

Instructions for Admission

Application Criteria

Thank you for your interest in Highland Tech High (HTH). The HTH program can provide you with a unique and exciting approach to your educational goals. This is a school for young people who are looking for an educational alternative and a different way of learning. Highland Tech High shall admit students: (a) who have completed at least the sixth grade; (b) who clearly exhibit a willingness to learn and a desire to be successful; and (c) who demonstrate a commitment to the Highland Tech High program, as evidenced by the completion of the Application for Admission, the submission of letters of support and recommendation.

Prospective attendees of Highland Tech High will complete the following steps:

1. Parents and students will complete and sign **PART A** and **PART B**.
2. Students will provide a letter of interest as noted in **PART C**.
3. Parent/Guardian Letter of Support as noted in **PART D**.
4. Teacher/Counselor Recommendation Form - **PART E**.
5. ASD - Zone Exception / Lottery Application Form - **PART F**.
6. Student and Parent(s) read and support the Highland Student Contract with submission of the signature page, **PART G**.
7. Student applicant and a parent or guardian must attend one Information Seminar or Open House. Dates will be posted on the school's web site at www.highlandtech.org.

Upon completion of the application process you may submit your application. **Packets must be completed before the lottery date or the application may be withheld from the lottery drawing.**

Mail or drop off the completed forms to:

Highland Tech High
Admissions
5530 E. Northern Lights Blvd. Suite 1, Anchorage, Alaska 99504
907-742-1700

Student Activity Fee

Upon acceptance to the 08/09 school a student activity fee of \$150 is due at time of registration. *If necessary, a family may apply for a waiver.*

Non-discrimination Disclosure

HTH will follow school district policy 332.3 Lottery Procedures for Open Enrollment. The school will strive through recruiting efforts, if necessary, and through lottery pools, to achieve a mix of students that reflects the general population within the Anchorage School District. HTH will ensure a grade level balance, as well as gender. No student shall be denied participation because of a learning disability, handicapping condition, or special need.

Continued Enrollment

Once enrolled at HTH, students and parents will complete an "Intent of Enrollment" form for the following year. If a student withdraws from HTH to attend another school in the Anchorage School District, they will need to complete the application and lottery process again before readmission to HTH.

Highland Tech High School		
www.highlandtech.org	5530 E. Northern Lights Blvd., Anchorage, AK 99504	907.742.1700 fax 907.742.1711

Application for Admission 2008 - 2009

Part A

Student Information

Legal Last Name	First Name	Name Student Prefers	MI
Mailing Address	City	State	Zip Code
Current School	Current Grade (07-08)	ASD Neighborhood School	
Grade (08-09)	ASD Student ID #	Male/Female	Date of Birth

If applying from outside the Anchorage School District, please complete:

Name of school	Mailing Address	Phone	Date of Withdrawal
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Parent/Guardian Information

With whom does the applicant currently live? Mother Father Both Other

Last Name (Circle Mother/Father/Guardian)

First Name

Last Name (Circle Mother/Father/Guardian)

First Name

Street Address (If different from mailing address)

City

State

Zip Code

(_____) _____
Home Phone number

(_____) _____
Work Phone number

E-mail Address #1 (the address you check most regularly)

E-mail Address #2

Email addresses are for school communications and will not be used for any other purposes.
You must have an email address to receive ongoing communication from HTH.

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Part B

Please check the following that apply:

Siblings

Do you have a brother or sister currently attending HTH?		Y	N
If yes, Name	Grade 08/09	Y	N

Do you have a brother or sister on HTH current wait list?		Y	N
If yes, Name	Grade 08/09	Y	N

Do you have a brother or sister in this lottery?		Y	N
If yes, Name	Grade 08/09	Y	N

Minority Status

Are you registered in the Anchorage School District (ASD) as a recognized minority?		Y	N
If you are new to the ASD, do you claim minority status as recognized by the ASD?		Y	N
<input type="radio"/> Alaska Native <input type="radio"/> Asian <input type="radio"/> Filipino <input type="radio"/> White <input type="radio"/> American Indian <input type="radio"/> Black <input type="radio"/> Spanish <input type="radio"/> Other _____			

HTH Attendance or Application

Have you ever applied for HTH before?	Y	N
Have you ever attended HTH before?	Y	N
If yes, why did you leave or not enroll?		

Highland Student Contract

I have read and am willing to follow the Highland Student Contract which includes expectations for attitude (CORE – Culture Of Respect for Everyone) and appearance (dress code).		Y	N
Student printed name:	Student signature:		
Date:	Grade 08/09	7	8
		9	10
			11

Signature of Student and Parent / Guardian

I certify that all the information provided in this application is accurate. I understand that if no space is currently available for placement of the applicant, this application will be held for inclusion in the next lottery process for the program/school requested. I have been given a copy of the Open Enrollment-Lottery Procedure and a description of the program for which this application is being submitted. I realize, too, that this application does not guarantee admission to the program/school and that the lottery procedure will place the applicant's name on a wait list for the program/school. I understand that if I wish to enter any other school or program, under the open enrollment policy it is my responsibility to file additional applications at those schools. **Any false statement is cause for nullification of this application.**

Student Signature		Parent or Guardian Signature	
Date		Date	

Student Letter of Interest

Please answer the following questions explaining why you would like to attend HTH.

Why do you want to come to Highland Tech High? (2-3 reasons)
Have you been involved in group decision-making processes or cooperative decision-making? If yes, please briefly describe:
Do you consider yourself an independent worker? (Please give 1-2 brief examples)
Have you ever been suspended for violation of any District's Drug/Alcohol Policy or Weapons Policy?
If yes, when? Were there conditions to your re-enrollment?
Please explain why you feel HTH is a good option for your education?

Parent Letter of Interest

Please provide a letter of support for your child attending Highland. (Parents may choose to write a letter of support jointly or with separate letters.)

Why are you committed to the Highland educational program?
How can/will you support your child's educational experience at Highland?
What assets, interests, skills, activities, or time would you like to share with Highland students?

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Part E

Teacher / Counselor Recommendation Form

SECTION 1 – To be completed by the student

Name of Student:	Recommender's Name:	School Name:	Grade 08/09

SECTION 2 – To be completed by recommender.

Dear Teacher/Counselor: The student whose name appears above is applying for admission to Highland Tech High. We greatly appreciate your time and thought in completing this recommendation. This form should be filled out by someone who has worked academically with the student within the past two years. Please keep these recommendations with the packet for submitting to HTH. If desired, they may be sealed in an envelope and attached to the packet.

	Poor	Average	Above Ave	Excellent	Top 5%
Academic Traits					
Intellectual aptitude					
Study habits					
Academic motivation					
Academic imagination (originality)					
Completion of work					
Intellectual curiosity					
Level of academic achievement					
Ability to work independently & complete assignments					
Personal Traits					
Sense of humor					
Reaction to criticism					
Self-confidence					
Reaction to setbacks					
Concern for others					
Standards of personal conduct					
Integrity					
General emotional stability					
Self-discipline					
Initiative and drive					
Level of maturity					
Daily attendance – tardiness / absences					
Ability to work with others					
Recommendation scale – given the independent and hands on approach of HTH	With reservations		With confidence		With enthusiasm
Describe this student's personality using three words:					
Describe this student's challenges and areas for improvement using three words:					

Please feel free to add any additional comments that will help us to understand the applicant better such as talents or abilities:

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Your name:	Position:
School/workplace	How long have you known the student?

Highland Tech High Student Contract

Core Values

Highland Tech High maintains a culture of Core Values including **Leadership**, responsibility to culture and community, **Ethics**, hard work and cooperation, and **Integrity**, humility and respect for others. Ultimately, HTH aims to have its students become self-motivated, competent, lifelong learners, prepared to contribute positively to our society.

C-O-R-E

At Highland Tech High, we have a “Culture of Respect for Everyone” (CORE) philosophy. Everyone, including students, teachers and parents, will respect others with appropriate language, respect other’s space and belongings and the property at HTH.

Adults and students will make every reasonable attempt to work with students who exhibit behavior problems or disruptive behaviors. However, if behavioral problems persist, or if a student has a discipline problem severe enough to warrant a referral to the office, the staff will make contact with a parent/guardian to inform them of the disciplinary problems and request that actions be taken to correct the situation. All disciplinary consequences will be in accordance with HTH and ASD school policies.

Appearance Standards – Dress Code

Business Casual is the term used for attire worn at Highland. Students will have many opportunities to present themselves to the business and professional community so each should be dressed as if they were going to work or introducing themselves for a job interview. There will be opportunities for students to dress differently or more casual, depending on the particular environment in which they are participating. However, on a daily basis, students should look appropriate for business environment.

Acknowledgment of Philosophy

It is our intent that all Highland students and parents understand the nature of education offered at HTH. Highland Tech High is an *alternative opportunity* to ASD’s regular junior and senior high schools. Expectations you have of a school may not apply at Highland. It is in this spirit that we ask parents and students to read and discuss the Highland philosophy, the CORE Standards, and the Appearance Standards.

I further understand that if, during my tenure at Highland, I violate these standards, I may lose the opportunity to continue my education at Highland Tech High.

I have an understanding of Highland’s philosophy and believe that Highland will be the best educational setting for me. (Parents please mark box by your signature if you concur or not concur.)

		Concur with student?	
		yes	no
Student Signature	Parent(s) Signature(s)		
		yes	no
Student’s Printed Name	Parent(s) Signature(s)		