

## Teacher/Counselor Recommendation

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

The following checklist is provided for those who know the student well enough to accurately assess him/her.

No Basis for Judgment		Below Average	Average	Above Average	Excellent (Top 10%)
	Responsibility				
	Attitude				
	Effort				
	Interpersonal Skills				
	Personal Values and Ethics				
	High School Attendance				

If you wish to give reasons for any of your ratings, please do so here. Often, an explanation for the significance of ratings is helpful during the selection process.

---



---



---

Feel free to make other comments that will indicate your estimation of this student's qualifications for the program:

---



---



---

PLEASE CIRCLE ONE: I DO / DO NOT recommend the above student be accepted into the SCC Career Academy.

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Please return this four-page form in a **SEALED ENVELOPE** to your school counselor.

# Career Academy Application

## Southeast Nebraska Career Academy Partnership

Thank you for your interest in SENCAP. There are opportunities for students to be both college- and career-ready. Students will participate in tours and job shadows, hear speakers and experience other career exploration activities, many of them in their own communities.

Participating School Districts			
Ashland-Greenwood	Dorchester	McCool Junction	Southern
Beatrice	Exeter-Milligan	Mead	Thayer Central
Bruning-Davenport	Fairbury	Meridian	Tri County
Cedar Bluffs	Fillmore Central	Milford	Wahoo
Centennial	Freeman	Norris	Waverly
Crete	Friend	Raymond Central	Wilber-Clatonia
Deshler	Heartland	Seward	York
Diller-Odell	Malcolm	Shickley	

**IN WHICH ACADEMY ARE YOU INTERESTED? Remember to check with your counselor to see if the Academy you are interested is available in your area. (check one)**

- Agriculture  
  Business  
  Education  
  Health  
  Industrial/Manufacturing  
 Information Technology  
  Nursing Assistant  
  Welding

**WHAT GRADE WILL YOU BE IN FALL 2011? (check one)**  Junior  Senior

**TUITION:** Tuition for all participating students will be paid for through a partnership between SCC and the K-12 schools.

**INSTRUCTIONS:**

Please complete and sign the following pages of this application:

- Student/Parent Information  
 School Contact Information  
 Honor Statement (**must be signed**)

**QUESTIONS ABOUT THE PROGRAM AND/OR THIS APPLICATION:** Contact your high school counselor.

\*Return this completed and signed four-page application form to your high school counselor by  
**March 25, 2011\***

### STUDENT/PARENT INFORMATION

(Please type or print neatly in black ink)

Name \_\_\_\_\_ Address/City/Zip \_\_\_\_\_

Phone# \_\_\_\_\_ E-mail \_\_\_\_\_ Birth Date \_\_\_\_\_

SSN# \_\_\_\_\_ High School \_\_\_\_\_ Current Year in School \_\_\_\_\_

Name(s) of parent/guardian the student lives with: \_\_\_\_\_

Guardian/Father's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Guardian/Mother's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

**STUDENT/PARENT CERTIFICATION:**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if selected for the SCC Career Academy, falsified statements may be grounds for dismissal. I understand that as part of the Career Academy, employers may require a drug test, insurance approval, and/or background checks. I have read the attached Honor Statement and understand the level of commitment required, if selected.

**Student Signature** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

**SCHOOL CONTACT INFORMATION**

**Please provide the name of your high school administrator or counselor who will serve as contact for issues such as grading and attendance.**

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_ **Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**STUDENT ESSAY**

**Note: School districts have the option of requiring students to complete the essay below.**

**Check with your school counselor if you are required to submit an essay**

**as part of your application.**

**(On a separate piece of paper along with your name and school name)**

Please answer the following questions. Typed essays are preferred (neatly printed in black ink is acceptable). Remember to use your best grammar and punctuation skills.

**1. GOALS:** Briefly describe your future career and educational goals. Also, explain how the Career Academy Program will help you achieve your goals.

**2. ATTENDANCE:** Attendance in Career Academy classes is mandatory. All absences and tardies will be reported to your high school. Describe your school attendance/tardies record for the last two (2) years. If you have had more than three (3) absences per semester, give a brief explanation of why those absences occurred. (Example: illness or injury.)

**3. WHY:** Briefly explain why you feel you should be selected to participate in the SCC Career Academy Program.

**4.** Please enclose a resume or, in the blanks below, list any additional activities you have participated in that will help the selection committee evaluate your qualifications for an academy. (Examples: school, church, civic, or community activities; part-time jobs; volunteer work; honors received; offices held.)

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

**PLEASE RETURN YOUR COMPLETED APPLICATION PACKET  
TO YOUR HIGH SCHOOL COUNSELOR  
DEADLINE: March 25, 2011**



**Career Academy Project Honor Statement**

Participation in SCC's Career Academy's program requires a high level of commitment from the College, high school, students and parents. This agreement acknowledges that students and their parents are entering into a relationship with the College built on honesty, ethical behavior, open communication and trust. All participants must adhere to the following list of guidelines:

- The student is required to attend all courses.
- The student has access to an appeal process to review extenuating circumstances of absences and tardies at the College. During an appeal process, the student will continue to attend class.
- The student is expected to follow the high school class schedule as well as Career Academy's calendar. In addition, the student is expected to follow SCC's inclement weather policies.
- The student is required to arrive in the classroom on time. At the College, each program has its own standards which students are to abide by. Leaving early results in a tardy or an absence.
- The student is to behave in an ethical and professional manner at all times and represent his/her high school and SCC in a way that denotes dignity and respect.
- The student must politely accept feedback from instructors, advisors, college administrators and employers and treat each situation as a positive learning experience.
- The student is required to immediately notify instructors, the Academy office, and high school counselors of problems and concerns while attending the College and/or internship.
- The student is required to be drug and alcohol free while attending the College. Appropriate action will be taken in accordance with SCC policies and procedures if substance use/abuse is suspected. Internship sites may require a drug test.
- The student is required to follow the dress code of his/her specific program area, including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code which the student is expected to adhere to.
- Equipment provided by the Academy must be treated with respect and returned to the College at the end of the year in good condition. Lost or damaged books and equipment will result in replacement fines to be paid by the student.

**Student Name (please print/signature)** \_\_\_\_\_

**Parent Name (please print/signature)** \_\_\_\_\_

**School Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Family Educational Rights & Privacy Act statement**

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students. Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office. Southeast Community College may provide directory lists of graduates to senior institutions that have an articulation agreement with Southeast Community College.

Directory information consisting of the following items

may be released:

- \* Student name
  - \* Dates of attendance
  - \* Most recent school attended
  - \* Degrees and awards received
  - \* Honors and awards received, including Dean's List and other academic honors
  - \* Participation in officially recognized co-curricular activities (e.g. music, sports)
  - \* Weight/height of athletic team members
  - \* Parking permit number and auto license number
  - \* Photograph\*
- When available, the student's physical address, e-mail address and/or telephone number will be released at the discretion of the Student Services Office.
- \*Use of Photographs:**  
Photographers employed or contracted by SCC regularly take photographs of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs will be taken at public venues such as athletic events and concerts, or they may be taken in

organized campus photo shoots where the subjects will have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs in perpetuity.

To avoid having this information released, the student must submit a written request to the campus Student Services Office within 10 classroom days, not including Saturdays, Sundays and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom-day, not including Saturdays, Sundays and holidays, written notice to the campus Student Services Office to become effective.

Questions regarding the Family Educational Rights and Privacy Act (FERPA) should be directed to the campus Registration and Records Office.

**Release of Information**

I, \_\_\_\_\_ **SCC ID#** \_\_\_\_\_), give permission (or request) that Southeast

**Community College release the following information (list or describe):** \_\_\_\_\_

**This information is to be released to the following individuals or organizations:**

Name	Address
Name	Address
Student Signature	Social Security Number
	Today's Date

