem or writing assignment they did in class and got graded on.
- ✓ The grade the student received must be clearly visible on the assignment.
- ✓ **DO NOT** submit a spelling test, math test, vocabulary test or science test.
- ✓ Student work must be written in the student's own writing; typed responses **will not** be accepted.
- ✓ Please do not submit an assignment longer than 5 pages or an assignment done on poster board, cereal boxes or anything other than paper. These will not be accepted.
- ✓ The student may ask their teacher for suggestions of what work to turn in.

Section 7: Student Response to Writing Sample

- ✓ The student must complete this section
- ✓ The student will need to use the graded writing assignment they are submitting in **Section 6** to complete these answers.
- ✓ Make sure the student answers the questions to **Section 7** using the assignment they are submitting in **Section 6**.

Section 8: Parent Response

- ✓ The parent/guardian must complete this section
- ✓ 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 also be written in Spanish and Vietnamese.

Section 9: Recommendation Forms

- ✓ recommendation forms are needed including:
 - 1 – current teacher
 - 1 – teacher from a previous year*
 - 1 – current Principal, Vice-Principal or Counselor
- ***Note:** Students with more than one teacher should have a recommendation form from their current English and Math teachers as well as an Administrator, Vice-Principal or Counselor.
- ✓ If the student has had the same teacher for the past two years, you may ask for a letter from their teacher from two or three years before. If you cannot get two teacher recommendations you must attach a letter explaining your situation and include it in your application.
- ✓ It is your responsibility to give teachers plenty of time to fill out the letters of recommendation. **DO NOT** wait until the last minute because teachers might not be able to fill out those letters.
- ✓ If you are submitting the letters of recommendation, they must be sealed and signed by the recommending teacher, counselor, vice principal or principal.
- ✓ The student's teacher, counselor, vice principal or principal may send the recommendations directly to The Preuss School Attn: Admissions.

Section 10: Academic Record Report

- ✓ The parent must complete the top half of the sheet.
- ✓ Once the top half is completed, please take the form to the student's school 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 Attn: Admissions.

Section 11: Official Signed Copy of 2008 Income Tax Return

- ✓ This section is used to verify your family's income. Low income is a requirement to be considered for admission to The Preuss School.
- ✓ Please include a signed COPY of your 2008 Income Tax Return. The entire packet must be submitted
- ✓ 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 2008 please contact the Admissions Office.

BEFORE YOU SUBMIT YOUR APPLICATION...

- ✓ **Review** the application to make sure it is complete. Failure to do so may delay or prevent the processing of your application
- ✓ Make sure you are **NOT** submitting any original documents
- ✓ Make sure that you are **ONLY** submitting documents that are specified in the application.
- ✓ **Do NOT** staple the application together
- ✓ Make a **COPY** of the entire application before you submit it for your records
- ✓ **Remember** to Inform us if your Address or phone number changes

Submitting your Application

You have 2 options:

1) Mail the application

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. Sometime in January, you will receive a postcard saying that we received the application.

2) Personally deliver the application

You may drop off the application at the front office **ONLY**.

Please do not submit your application in a binder, portfolio, or folder or bind it together with staples or plastic spirals.