

MONTGOMERY COUNTY PUBLIC SCHOOLS**Early College Program Application Form**Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
850 Hungerford Drive, Rockville, Maryland 20850**PART I: INSTRUCTIONS**

This form is to be completed by students who have previously completed the initial online Early College Program Interest Form and have received further instructions to complete this form. Once complete, submit this form to your high school counselor no later than close of business on the second Friday of January.

PART II: STUDENT INFORMATION

Student Name _____ MCPS 6 Digit ID Number _____

High School _____ Grade _____

Early College Degree Program and Campus _____

PART III: AUTHORIZATION

Each Student and the 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 Early College Program, while they are enrolled in MCPS, and agree to abide by the terms and conditions of the Early College Program, including but not limited to those set forth below. After this form is complete and the appropriate signatures have been secured, the form must be submitted by the counselor or Dual Enrollment Program Assistant (DEPA) to <https://tinyurl.com/mcps-EC-App>.

WE UNDERSTAND that the Student must meet all Early College Program requirements in order to be invited to participate, and that the student's continued participation is dependent on continuing to meet those requirements, and other requirements outlined by Montgomery College (MC) including but not limited to: Being on track to complete Grade 10 at an MCPS high school; passing mathematics and English state assessments by end of Grade 10; maintaining an unweighted GPA of 2.75 or higher throughout Grade 10 and while enrolled in the Early College Program; meeting or be near completion of required Student Service Learning (SSL) hours by end of Grade 10. (Please Note: Additional requirements vary by degree program)

WE UNDERSTAND that the Student will complete Grades 11 and 12 of high school while simultaneously completing the student's first two years of college, and will be considered a college student by MC. As a result, MC will have limited communication directly with parents/guardians without student approval. See Montgomery College Student Privacy, FERPA, page at www.montgomerycollege.edu/admissions-registration/student-resources/student-privacy-ferpa/index.html.

WE UNDERSTAND that if invited, the Student will attend MC full-time and will not attend classes at the student's high school. In addition, all of the college level courses the Student completes will count towards high school graduation requirements, and all college course grades will appear on the Student's high school transcript.

WE UNDERSTAND that there may be additional costs associated with participation in the Early College Program if we do not qualify for financial assistance.

WE UNDERSTAND that once the Student starts the Early College Program, if the Student chooses to no longer participate or is otherwise unsuccessful as defined by MCPS, Early College Program requirements, and/or MC, the Student will have to return to MCPS high school and must complete high school course requirements for all needed courses.

WE UNDERSTAND that a requirement to participate in the Early College Program is to also participate in the Summer Transition Program (dates to be announced) on the MC campus.

WE UNDERSTAND that there are a limited number of seats available in each program and MCPS will conduct a lottery process if the number of eligible applicants exceeds the number of seats available in each program. If not invited, a wait-list will be maintained. Should program vacancies arise after the original invitation, parents/guardians will be contacted in order of wait list number, and applicants will be given the opportunity to accept a seat in the Early College Program.

WE UNDERSTAND that Special Education Services, if required, will be provided through MC's Office of Disability Services and we must provide or request that MCPS provide a copy of the Student's Individualized Education Program (IEP) and/or Section 504 Plan to MC for purposes of accommodating the Student's needs as appropriate.

WE UNDERSTAND that MCPS will provide transportation from various locations to Richard Montgomery High School and then to the Rockville MC campus. Students also may utilize the Ride-On bus system, or the MC shuttle bus system between campuses, as part of their MC student benefits. Students also may provide their own transportation.

WE UNDERSTAND that the Student must abide by all Board of Education policies, MCPS regulations, and the MCPS Student *Code of Conduct*, as well as all MC policies regarding student conduct while in the Early College Program. Academic failure or behavior misconduct that does not align with the institutional policies may be grounds for withdrawal from the Early College Program.

WE UNDERSTAND that the Student or their parent/guardian should immediately contact MC or MCPS staff if they have any concerns about the Student's well-being. In addition, MC shall consult with MCPS staff if there are academic, behavior, or social-emotional concerns regarding any MCPS students participating in the Early College Program. In the event of an accident or incident involving a student on a MC campus, MC officials will immediately notify MCPS, and/or authorities as appropriate. MC and MCPS will cooperate in any investigation in connection with said incident or accident.

WE UNDERSTAND that the Student may participate in MCPS home school functions such as athletics, other extracurricular activities, and social events, depending on their interest and academic schedule, with the expectation that the Student's academic schedule in the Early College Program will take priority and any conflicts will be addressed by MCPS and MC on a case-by-case basis.

WE UNDERSTAND that we must apply to Montgomery College (via link: www.montgomerycollege.edu/admissions-registration/application.html) before the deadline of the close of business of the second Friday of January, in order to remain in the potential Early College applicant pool.

WE UNDERSTAND that this is the second phase of the process and students must assess college ready, and/or meet additional requirements of the program needed to proceed.

WE UNDERSTAND that final identification of all students accepted into the Early College program will be determined at the end of the required summer session.

WE AUTHORIZE MCPS to share the Student's personally identifiable information from Students' MCPS educational records, and we authorize MC to share personally identifiable information from Students' MC educational records, as well as records generated through the Early College Program, with MCPS solely for the purposes of administering and implementing the Early College Program, as well as researching and evaluating the effectiveness of the Early College Program, consistent with this Agreement, and applicable laws protecting student privacy including but not limited to the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and its implementing regulations, 34 C.F.R. part 99 ("FERPA). See page 2 for a list of the personally identifiable student data to be exchanged between MCPS and MC.

PART IV: SIGNATURES

Student Signature _____ Date ____/____/____

Parent/Guardian Signature _____ Date ____/____/____

By signing below, the counselor and principal certify, on behalf of MCPS, that: (a) MCPS approves of the Student to enroll in the Early College Program, according to the Student's articulated plan and college course selections; (b) the Student meets each of the eligibility requirements as agreed upon by each institution for specific Early College degree option; and (c) the courses selected by the Student are in accordance with the student's articulated plan and approved by MCPS.

Printed Name of Counselor _____

Counselor Signature _____ Date ____/____/____

Printed Name of Principal/Designee _____

Principal/Designee Signature _____ Date ____/____/____

COUNSELOR OR DEPA DIRECTIONS: Log into your MCPS Google account and view the directions at <https://tinyurl.com/mcps-EC-App>.

LIST OF THE PERSONALLY IDENTIFIABLE STUDENT DATA TO BE EXCHANGED BETWEEN MCPS AND MC

TO BE SHARED BY MC WITH MCPS: grades and total credits earned, attendance, social-emotional well-being issues, misconduct information, withdrawal from MC or MC courses, MC e-mail address, applicants' names, identification numbers, date of birth, self-reported MCPS high school of enrollment, date of MC application completion, self-reported date of graduation, self-reported year of graduation, MC ACCUPLACER score or other test score used to assess readiness for the program.

TO BE SHARED BY MCPS WITH MC: withdrawal from MCPS, names, identification numbers, ACCUPLACER score or other agreed upon assessment score, date of birth, grade point average (GPA) at the time of application to the program, contact information including address and telephone number(s), any other self-reported student information submitted through the Early College Program Application form, MCPS high school transcript data.