


COLLEGIATE HIGH SCHOOL at Northwest Florida State College

A Charter School of the Okaloosa County School District

APPLICATION FOR ADMISSION
2023-2024 SCHOOL YEAR

FORMS AND INFORMATION
TO BE SUBMITTED FOR ADMISSIONS
CONSIDERATION



**Complete
and return this
entire packet to
the Collegiate
High School**

An Equal Access/Equal Opportunity Institution

COLLEGIATE HIGH SCHOOL at NWFSC

Thank you for your interest in the Collegiate High School at Northwest Florida State College (NWFSC). This packet contains the forms necessary for application to the charter school. All of the Section I Application Items (see the application checklist on page five) are in this packet.

Please read each form carefully and complete all information as appropriate. Be sure that all required signatures are completed as well.

Please note the office will be closed for the holidays from December 19, 2022 through January 2, 2023, and from March 20-24, 2023.


 **If you have questions or need additional information, please consult our Website at www.chs.nwfsc.edu or call the Collegiate High School Office at (850) 729-4949.**

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COLLEGIATE HIGH SCHOOL at NWFSC 2023-2024 ADMISSIONS PROCESS

Primary Application Period: February 1, 2023, through February 28, 2023

1. Starting February 1, 2023, completed applications will be stamped with the date received at the Collegiate High School office between 8 a.m. - 4:00 p.m., 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 on or before 4:00 p.m., February 28, 2023, 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 Monday, March 6, 2023, at the NWFSC Niceville Campus in room 140 of the Collegiate High School (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, has been reassigned to zoned school, or has officially withdrawn from the Collegiate High School at NWFSC.

Secondary Application Period: March 1, 2023 through March 31, 2023

1. Students whose applications are received on or before 4:00 p.m., March 31, 2023 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 Monday, April 10, 2023 in room 140 of the Collegiate High School (building 340) on the NWFSC Niceville Campus.
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, has been reassigned to zoned school, or has officially withdrawn from the Collegiate High School at NWFSC.

COLLEGIATE HIGH SCHOOL at NWFSC

APPLICATION PROCESS FOR THE 2023-2024 ACADEMIC YEAR

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

Primary Application Period: February 1, 2023, through 4:00 p.m. on February 28, 2023
Secondary Application Period: March 1, 2023, through 4:00 p.m. on March 31, 2023
General Application Period: April – August 2023

Application Steps

1. Plan to attend one of the four information sessions offered in December 2022 or January 2023 (not required, but encouraged). Applications will be available at these sessions and at the NWFSC campuses. An overview of the school mission, programs and services will be provided at the sessions.

December 6, 2022	Niceville Campus	Bldg 400, Room 132 /133	5:30 P.M.
December 8, 2022	Ft. Walton Beach Campus	Bldg 41, Room 126	5:30 P.M.
January 10, 2023	Crestview Campus	Room 209	5:30 P.M.
January 17, 2023	Niceville Campus	Bldg 400, Room 132/133	5:30 P.M.

2. Obtain a Collegiate High School application packet.
 - Pick up an application packet at the Collegiate High School Office on the NWFSC 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 (850) 729-4949.
 - Download the application packet and instructions from the Collegiate High School web site at www.chs.nwfsc.edu
3. Once the initial application period begins on February 1, 2023, **deliver official student transcripts that include the final Fall 2022 semester grades** and the enrolled courses for spring semester to the Collegiate High School Office (NWFSC Niceville Campus), 100 College Blvd. E, Building 340, Niceville FL 32578.
4. Submit current official ACT, SAT, or college placement testing by the Postsecondary Education Readiness Test (PERT) scores to the Collegiate High School Office for AA program 10th-11th grades. 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 (850) 729-6016.
5. Submit the completed application packet (transcript, test scores and official transcript) to the Collegiate High School Office no earlier than February 1, 2023 and no later than 4:00 p.m. on Tuesday, February 28, 2023, (office hours are 8 am – 4 pm, Monday – Friday) 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, 2023, for consideration in the secondary application period. Applications will continue to be accepted in the general application period of April to August 2023 for both first and possible second semester openings, and applicants enrolled or placed on a waiting list as openings allow. ***Please note that the Collegiate High School at Northwest Florida State College are closed for Spring Break March 20-24, 2023.***

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.

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Application Checklist and Requirements

The items listed below comprise the full Collegiate High School 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.

Section I.

Submit the following forms, *complete with appropriate signatures*, to the Collegiate High School Office in one package (All forms are in the "Forms and Information to Be Submitted" section of the application materials.)

- Collegiate High School Participation Agreement
- Student Information Data Entry Form
- Student Health Information Form

In addition, the **Certificate of immunization** for poliomyelitis, diphtheria, rubella, rubeola, pertussis, tetanus, varicella (PK-02), hepatitis B (PK-05 & 07-12) and mumps DH FORM: DH680A or DH680A & B (Grade 7-12) 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

Section II.

Submit the following information to the Collegiate High School at NWFSC Office.

- Official High School Transcripts from all high (10th-11th)/middle (9th) schools attended (must include the completed Fall 2022 semester and the enrolled courses for the Spring 2023 semester).

___ Transcripts will be/were hand delivered

- Official College Transcripts (if applicable)

___ Transcripts will be/were hand delivered

- Official ACT, SAT or PERT Scores (if applicable)

___ Please use PERT scores on record at NWFSC

___ ACT/SAT Scores submitted separately

Submitted by

Date

Received for Collegiate High School by

Date

2023-2024 PARTICIPATION AGREEMENT

The Collegiate High School at NWFSC exists for the purpose of educating students in a rigorous academic environment. We are pleased that you have made this academic choice and encourage your participation to the fullest in this educational experience. To assure understanding of policies and procedures regarding conduct, curriculum, and communication and attendance, you are asked to read the following and indicate your understanding and acceptance.

By my signature below I acknowledge the understanding and acceptance of the following:

1. I understand that as a Collegiate High School Student at NWFSC (Dual Enrollment Collegiate or Pre-collegiate) I will be enrolled for some or all of my classes in college credit courses and that the depth, breadth, rigor and pace of these courses will be at the college level.
2. I understand that Collegiate High School students in college level courses are subject to the same standards, policies, and responsibilities as other college students unless otherwise restricted by federal, state or local requirements.
3. I understand that curriculum content, evaluation, and selection of appropriate instructional materials are the prerogative of the college instructor and will not differ for dually enrolled Collegiate High School students from that presented for traditional college students.
4. I understand that NWFSC is an open campus for juniors and seniors and that those juniors and seniors with a signed participation form on file will have the ability to be anywhere on the Northwest Florida State College Niceville campus outside of scheduled academic requirements, or to travel off campus outside of scheduled academic requirements.
5. I understand that NWFSC is a closed campus for freshmen and sophomores and they will remain on the Northwest Florida State College Niceville campus during the freshmen and sophomore scheduled school day hours. Sophomores who drive will not have access to their car, except by school administration permission, during scheduled school hours.
6. I understand that while a student at the Collegiate High School I will be attending classes with non-high school aged students and that I may encounter students of a variety of ages and backgrounds while on the NWFSC campus.
7. I understand that the Collegiate High School Counselor/Coordinator of Student Services is the first point of contact for parents who wish to discuss academic progress in a course, schedule a conference, or request information about school or classroom activities.
8. I understand that attendance at an annual orientation/scheduling session is required for each student.
9. I understand that attendance at an annual orientation/scheduling session is required for the parent(s)/guardian(s) of each student.
10. I understand that parent and student will attend all Student-Led Conferences.
11. I understand that, if selected for admission to the Collegiate High School, I must agree to abide by all Collegiate High School at NWFSC policies and procedures including but not limited to the Student Code of Conduct, Pupil Progression Plan, attendance policies and discipline policies, as well as to applicable college policies.
12. I understand that completion of high school graduation requirements does not guarantee completion of an AA or AS degree. To receive an AA or AS degree, I understand that a student must meet all program requirements identified in the NWFSC College Catalog at the time of the student's initial admission.

13. I understand that I will be expected to sign an agreement outlining my responsibility for all instructional materials, textbooks, and equipment issued to me.
14. I agree to attend school regularly (see that my child attends regularly) and understand that I must be present for at least 1500 minutes of instructional time each week. This requirement will be fulfilled through a combination of instructional activities in college classes, high school classes and the learning labs.
15. I agree to attend school regularly, and I understand that I must be enrolled in a full time load for each session. This requirement will be fulfilled through a combination of instructional activities in college and high school classes.
16. Collegiate High School at Northwest Florida State College is an open campus environment. Students in grades 11 and 12 are fully engaged in college course work with varying time commitments to their course work. Understanding my (my child's) needs to arrive and leave the campus at different times, I fully understand that Collegiate High School at Northwest Florida State College, its officers, trustees, employees, and agents are released from all liability, claims of demands for any damage, loss or injury to me my property, or parent's property in connection with my actions. Students in grades 9 and 10 are expected to remain on campus during the regular school day hours and are **not** allowed to leave campus, and students in grade 10 who drive will not have access to their car during the scheduled school day hours grade 9 and 10 school day, except with special permission by school administration staff.
17. I understand that registering my daily attendance at school in accordance with my official Collegiate High School schedule is my responsibility and that I may be counted absent if I fail to register my attendance daily in accordance with the prescribed attendance plan. Official daily attendance is recorded when I swipe my Student ID card upon arriving and leaving campus. If the Student ID card is unavailable, attendance must be registered manually through the front office. The ID card must be replaced at my cost within one week after the first failure to use the automated system.
18. I understand participation in an Academic Seminar is required for every student each year and that successful completion of a Capstone Project is the Academic Seminar component required of every senior to meet the Collegiate High School high school graduation requirements.
19. I understand that while the mission and purpose of the Collegiate High School is to provide accelerated instruction and college level curriculum to motivated students, if my overall college or high school grade point average falls below 2.0 or if I fail to make adequate progress on the path to graduating from high school on time, I will be enrolled in courses for high school credit only or college classes to achieve grade forgiveness in order to improve my GPA and my progress toward the high school diploma.

Print Name of Student

Student signature

Date

Print Name of Parent/Guardian

Parent/Guardian signature

Date

NAME OF LAST SCHOOL ATTENDED: _____

City: _____ State: _____ Zip: _____

Has the student ever attended a Florida school before (Y/N)?: _____

If yes, which county? _____ Last year attended: _____

CONTACT INFORMATION

Student Cell Number: _____

With whom does the student live? _____

PARENT/GUARDIAN NAME #1: _____

Does parent/guardian#1 have custody? _____ Yes _____ No

Can parent/guardian#1 pick student up from school? _____ Yes _____ No

Address: _____

City: _____ State: _____ Zip: _____

Place of Employment: _____

Home Phone: _____ Work Phone: _____

Cell Phone _____ Email _____

PARENT/GUARDIAN NAME #2: _____

Does parent/guardian#2 have custody? _____ Yes _____ No

Can parent/guardian#2 pick student up from school? _____ Yes _____ No

Address: _____

City: _____ State: _____ Zip: _____

Place of Employment: _____

Home Phone: _____ Work Phone: _____

Cell Phone _____ Email _____

EMERGENCY CONTACT NAME (other than parent): _____

Can emergency contact pick student up from school? _____ Yes _____ No

Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact Phone - Home: _____ Work: _____ Cell: _____

IS EITHER PARENT IN A UNIFORMED MILITARY SERVICE (Y/N)? _____

If yes, please give the following information:

Name _____

Social Security Number (optional): _____

Branch of Service: _____ Rank: _____ Base: _____

Squadron Phone Number: _____ Squadron: _____

IS EITHER PARENT EMPLOYED ON FEDERAL PROPERTY? (Y/N):

If yes, please give the name of the federal property on which employed:

PLEASE LIST OTHER CHILDREN IN THE FAMILY 18 YEARS OR YOUNGER:

Name	Age	School Attending (If any)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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STUDENT EXAM AND IMMUNIZATION INFORMATION

PLEASE NOTE: Florida Statutes require that each child who is entitled to admittance to kindergarten or any other initial entrance in to a Florida public school must present certification of a school entry medical examination performed within the twelve months prior to enrollment in school. THIS CERTIFICATION MUST BE PRESENTED WITHIN 30 DAYS OF ENROLLMENT.

A child shall be exempt for the requirement upon written request of the parent/guardian, stating objections on religious grounds. A form certifying the same may be obtained from the charter school office. The exemption form will be placed in the student's records.

PLEASE COMPLETE THE FOLLOWING:

Name of Student _____

Date of Last Exam _____ Current Doctor _____ Telephone _____

Does the student have any allergies? No Yes If yes, please specify below

Does the student have any serious/chronic illness?
(epilepsy, asthma, heart problems, etc) No Yes If yes, please specify below

Does the student need medication(s)? No Yes If yes, please specify below

Immunization Requirements for Entrance

- A. Certificate of immunization for poliomyelitis, diphtheria, rubella, rubeola, pertussis, tetanus, varicella (PK-02), hepatitis B (PK-05 & 07-12) and mumps DH FORM: DH680A or DH680A & B (Grade 7-12)
- B. Certificate of exemption for religious reasons. DH FORM: DH 681
- C. Certificate of exemption for medical reasons. DH FORM: DH 680C
- D. Certificate of 30-day exemption obtained from the Okaloosa County Health Department. DH FORM: DH680B

Signature of Parent/Guardian

Date

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STUDENT SOCIAL SECURITY NUMBER

In accordance with §1008.386 F.S. requires school districts to request the social security number for each student enrolled. No student may be denied enrollment or graduation when a social security number is not provided.

Student Name _____

Social Security Number _____

VERIFICATION OF ABOVE INFORMATION

The student's social security number must be verified by one of the following methods.

1. The social security number card or copy was presented to a school official.

School Official

Date

2. Bank statements, insurance records or other similar documents containing the student's social security number were presented to a school official.

School Official

Date

3. The parent/guardian verifies the social security number.

I hereby attest that the social security number I have provided for the above named student is accurate.

Signature of Parent/Guardian

Date

DECLINATION

I refuse to provide the social security number for the above named student and understand a separate identification number will be assigned to the student for record keeping purposes.

Signature of Parent/Guardian

Date

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**Report of Previous Expulsions, Arrests, Juvenile Justice Action
Acknowledgement of Disruptive or Criminal Behavior**

In accordance with §1006.07 (b) F.S. students are required, at the initial time of registration for school, to report any previous school expulsions, arrests which resulted in a charge, or any juvenile justice actions taken against the student.

Student Name: _____

Date: _____ Grade: _____

1. Has the student ever been expelled from a school?

Yes: _____ No: _____

2. Has the student ever been arrested and charged?

Yes: _____ No: _____

3. Has the student ever been placed under Community Service or had any other juvenile Justice actions taken against him/her?

Yes: _____ No: _____

If the answer to question 1, 2, and 3 is NO, student and parent please sign on both lines below.

If the answer to any of the above questions is YES, please state below the specifics of the incident, including dates, crime or cause of expulsion, and outcome (i.e., length of expulsion or program, community service, and cause and conditions of community control) and parent and student sign on both lines below (attach additional page if necessary).

I attest that the information provided is true.

Student Signature

Date

I hereby give my permission to the Department of Juvenile justice to release all records regarding my child's involvement with the Department of Juvenile justice or the Collegiate High School at NWFSC.

Parent/Guardian Signature

Date

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Mental Health Services

In accordance with §1006.07 (b) F.S. students are required, at the initial time of registration for school to disclose information pertaining to referrals to mental health services.

Student Name: _____

Date: _____ Grade: _____

Has the student been referred to Mental Health Services? NO _____ YES _____

If YES, explain below:

