

ACE Programs Application Packet Checklist

SUBMIT PACKET WHEN ALL ARE CHECKED OFF.
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

The completed application packet for the ACE Program consists of the following:

- Student Admission Application
- ACE Programs Application
 - a. Signature of student
 - b. Signature of parent
- Two (2) completed Recommendation Forms
- Essay Section
- Education and Record Release/Statement of Commitment
- Unofficial high school transcript
(Does not apply to Rio Salado College Adult ACE Program)

Write important dates and information for your high school below.

DEADLINE FOR SUBMITTING APPLICATION	
Your school's on-site ACE coordinator is	
You will be notified of your selection status by	

ACE College Information

College	
Program Contact	
Contact Number	
E-mail	

Please check one box next to your college of interest.

- | | |
|--|---|
| <input type="checkbox"/> Chandler-Gilbert Community College | <input type="checkbox"/> Phoenix College |
| <input type="checkbox"/> Estrella Mountain Community College | <input type="checkbox"/> Rio Salado College |
| <input type="checkbox"/> GateWay Community College | <input type="checkbox"/> Adult ACE |
| <input type="checkbox"/> Glendale Community College | <input type="checkbox"/> ACE Puente |
| <input type="checkbox"/> Mesa Community College | <input type="checkbox"/> Scottsdale Community College |
| <input type="checkbox"/> Paradise Valley Community College | <input type="checkbox"/> South Mountain Community College |

ACE Programs Application

Use black ink to fill out application form completely. Please print legibly.

Student Information

1. Legal Name (last name, first name, middle name)

Preferred Name 

2. Date of Birth (month, day, year)

3. Mailing Address

Street Apt. # City or town State Zip code

Home Phone:

Cell Phone:

Work Phone:

E-mail Address:

4. Additional Information

High School ACE

Rio Salado College Adult ACE Program Only

a. Career Goal:

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b. High School Attending:

b. Years of High School Completed:

Last Year Attended:

c. High School ID#: Current Grade:

c. Have you ever earned college credit? If yes, where?

d. Junior High/Middle School Attended:

Please check those that apply. I live with ...

Mother and Father One Parent Step Parent

Guardian Foster/Group Home Spouse Other

Rio Salado Adult ACE candidates check the above only if it applies to you.

e. Have you ever earned college credit? If yes, where?

5. First Generation College Student? Yes No

You are a first generation student if both parents or guardians (parent or guardian if only living with one) did not complete a bachelor's degree.

a. Highest school your father completed:

Middle School/Junior High

High School

College or beyond

Other/Unknown

b. Highest school your mother completed

Middle School/Junior High

High School

College or beyond

Other/Unknown

6. Gender* Male Female Other

Man

Woman

Trans male/trans man

Trans female/trans woman

Genderqueer/Gender non-conforming

Other Identity

7. Ethnicity*

African American

Asian/Pacific Islander

Hispanic/Latino

Native American/Alaskan
Tribal Affiliation:*

White

Other _____

*Optional

8. Out of School Activities

a. Are you currently working? Hours per week? Where?

b. Are you involved in other activities?

- Community Service hours per week? _____ Music hours per week? _____
 Sports hours per week? _____ Other _____ Hours per week? _____

9. Have any family members participated in an ACE Program? *If yes, please list them.*

Name	Relationship	ACE Start Year	ACE College

Family Information

1. Parent/Guardian(s)

Name(s):

Address *if different from previous page*

Street Apt. # City or town State Zip code

Phone:

E-mail Address:

2. I live with: *(Please check those that apply)*

- Mother and Father One Parent Step Parent Guardian Foster/Group Home Other

3. What is your household annual income?

4. List ALL family members living in your home

Name	Age	Relationship	Highest Grade Completed	Occupation

Essay Section

Tell us about yourself, your reasons for wanting to go to college, and how the ACE Program might help you with your plans. The answers you give in this section will help the selection committee decide who might benefit most from the college preparation activities of the ACE Program. Please make sure that you follow the instructions for answering the questions.

Your essay must be TYPED on a separate sheet of paper, a minimum of 300 words, and included in your application packet.

Essay Question: How will participating in the ACE Program help you reach the goal you have set for yourself?

Be specific in your answer and take the time to read through this section. Include the following when crafting your essay:

- Your future career, education, and personal goals, and why you are motivated to accomplish them
- Any obstacle that may slow you down in reaching your goals
- Why you believe that college is important to you
- Your personal achievements
- Challenges that you have overcome
- A person, event, or endeavor that has significantly influenced your life while attending high school
- How attending a Maricopa Community College would help you reach your dream

INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.

El distrito de Los Colegios Comunitarios de Maricopa (cuyas siglas en ingles son MCCCD) es una institución EEO/AA y un empleador con igualdad de oportunidades para veteranos protegidos y personas con discapacidades. Todos los solicitantes calificados recibirán consideración para empleo sin considerar raza, color, religión, sexo, orientación sexual, identidad de género, u origen nacional. La falta de destrezas del idioma inglés no es un impedimento para admisión y participación en programas de educación Técnica del distrito. El distrito de Los Colegios Comunitarios de Maricopa no discriminan con base a raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Si tiene preguntas sobre título IX/504, llama al siguiente número para comunicarse con el coordinador designado: (480) 731-8499. Para obtener información adicional, así como una lista de todos los coordinadores dentro del sistema de Colegios Comunitarios de Maricopa, visite: www.maricopa.edu/non-discrimination.

5/2018

MARICOPA ACE PROGRAMS

2411 W. 14th Street, Tempe, AZ 85281 • 480.731.8625 • ace.corp@domail.maricopa.edu

www.maricopa.edu/ACE

ACE Recommendation Form

Student: Last Name _____
 First Name _____
 Middle Initial _____
 High School Name _____ or
 ABE Site Location _____

Check One:

____ High School ACE Program ____ Rio Salado College Adult ACE Program

ACE Candidate Instructions: This form is to be completed by an adult not related to the ACE Program candidate such as a high school counselor, teacher, employer, coach, or pastor (at least one must be a current teacher).

- Allow your recommender at least one week to complete the form.
- Ask your recommender to place the form in a sealed envelope.
- **Submit the sealed recommendation envelope with all other application documents by your specified deadline.**

Recommender: The student listed above is in the process of applying to one of the Maricopa County Community College District Achieving a College Education (ACE) Programs. ACE is designed to help underrepresented students in their transition from high school/GED to community college and university.

The student's present grades may not reflect his or her potential. Your feedback will help us determine whether this candidate has the potential to benefit from the ACE Programs.

Recommender Name: _____
 Professional Title (subject taught, if applicable): _____
 School/Community Organization: _____
 E-mail: _____
 Contact Number: _____

How long have you known the candidate? ____ Months ____ Year(s)

Please rate the student on the following factors, from 1 (low) to 5 (high).

Character and Personality	Not Applicable	Low					High
1. Shows respect towards adults	n/a	1	2	3	4	5	
2. Respects other students	n/a	1	2	3	4	5	
3. Respected by others	n/a	1	2	3	4	5	
4. Politeness and manners	n/a	1	2	3	4	5	
5. Leadership traits	n/a	1	2	3	4	5	
6. Personal initiative	n/a	1	2	3	4	5	
7. Organization/time management	n/a	1	2	3	4	5	
8. Accepts constructive criticism	n/a	1	2	3	4	5	
9. Positive attitude	n/a	1	2	3	4	5	
10. Accountability	n/a	1	2	3	4	5	
11. Dependability	n/a	1	2	3	4	5	

Academics

Not Applicable

Low

High

1. Motivation to learn	n/a	1	2	3	4	5
2. Self-discipline in the classroom	n/a	1	2	3	4	5
3. Completes assignments on time	n/a	1	2	3	4	5
4. Neatness of assignments	n/a	1	2	3	4	5
5. Punctuality	n/a	1	2	3	4	5
6. Overall attendance	n/a	1	2	3	4	5

1. Please comment on the student's potential and personal characteristics.

2. What else should the selection committee take into consideration when assessing this candidate's application packet (strengths, challenges, extra curricular activities that may impact quality of work)?

Recommendation: Do you recommend this student for enrollment in our Maricopa Community College ACE Program while attending high school or a GED program? *Circle one below.*

Yes

Some Concerns

No

Please provide a brief comment below if **Some Concerns** or **No** is circled.

Recommender Signature _____ **Date** _____

Place the Recommendation Form in the ACE envelope, seal, sign across the seal, and return to the student when filled out.

Rio Salado College Adult ACE Candidates Only

List the most recent TABE scaled score, test form, and grade equivalent for each subject area.

Reading _____ / _____ / _____	Math _____ / _____ / _____	Language _____ / _____ / _____
TABE Sealed Score Test Form Grade Equivalent	TABE Sealed Score Test Form Grade Equivalent	ABE Sealed Score Test Form Grade Equivalent

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Yes

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No

Please provide a brief comment below if **Some Concerns** or **No** is circled.

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Rio Salado College Adult ACE Candidates Only

List the most recent TABE scaled score, test form, and grade equivalent for each subject area.

Reading _____ / _____ / _____	Math _____ / _____ / _____	Language _____ / _____ / _____
TABE Sealed Score Test Form Grade Equivalent	TABE Sealed Score Test Form Grade Equivalent	ABE Sealed Score Test Form Grade Equivalent

ACE Education and Record Release and Student Statement of Commitment

Please read and sign both sides of this form.

Education and Record Release

In order for the **Maricopa ACE Programs** to meet the specific needs of our communities and to enhance their program elements, comprehensive student data needs to be collected and analyzed regularly. The compiled information is used for program evaluation, statistical reports required for funding proposals, and statistical analysis only. Individual student names, grades, test scores or other personal information WILL NOT BE disclosed to any party unassociated with the Maricopa ACE Programs, or not designated by the Maricopa ACE Programs management. Designated or associated parties include the Maricopa County Community College District ACE Programs, _____ Community College ACE PROGRAM, and potential program donors or other financial supporting/contributing organizations.

The Family Education Rights and Privacy Act (FERPA), also known as the Buckley Amendment of 1974, allows students attending an educational institution to control outside access to their education records. This federal law protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits the release of student education record information without explicit written consent from the student and/or a parent/guardian. All employees of the Maricopa ACE Program who work with student information receive FER PA training.

Below is a list of the variety of education records that the Maricopa ACE Programs may need to obtain or view for statistical, educational verification, and/or program evaluation purposes. The verification includes, but is not limited to, requests of the following:

- Official high school and/or college transcripts
- Proficiency test information
- Special education record
- Withdrawal grades and hours (if student withdrew before the end of the term)
- Test scores
- Attendance
- Related educational student records
- High school student file

In signing this form I have been informed of my rights in reference to the disclosure of education records and agree to the following:

- I hereby acknowledge that I have read and understand this statement, and hereby authorize _____ **Community College's ACE Program**, or any of its representatives, to obtain the information as described above.
- I acknowledge that I may submit a subsequent notification in writing, directing my high school or college of past or present attendance to no longer release information to any or all of the individuals/agencies noted.

Printed Student Name _____ Date of Birth _____

Student Signature _____ Date _____ High School ID Number _____

In signing this form I have been informed of my rights in reference to the disclosure of education records and agree to the following:

- I give permission for the exchange of my son's/daughter's education record including information between the participating institutions such as the current high school and/or former high school if the student transfers, Maricopa County Community Colleges and other officially designated partners or representatives of the Maricopa ACE Programs, or organizations conducting approved studies for or on behalf of the college district.
- I acknowledge that I may submit a subsequent notification in writing directing my student's high school or college of past or present attendance to no longer release information to any or all of the individuals/agencies noted.

Printed Parent/Guardian Name _____ Parent/Guardian Signature _____ Date _____

Student Statement of Commitment

If I am accepted into the ACE Program, I commit to:

- Attending all classes as designated by my ACE Program
- Fulfilling all requirements as outlined in each class syllabus
- Being responsible for paying fees and purchasing required course textbooks each semester
- Being responsible for transportation to and from the college
- Taking, completing, and passing the mandatory courses
- Meeting with the ACE staff at least once a month
- Attending all ACE enrichment activities
- Consulting with the ACE staff regarding all schedule adjustments, absences, and withdrawals
- Enrolling and attending a Maricopa Community College upon graduation from high school
- Sharing information regarding my progress and activities within the ACE Program with my parents/guardians (minors only)

I understand that I will be taking classes at the college while attending high school or Adult GED classes and that the first session is mandatory for new students. I will officially be a college student with all of the privileges and obligations of any other student at the college. Classes taken at the college will become a part of my permanent academic transcript with the college. If accepted, I agree to fully participate in all aspects of the ACE Program. I consent to participate in studies and surveys to help improve the program and agree to the exchange of academic information between participating institutions. I understand institutions will collect different types of information from my transcripts and related student educational records. The student data from ACE will be reported as a group and my information will not be identifiable. I also understand that I may decline to give consent without penalty to my status as an ACE Program candidate.

The benefit associated with ACE Program studies is that schools and colleges will have a better understanding of the impact of the ACE Program. There are no known risks associated with the studies.

My ACE scholarship will end once I have graduated from high school or discontinued the GED program before completion, or if I am withdrawn from the ACE Program for any reason.

Student Signature _____

Printed Name of Student _____ Date _____

Parent/Guardian Statement of Commitment (does not apply to Rio Salado College Adult ACE Program candidates)

If my high school son or daughter is accepted into the ACE Program, I agree that he/she will:

- Take courses with college level competencies and content
- Learn the importance of declaring a major or degree/transfer pathway
- Be an official college student with all of the privileges and obligations of any other student enrolled at the college
- Be responsible for requesting information regarding his/her academic progress and participating in ACE activities with family members
- Be allowed to use college computers and internet services including email, which may permit my son or daughter to have greater access to internet sites than that authorized by the parent or guardian on their personal computers

I also understand that:

- A parent or guardian must attend the initial ACE parent orientation as a condition of awarding the ACE tuition scholarship
- Transportation to and from the college is the responsibility of my ACE son/daughter and family
- The family will cover expenses (books, fees, supplies, etc) not covered by the ACE scholarship for my son/daughter's college classes each semester
- I must attend information sessions and other ACE events connected with the program
- The ACE scholarship will end for my son or daughter upon graduation from high school or if they are withdrawn from the program for any reason
- I agree to the exchange of academic information between the participating institutions and partners of the ACE Program
- My son/daughter is expected to enroll and attend a Maricopa Community College upon graduation from high school
- I agree that my son or daughter may use college computers and internet services including email, which may permit my son or daughter to have greater access to internet sites than that which I authorize on their personal computers
- All of the college credits taken in this program will count towards a degree at the Maricopa Community Colleges. Credits earned while in ACE will be evaluated by the transferring university for application to the selected degree. Some of these courses may be counted as electives.

My son/daughter has my permission to attend _____ College and take up to 6 credit hours (2 classes) during the summer and 3 credit hours (1 class) during the fall and spring semesters while he/she is completing his/her junior and senior years in high school.

Parent/Guardian Signature _____

Printed Name of Parent/Guardian _____ Date _____ 5/2018

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