

Muskogee Public Schools

Early College High School Application

Program Overview

Early College High School (ECHS) is a program that provides an educational opportunity to students through a partnership between Muskogee High School and Connors State College (CSC). We pursue academic excellence and are excited to offer this unique college experience to a cohort of students who meet the application criteria and are selected. Students attending ECHS will take a rigorous course of study and, if successful, will earn an Associate Degree from CSC and a traditional high school diploma from Muskogee High School. Students who are not selected for ECHS may pursue dual credit through the concurrent pathway after the 10th grade.

In order to be considered for this program, students must complete this application in its entirety. Go to www.MuskogeePS.org/ECHS for the full electronic application.

Applicant Information

Please review the application carefully and ensure all the information provided is complete and accurate. Incomplete applications will not be considered. Electronic applications can be completed using the link provided above. Hard copy applications will also be accepted. **Hard copy applications must be printed clearly and in BLACK INK. Return the application to MHS - G unit Attn. Jennifer Kiser or ESC Attn. Lisa Yahola.**

Each student and student's parent/guardian must read and sign below to indicate that they are providing authorization for the student to participate in all components of the ECHS program while they are enrolled in Muskogee High School. Signatures also indicate an agreement to abide by the terms and conditions of the ECHS program.

After completing the form and securing the appropriate signatures, return the form to the submission website, your current building principal, or to:

Muskogee Public Schools
Attn. Jennifer Kiser
3200 E. Shawnee
Muskogee, OK 74403

What school do you currently attend?

- Muskogee 8th & 9th Grade Academy
- Rougher Innovations Academy
- Sadler Arts Academy
- Other _____

Student Mobile Phone			
Student School Email			
Student School ID			
Student T-shirt Size			
Has anyone in your immediate family received a college degree? (excluding technical certificates) CIRCLE YES OR NO	Mother/Stepmother Yes / No	Father/Stepfather Yes / No	Sibling (Sister or Brother) Yes / No
IF YES, CIRCLE THE HIGHEST DEGREE COMPLETED	Associate-2 year degree Bachelor-4 year degree Masters or post-graduate degree Doctorate – PhD or EdD	Associate-2 year degree Bachelor-4 year degree Masters or post-graduate degree Doctorate – PhD or EdD	Associate-2 year degree Bachelor-4 year degree Masters or post-graduate degree Doctorate – PhD or EdD

Volunteer Hours: not required for acceptance

Club/Organization	Number of hours	Location	Duties/Tasks

I certify that the information provided above is complete and that the submission of false information is grounds for denial of the application and/or withdrawal of admission. I understand that the school and college expect a high standard of conduct and academic performance for students, and if accepted for admission to the ECHS, my child and I will abide by all rules, regulations, and student/parent expectations set forth in this application by Muskogee Public Schools and Connors State College.

Parent Signature	Student Signature
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Parent/Guardian Section			
Student Name	Last	First	Middle
Date of Birth	Gender	Home Phone	Is the student registered for Oklahoma Promise?
Street Address	Apartment Number	City	Zip Code
Parent/Guardian 1 Name	Last	First	Middle
Parent/Guardian 1 Mobile Phone		Parent/Guardian 1 Email	
Parent/Guardian 2 Name	Last	First	Middle
Parent/Guardian 2 Mobile Phone		Parent/Guardian 2 Email	

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Parent Signature	Student Signature
Date	Date

ECHS Eligibility and the Selection Process

To be considered for the ECHS, students must meet the following initial criteria:

- The applicant must be currently enrolled in the eighth grade at Muskogee Public Schools for a minimum of their full eighth grade year.
- The applicant must meet ALL district requirements for promotion to the next grade.
- The applicant and his/her parent must attend parent/student information and orientation meetings.
- The applicant must independently complete one admission essay at school as the second phase of the application. The applicant will be contacted via email.
- The applicant must obtain one letter of recommendation. This can come from someone within the eighth or ninth grade staff (e.g., a teacher, counselor, life coach) or someone (not a family member) outside the school. Ensure your recommender has a clear knowledge of your academic performance, level of effort, and overall student's personality. This is a scored piece of your application.
- The applicants are expected to attend all pre-cohort activities, which includes Summer Bridge Programs prior to their freshman and sophomore years.
 - Parents and students must commit to attend all ECHS events and classes.
 - The freshman bridge program is a four-day program held the last full week of July.
 - The sophomore bridge program will be one to two days during the last week of July.
 - Monthly student engagement activities will occur regularly. The district will provide transportation to the college campus when events are at the CSC campus.
 - Additionally, the student may be advised by the district to attend high school course-specific or language-focused summer school sessions that may last up to two months.
- The applicant will enroll in the full 9th grade preparatory courses prepared by the district for cohort enrollment. This may require a schedule change and / or dropping some electives.
- The applicants are encouraged to volunteer and must be willing to participate in opportunities made available through the ECHS program.

Selection Process

The selection committee will evaluate the overall application, interview and assess the essays. When the committee selects the cohort, they will also identify a student waitlist if the applicants exceed the maximum cohort size.

- May 24th (Initial cohort selection 9th grade, student must enroll in 9th grade preparatory curriculum)
- Waitlisted students may discuss the opportunity to enroll in the 9th grade preparatory course at the high school.
- Waitlisted students may be notified about ECHS selection by the following times:

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- August 2nd (9th grade, student must enroll in 9th grade preparatory curriculum)
- Eligible waitlisted students who are not added to the ECHS cohort may start the concurrent enrollment pathway in June following their 10th grade year.

This application and selection are the initial acceptance into the ECHS pre-cohort for the freshmen preparatory school year. All students must meet college admission standards by May of his/her freshman year and must meet course prerequisites to enroll in CSC classes. All students must maintain a 2.0 grade point average at Connors (C average) to enroll at Connors and stay in the Early College High School program.

My signature indicates that I have read and understand the criteria and process that will be used to select the ECHS students.

Parent/Guardian signature: _____

Student signature: _____

The applicant should obtain one letter of recommendation from someone within the eighth-grade staff (e.g., a teacher, counselor, or life coach) or from someone (not a family member) outside the school. Please place the recommendation in an envelope. On the outside of the envelope please write: "ECHS Recommendations for _____" and include the student's name. Leave this envelope with the 8th & 9th Grade Academy Principal, Sadler Principal or the appropriate school representative. Ensure your recommender has a clear knowledge of your academic performance, level of effort, extracurricular activities and overall student's personality. This is a scored piece of your application.

ECHS Student and Parent Expectations and Acknowledgement

Parents/guardians and students initial for each statement indicating that you have read and understood the specific challenges and requirements of students in the Early College High School Program.

**Parent/ Student
Guardian Initial
Initial**

_____ I understand that there are a limited number of seats available and a lottery process will be used if the number of eligible applicants exceeds the number of seats available in the Program. If not invited, a waitlist will be maintained. Should Program vacancies arise after the original invitation, parents/guardians will be contacted in order of the waitlist number, and applicants will be given the opportunity to accept a seat in the ECHS Program.

_____ I understand that I will be enrolled in college preparatory curriculum with other Early College High School Students and will follow a fixed sequence of courses to earn my associate degree and my high school diploma by the end of my senior year.

_____ I understand that participating in co-curricular activities, fine arts, and athletics may be difficult because of the increased academic demands and the fixed course sequence, and that the expectation is that the student's academic schedule in the ECHS Program will take priority.

_____ I understand that if I drop, withdraw, or fail to pass a course on the degree plan, I will be responsible to pay all tuition, fees and costs associated with retaking the course. I also understand this course must be retaken the summer after it is dropped, withdrawn or failed.

_____ I understand that if I take a course(s) out-of-sequence (out of cohort), I will be responsible to pay all costs associated with the course(s).

_____ I understand that I must meet all ECHS Program requirements in order to be invited to participate and that continued participation is dependent on continuing to meet those requirements including being on track for high school graduation and meeting Oklahoma State Regents for Higher Education admission and enrollment requirements.

_____ I understand attendance is critical and excessive absences could result in being released from the program.

_____ I understand that I must maintain passing grades in all high school classes and a 2.0 college GPA, per Oklahoma State Regents for Higher Education, policy 3.10.

_____ I understand that I will be required to attend tutoring sessions provided by the high school if my grade starts dropping significantly.

_____ I understand that the program will follow the Connors State College academic calendar, which may include attendance when high school classes are not in session including summer school.

_____ I will comply with all Muskogee High School regulations when taking high school courses and with CSC policies when in CSC classes. See Student Handbook for Muskogee High School and Student Handbook for CSC. Violations may result in dismissal from the Program.

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_____ I understand college professors do not typically distinguish between excused and unexcused absences and, therefore, the student may need to limit my extracurricular activities and/or work hours that will interfere with scheduled class time.

_____ I will follow the course policies and agenda explained in each course syllabus which may include a no late work policy, attendance policy and/or behavior policy. .

_____ I understand that my absence being excused from MHS for extracurricular activities does not mean my CSC professors have to excuse my absence from Connors.

_____ I understand that the high school will provide transportation to the college campus for cohort events and college courses from August to May and the 8th and 9th grade summer bridges in July. Summer college courses may require personal transportation.

_____ I understand that I will need to dedicate a minimum of two hours study time for every one hour of in-class time, which means I will be required to devote considerable time outside of class to complete homework and to study.

_____ I understand that college grades are based primarily on how a student demonstrates learning on a few key assignments and that A's and B's indicate an exceptionally high level of learning.

_____ I understand that professors have the academic freedom to create curricula and to determine standards for their classes, which means that course content may include sensitive political, cultural, and religious topics as well as controversial texts (readings, artwork, films, etc.).

_____ I understand that the Family Educational Rights and Privacy Act (FERPA) obligates CSC to protect the privacy rights of college students, which means professors will not communicate college records, including grades and attendance, with parents.

_____ I understand that I will handle all matters pertaining to college classes on my own but may seek guidance from the high school administration about college processes and policies and about communicating with professors.

_____ If I have concerns about my CSC classes, I will follow the CSC Student Handbook and the course syllabus, which explains how I can address my concerns.

_____ I understand that if I choose not to continue or do not meet the criteria to be eligible to continue, I will complete an exit survey.

_____ I understand that Connors State College and Muskogee High School will share student records.

_____ I understand Connors State College enrollment information must be completed each semester and submitted to Connors.

_____ I understand books and drives purchased by Muskogee Public Schools need to be turned in at the completion of the semester. If you fail to do so then a charge will be placed on your account and books will not be provided the following semesters.

_____ I understand that this degree transfers to several universities. I will work closely with a CSC academic advisor each semester to make certain that I am enrolled in the correct courses for a seamless transfer process. I will begin a dialogue with my intended transfer school as early as possible. I will attend student advising events with CSC academic advisors and advisors from selected four-year institutions to streamline the transfer process. It is my responsibility to ensure that courses transfer to the four-year institution.

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My signature indicates that I am prepared to be academically challenged and that we will follow the guidelines established here.

Parent/Guardian Name: _____ Signature: _____

Student Name: _____ Signature: _____