

Dear Student and Parents,

We are pleased that you are considering joining the Dakota County Technical College Upward Bound program. Upward Bound is an excellent resource and support for students who want to attend college but aren't sure how to go about applying to colleges or finding funding to pay for their Education. We are here to help you with that.

If you can complete this application and return it to your counselor or mail it to our office, I will call or email to schedule an interview with you and your parent/guardian so you can learn more about the program.

There is a checklist below to which you can refer to be certain that you have completed all of the forms requested. We will not consider applications that are incomplete.

If you have any questions as you are completing the application, please feel free to call me. I look forward to meeting and talking with you.

Sincerely,

Dora Schumacher

*Dora Schumacher, TRiO Director
Dakota County Technical College
1300 145th Street E., Rosemount, MN 55068
Office: 651-423-8463 Fax: 651-423-8779*

Application Checklist

Student:

- 1. Complete the Student Section.
- 2. Sign the Release Authorization.
- 3. Obtain a copy of your junior high or high school transcript **and** standardized test history and include them with this application.
- 4. Give a copy of the recommendation form to your counselor and a teacher. Two recommendations are required and one must be a teacher who is familiar with your work. These forms may be mailed to us directly or placed in a sealed envelope and included with the application.
- 5. Mail the application, drop it off in your school's office, or bring to an Upward Bound staff member.
- 6. Social Security Number
- 7. Short writing sample on the importance of education (see page 4)

Parent or Guardian

- 1. Complete the Parent Section.
- 2. Provide the Family Income information.
- 3. Sign and Date the Parent Section.
- 4. Sign and Date the Release Authorization

What is Upward Bound?

Upward Bound is a federally funded college readiness program for high school students who meet the federal eligibility guidelines. It is FREE to the families and participants chosen for the program. Upward Bound provides academic and life skills advising as well as social, cultural, and recreational activities designed to build the academic skills, motivation, and self-confidence necessary to succeed in college.

What eligibility guidelines must be met?

The Upward Bound program accepts 50 students who meet federally mandated guidelines for eligibility:

1. By law, 2/3 of the 50 students must meet both eligibility guidelines (**a & b**) and the remaining 1/3 may meet one of the two guidelines:
 - a. **Family income** that is within the U. S. Department of Education guidelines for low income
 - b. **First-generation** college student – the first in their family to obtain a four-year college degree
2. A **citizen or permanent resident** of the United States *(mandated by federal requirements)*
3. Committed to graduating from high school *(mandated by federal requirements)*
4. Committed to pursuing a post-secondary degree and entering college in the fall after graduation *(mandated by federal requirements)*

Additionally, the Upward Bound program accepts students who are:

5. Motivated to learn and have the potential to succeed in college
6. Performing at grade-level in reading and math or have the ability to achieve academically
7. Consistent in attending class and completing assignments
8. Committed to remaining in the Upward Bound program **until their completion of high school**

The income guidelines are established by the federal government and are shown in the table below.

Size of Family Unit	
1	\$17,235
2	\$23,265
3	\$29,295
4	\$35,325
5	\$41,355
6	\$47,385
7	\$53,415
8	\$59,445

Today's Date: _____

STUDENT SECTION

1. Last Name: _____
 First: _____ Middle: _____
2. Address: _____
 City: _____ State: _____ Zip: _____
3. Home Phone: (____) _____
4. Cell Phone: (____) _____
 Applicant
5. Date of Birth: _____
6. Gender: _____ Female _____ Male
7. Citizenship: _____ U. S. Citizen _____ Permanent Resident
 _____ Other – Specify: _____
8. Social Security - -
 (Required)
9. Race/Ethnic Background (requested for statistics only – NOT used in selection process) You can check more than one.
- | | |
|---|--|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |

Is English spoken as the primary language in your home? Yes No If "no", please specify language: _____

Do you have access to a home computer with email capability? Yes No

10. If you have an email account, what is your email address? ** _____

**** It is very helpful for us to have your email to communicate important information to you quickly**

High School Profile

Check one

- Henry Sibley H. S. South St. Paul H. S. Burnsville H. S.

11. Guidance Counselor: _____
12. Current Grade: _____ 8th _____ 9th _____ 10th
13. Name of Junior High _____
14. Current GPA: _____
15. Have you participated in a TRiO program before? **Y** **N**
16. What program? Upward Bound Talent Search
17. Where was the program? _____

Extracurricular Activities

If none, check this box.

- | 18. Description or Title | Officer? (if yes, position) | Years involved (9 th , 10 th , etc.) |
|--------------------------|-----------------------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Self-Report Questionnaire

19. Educational Plans

Please check the statement(s) that best describe(s) your current plans.

- I plan to go to work full-time after high school graduation.
- I plan to enter military service after high school graduation.
- I plan to complete an associate's degree (2 years of community college) after high school graduation.
- I plan to complete a bachelor's degree (4 years of university) after high school graduation.
- I am currently undecided about my educational plans after high school graduation.

20. The following reasons would most likely prevent me from achieving my goal of a college education:

Please check the statement(s) that apply.

- Lack of financial resources.
- Lack of motivation.
- Lack of interest in school.
- Full-time employment.
- Marriage or children.
- Other: _____

	Strongly Agree	Agree	Disagree	Strongly Disagree
21. Most of my friends like school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. My responsibilities at home often interfere with my homework.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. When I wake up in the morning, I am still tired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. I have difficulty concentrating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. I don't enjoy a lot of the things that I used to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26. What services are you interested in receiving?

- Academic Advising on Required Courses for College Admission
- Study Skills
- Tutoring
- Preparation for College Entrance Exams like the ACT or SAT
- College Exploration & Planning – Choosing a College and the Application Process
- Paying for College – Financial Aid & Scholarship Information/Filling out the Financial Aid Application
- College Campus Visits
- Cultural Field Trips

We would like to gain an understanding of you as well as your ability to organize and develop a short essay.

On a separate sheet of paper, develop and type a **short essay addressing one of the topics below**. Your writing should be at least **three paragraphs** in length and should be **between 100 – 250 words**.

1. Tell about a time when you worked hard to accomplish a goal.
2. Why is a college education important to you?

PARENT SECTION

To be completed by Parent or Guardian

Dear Parent or Guardian:

Students who are accepted into the Upward Bound (UB) program must meet certain federal guidelines related to family income and/or families where neither parent has completed a four-year college degree. These are conditions imposed by the U.S. Department of Education that provides funding for the program. Financial information and other personal data are necessary to determine if a student is eligible to participate in the program. This section must be filled out before we can consider your child for admission.

CONFIDENTIALITY OF INFORMATION

Information is protected by the Privacy Act and is not reported to the federal government or the Education Department. However, the ED has authority to gather general statistical information about participants to help measure our program's success and to improve the UB program.

1. Parents are: Married Separated Divorced One/both parents deceased Other: _____

2. Student lives with (✓ all that apply): Mother Father Stepmother Stepfather Other: _____

3. **Father's/Guardian's Profile**

Name: _____

Address: _____
(If different from student)

City: _____ State: _____ Zip: _____

Telephone (home): (_____) _____

(work): (_____) _____

(cell): (_____) _____

Employed by: _____

Job Title: _____

Do you have access to a computer with email capability? **Y N**
If you have an email account, what is your email address?

****** _____

**** It is very helpful for us to have your email to communicate important information to you quickly**

5. **Father's/Guardian's Education**

Has he attended college Yes No

If yes, please indicate the highest degree earned:

No Degree Associates Bachelors Masters

4. **Mother's/Guardian's Profile**

Name: _____

Address: _____
(If different from student)

City: _____ State: _____ Zip: _____

Telephone (home): (_____) _____

(work): (_____) _____

(cell): (_____) _____

Employed by: _____

Job Title: _____

Do you have access to a computer with email capability? **Y N**
If you have an email account, what is your email address?

****** _____

6. **Mother's/Guardian's Education**

Has she attended college Yes No

If yes, please indicate the highest degree earned:

No Degree Associates Bachelors Masters

7. **Emergency Contact:** adult **NOT** living with student: _____ Phone #: _____

8. **Household Information**

Total Family Size living with student including applicant, siblings, extended family and parent(s): _____

9. **Financial Information**

Please complete **ONE** of the following boxes:

Most recent taxes if filed

Total **Taxable Income** from employment: \$ _____

Number of exemptions claimed on that tax return: _____

OR

If you did NOT file taxes

Last year's income from employment:

Weekly: \$ _____ or Monthly: \$ _____ or Yearly: \$ _____

Please answer the following questions

- 10. Participation in the program will mean that your daughter/son is expected to attend the UB program **5 days a week for six weeks in the summer**. Will you and your family be able to schedule around this commitment so he/she will not miss any classes or activities? **Y N**
- 11. In what areas do you think your son or daughter could use additional support or guidance?
- 12. What do you feel are your daughter's/son's particular strengths?
- 13. What are your son's/daughter's career plans or dreams for the future? Are you supportive of these plans?
- 14. Is there anything about your child's health, religious practices, diet, or any other special information that you feel may be important for us to know?

Verification and Signature

I certify that I am the parent or guardian of _____ and verify that to the best of my knowledge, the above information I have supplied is true and accurate.

Printed name to ensure accuracy in spelling

Signature of Parent or Guardian

Date

Please contact us if you are having any difficulty completing the application. We are available to help.

EDUCATIONAL RECORDS AND PHOTO RELEASE FORM

Note to student / parent:

Student records are necessary for evaluation for acceptance into Upward Bound. Also, Federal regulations require that DCTC tracks the performance and progress of our participants through their college career, or a minimum of 6 years. This form will be mailed to high school and college registrars and will allow our program staff to receive your school records for tracking and reporting purposes. Our ability to receive this information impacts how the UB program is evaluated and the continued funding of the program. Records include grades, transcripts, financial aid and other information relating to academics or enrollment. This form also releases DCTC UB to share your records with other academic entities and TRiO programs for the purposes of tracking or referrals. This form as dated below will serve as the only records release form valid from the date signed until completion of your postsecondary program of study. The signatures below indicate that you realize this form will be used for multiple years in the future even after your student completes the Upward Bound program. Thank you for honoring our request for information.

The Upward Bound program takes many pictures throughout the year and during the summer. Some pictures show students in the classroom and others are taken when students travel for campus visits or program trips. Students enjoy seeing pictures of themselves in the UB newsletter, the video shown at the banquet, in UB fliers and pamphlets, and on the UB website. Occasionally, these pictures are also used to publicize the Upward Bound program. Therefore, we also seek your permission to publish pictures of your student in the media described above.

Note to high school and college registrars:

Dakota County Technical College is mandated by the U.S. Department of Education to follow the progress of program participants through their high school and college careers. This form as dated below is the only release form to be used by our program. Due to the transient nature of students it will become nearly impossible to see annual updates of this form.

Student / Family Agreement:

I understand that as part of the DCTC Upward Bound selection process my child's school records (including transcripts, report cards, financial aid status, standardized test scores and academic progress reports) will be examined by Upward Bound staff. I also understand that Upward Bound will continue to require this information throughout the duration of my child's high school and college career.

I hereby give permission to DCTC Upward Bound to request the following information from my child's high school or institution of postsecondary education at this time or any time in the future as needed and extend the validity of this permission from the date signed until completion of their postsecondary program of study.

- | | |
|-----------------------------|--|
| 1) School Records | 4) Student's status and performance with the institution |
| 2) Standardized Test Scores | 5) Student's financial aid status |
| 3) Report Cards/Transcripts | 6) Student's current phone and mailing address |

I further give permission for my child's photo to be published as described above for the purpose of recording activities, sharing that experience with family and other UB students, and possible inclusion in materials used in recruiting new students to the program.

<i>Please print name to ensure accurate spelling</i>	<i>Father/Legal Guardian Signature</i> <i>Date</i>
<i>Please print name to ensure accurate spelling</i>	<i>Mother/Legal Guardian Signature</i> <i>Date</i>
<i>Please print name to ensure accurate spelling</i>	<i>Student's Signature</i> <i>Date</i>

MEDICAL RELEASE FORM

The following information is requested by Dakota County Technical College Upward Bound staff for information that may be necessary in the event of an accident, emergency, medical or health problem.

Student's Name _____ Parent/Guardian's Name _____

Phone Number (H) _____ (W) _____ (Cell) _____

Emergency Contacts: _____

Name	Relationship	Number(s)

Student Medical History and Information

Height _____ Weight _____ Date of last physical exam _____ Corrective Lenses Y/N _____

Regular Medications Taken (please list) _____

Does your child have any physical or mental condition(s), which may affect his/her schoolwork, sports, or physical education? (i.e. asthma, diabetes, allergies, anxiety, depression, etc.)? _____

Doctor/Clinic Preferred _____ Phone _____

Health Insurance Information

Insurance Co. _____ Policy/Card in name of _____

Policy/Card number _____ Patient ID # _____

CONSENT TO PARTICIPATE AND LIABILITY RELEASE

I, _____, the parent or guardian of _____ hereby consent that the above named minor has my permission to participate in the activities planned in conjunction with the DCTC Upward Bound program. I recognize that there could be risks involved with respect to the activities in this program. I hereby assume such risks, and release the Upward Bound program, DCTC, and the staff or students from any claims against them arising from injuries which may occur to/from or at the destination.

I understand that in the event of a medical emergency, DCTC will attempt to contact me. If said attempts are not immediately successful, the supervisors of Upward Bound may refer the above named minor to a licensed medical practitioner and/or clinic. I give consent to medical examinations and necessary treatment, including drugs and x-rays, as may be deemed advisable by the attending physician. I hereby release DCTC, its agents, employees, or students of responsibility for the above named minor in the event that the minor does not follow prescribed treatment for injury/illness. This form as dated below will serve as the only consent to participate and liability release form valid from the date signed until completion of my student's participation in the DCTC Upward Bound program.

Parent/Guardian's Signature

Date

RECOMMENDATION FORM

Dear Teacher/Counselor:

Upward Bound is a program funded by the U.S. Department of Education that seeks to motivate and prepare students for college and persist in a postsecondary program of study. The goal of Upward Bound is to increase the rate at which participants complete high school and enroll in and graduate from institutions of post-secondary education.

Before a student can be considered for the program, she/he must submit a completed application which includes recommendations from a teacher and/or counselor.

About Upward Bound

To achieve the goal of high school graduation and admission to college, we set high standards of academic excellence for our students which include course selection, grand point average, and test scores.

Additionally, students must meet the following criteria for participation in the Upward Bound Program:

- Neither parent has received a four-year college degree
- Family income must meet specific federal guidelines
- Student is beginning 9th or 10th grade
- Student has at least a 2.5 GPA and has the potential for success in a post-secondary program

Upward Bound Provides:

- After-school academic enrichment and instruction in study skills and time management.
- Exposure to social and cultural events.
- Mentoring programs with college students and the business community.
- Information on post-secondary education opportunities and college campus visits.
- Assistance in completing college entrance and financial aid applications.
- Preparation for ACT and SAT college entrance exams.

About This Form

This recommendation is an important part of the student application process. Your evaluation is extremely beneficial to us in determining if the student is likely to succeed in this highly intensive program and a post-secondary program following high school graduation. This form can be returned to the student or placed in the Upward Bound mail box in your high school office.

We recognize that the completion of this form will require an investment of time that is valuable to you. We appreciate the thought and time that you give to this process as decisions about the selection of participants are based in large measure on the information and evaluation sought on this form.

Thank you for your contribution to the student's academic endeavor,

Upward Bound Staff

Student _____	Grade _____
Teacher/Counselor _____	Subject _____

Area of Competence	Above Average	Average	Below Average	No opportunity to Observe
Grasps fundamental ideas and concepts				
Integrates complex information				
Completes assignments; fulfills contracts				
Accepts criticism				
Assumes responsibility				
Is motivated to achieve				
Has good work habits; is disciplined				
Has positive sense of self				
Is sensitive to the needs of others				
Has foundation in basic skills				
Demonstrates leadership skills				
Is emotionally mature				
Has potential for success in post-secondary				
Is self-motivated				

1. What do you feel contributes to this student's success in your class?

2. What do you feel detracts from her/his performance in your class?

3. What specific skill development would assist this student's performance?

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