

Los Angeles Southwest College

Upward Bound-Washington Prep

TRIO

U P W A R D B O U N D

A TRIO Program funded by the:

U.S. Department of Education

www.ed.gov/programs/trioupbound

www.lasc.edu

Please Return Completed Packet to:

Michael J. Harris
harrisnj@lasc.edu
(323) 242-5522
(323) 241-5378

Los Angeles Southwest College
Student Service Building, Rm. 207
1600 W. Imperial Hwy
Los Angeles, CA 90047

Washington Prep. High School
@
The College Center

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Los Angeles Southwest College Upward Bound-Washington Prep

1600 West Imperial Hwy, Los Angeles, CA 90047 (323) 242-5522

A message to the Applicant,

The Upward Bound Program at Los Angeles Southwest College is proud to be able to provide a college preparatory program for Washington Prep. High School students. Upward Bound is an engaging educational program that prepares low-income, first-generation high school students for college. Program services include one-on-one academic advising, assistance with submission of college and financial aid applications, tutoring, college campus visits, cultural activities and a summer academic program. These services are offered at **NO COST** to eligible students and continue until you graduate from high school. Upward Bound provides an opportunity for success to those who are selected for participation and who are willing to dedicate themselves to hard work and commitment to the project. The goal of the Upward Bound Program is to prepare **YOU** for college success and to evaluate our program, Upward Bound is required to track students as they transition to post secondary education.

We hope that you will consider joining our Upward Bound family and maintaining a commitment to your educational excellence.

Sincerely,

Michael J. Harris

Upward Bound Program
Los Angeles Southwest College
harrismj@lasc.edu
(323) 242 - 5522

Application Checklist

Remember the following before turning-in your application:

- Only *fully* completed applications can and will be considered.
- All letters of recommendation *must* be included in the application.
- A copy of last year's Income Tax *must* be included with the application.
 - If your parents do not file, a completed Self-Disclosure letter must be submitted.

Complete applications consist of the following items:

- ____ Student's Personal information & Needs Assessment signed by student
- ____ Signed Family Background and Income Verification (*disponible en Español*)
- ____ Autobiography.
- ____ Consent for Release of Academic Records/ Video Release Form (*disponible en Español*)
- ____ Student Agreement initialed and signed by student
- ____ Parent/Guardian Agreement initialized and signed by parent/guardian (*disponible en Español*)
- ____ One (1) letter of recommendation from a school counselor (form attached).
- ____ One (1) letter of recommendation from an academic subject teacher (form attached).
- ____ School Transcript (unofficial).
- ____ Copy of last year's income tax forms (or Signed Self- Disclosure Form if your parents do not file).

NOTE: Make sure that *both* the student and parent/guardian sign the application as directed.

Requests for school transcripts may take a few days to be processed, please notify school with time in order to have transcripts submitted with completed application.

Also, because there are only a limited number of students admitted to this program, a complete application is mandatory. Don't miss out!

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Los Angeles Southwest College
Student Service Building, Rm. 207
1600 W. Imperial Hwy
Los Angeles, CA 90047

Student's Personal Information - Please print clearly in Black or Blue Ink

Name: _____
Last First Middle
Address: _____
Street & Apartment # City Zip Code

SSN# _____ Date of Birth: ____/____/____
M D Y Gender: Male Female

Are you a U.S. citizen? Yes No If No, Please Specify: _____

Are you a Resident Alien? Yes No Alien Resident Number: _____

Home Number: _____ Cell Number: _____ Student's Email: _____

Emergency Contact: _____ Relationship: _____ Phone Number: _____

- Ethnic Background: (Check)
- Black/ African American
 - Native American/Alaskan Native
 - Asian/Asian American
 - White/Caucasian
 - Pacific Islander/Native Hawaiian
 - Hispanic/Latino
 - Other, Specify _____

Do you have any physical condition or disability that requires special treatment or other considerations? Yes No
If yes, please explain: _____

Are You Employed? Yes No If Yes, Where? _____ Hours per Week: _____

Current grade level: _____ High School: _____ Counselor's Name: _____

What was your grade point average (GPA) at the end of last semester? _____

How did you find out about the Upward Bound program? _____

Have you ever been a member of the Upward Bound Program? Yes No

Do you participate in any other tutoring programs? Yes No

If Yes, What program(s)? _____

Please list, in order of preference, the careers or occupations you are most interested in:

- 1) _____ 2) _____ 3) _____

Please indicate the type of training/education that you are interested in after you complete high school:

- 2 year College/University
- Armed Forces
- 4 year College/University
- Undecided
- Vocational/Technical school
- Other, Specify _____

Office Use Only

Received by: _____ Date: _____
Reviewed by: _____ Date: _____

Student's Needs Assessment (to be completed by student)

Please check all the academic areas in which you need tutoring/assistance (check all that apply):

- English/Literature Mathematics Science Other: _____
 Foreign Language Reading Social Studies/History

Do you need the following information? (check all that apply).

- How to met high school graduation requirements
 Strategies to be a successful student
 Strategies to pass the California High School Exit Exam (CAHSEE)
 How to apply for free financial aid (FAFSA) for college
 How to apply to college
 How to find and apply for scholarships
 How to prepare for college entrance exams (ACT & SAT)
 The difference between CSU, UC, community college and private universities
 UC/CSU entrance requirements
 Other (please list): _____

Rate your need for Upward Bound to help you with the following:

	No Need	Some Need	Strong Need
Improving my self-esteem			
Building strong study skills			
Help prepare for tests			
Improving my communication skills			
Passing the CAHSEE exam			
Improving my grades			
Learning how to better manage my time			
Developing new interests			
Exploring career options			
Choosing a college major			
Exploring college options			
Exploring ways to pay for college			
Visiting college campuses			
Learning about other cultures			
Visiting new places			
Other (please list) :			

Please list three universities you would like to visit or learn more about.

1. _____ 2. _____ 3. _____

Student Name: _____ Student Signature: _____ Date: _____

Family Background (Disponible en Español)

Applicant's parent(s) or guardian(s): Please provide the following information in order for us to better evaluate your child's eligibility for Upward Bound.

Father's Name: _____ Occupation: _____

(If guardian) Relationship to student: _____

Home Address: _____ Street & Apt # _____ City _____ Zip _____

Home Telephone: _____ Cell phone: _____

Are you a college graduate? Yes No If YES, indicate college attended and degree attained: _____

If NO, indicate highest grade level completed: 1 2 3 4 5 6 7 8 9 10 11 12 HS Diploma Yes No

Mother's Name: _____ Occupation: _____

(If guardian) Relationship to student: _____

Address: _____ Street & Apt # _____ City _____ Zip _____

Home Telephone: _____ Cell phone: _____

Are you a college graduate? Yes No If YES, indicate college attended and degree attained: _____

If no, indicate highest grade level completed: 1 2 3 4 5 6 7 8 9 10 11 12 HS Diploma Yes No

Please list all dependent children and adults living at home:

Begin with Applicant (Attach additional names on separate page if necessary)

Name	Age	Relationship to Applicant
		Applicant

Income Verification (Disponible en Español)

Parent(s)' taxable income for 2013 \$ _____ (From 2013 U.S. Income Tax Return, enter the amount from Form 1040, line 43; line 27 for 1040A form; line 6 for 1040EZ form). **Attach a signed copy of your 2012 or 2013 income tax return.**

If tax forms are unavailable, complete the following:

My child (print student's name) _____ has applied to the Upward Bound Program. I am submitting this letter, which will verify my income for the year (print previous year) _____.

During that time the approximate **total** family income was \$ _____. This figure includes AFDC, unemployment, Social Security and any other benefits received during that year.

Including myself, there were _____ persons living in my household during that same year. I certify that the above is true and correct.

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

I hereby attest that all information in this application is true and correct. I also understand that a false statement or misrepresentation will make the applicant ineligible for the LASC Upward Bound-Washington Prep Program.

Student Name: _____ Student Signature: _____ Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

Consent for Release of Academic Records/Video (Disponible en Español)

I, _____ Parent/Guardian of _____ hereby grant my permission for the Los Angeles Southwest College Upward Bound Program to obtain any and all of my child's academic records including but not limited to high school transcripts, standardized test scores, teacher evaluations and any and all future college transcripts and records.

I understand that these records will only be used internally by the project on an individual basis. I also understand that compiled records on a group basis may include any and all of these records. Compiled information will be used to meet federal regulations of program evaluations.

None of my child's individual records will be released to any person, corporation, or present or future employer.

It is also understood that by signing this form, permission is granted for the Upward Bound Program to use photos or video of my child's participation in program activities on program brochures and website.

Student Signature _____ Date _____ Parent/Guardian Signature _____ Date _____

Consentimiento para el uso de información

Yo, _____ padre/tutor de _____ por este medio concedo mi permiso para que el Programa Upward Bound de Los Angeles Southwest College pueda obtener cualquiera y todos los expedientes académicos de mi niño incluso, pero no limitado a transcripciones de escuela secundaria (high school transcripts), calificaciones de las pruebas estandarizadas, evaluaciones de maestros y cualquiera y todas las futuras transcripciones de colegio y archivos universitarios.

Entiendo que estos archivos sólo serán usados internamente por el programa Upward Bound en una base individual. También entiendo que los archivos compilados en una base de grupo pueden incluir cualquiera y todos estos archivos. La información compilada será usada para cumplir reglamentos federales y para evaluaciones del programa Upward Bound.

Ninguno de los archivos individuales de mi niño será proporcionado a personas no empleadas por el programa, ni a ninguna corporación, o empleador presente o futuro.

También se concede permiso para utilizar fotos y video de la participación de mi hijo en las actividades del programa Upward Bound en la página web y folletos del programa.

Firma del Estudiante _____ Fecha _____ Firma de Padre/Guardián _____ Fecha _____

Parent Agreement: (Disponible en Español)

(Must be completed by the Parent/Guardian: Initial each statement and sign below)

- I, _____ Parent/Guardian of _____ agree to the following:
- _____ 1. I fully support my child's application for admission into the Upward Bound Program.
 - _____ 2. I will attend an interview and any subsequent required academic advisory meetings with my child.
 - _____ 3. I will make sure that my child attends every tutoring session and activity of the Upward Bound Program.
 - _____ 4. I will stay informed of my child's progress in school and Upward Bound.
 - _____ 5. I will participate in events in which parents are invited.
 - _____ 6. I will share concerns about my child's education with the Upward Bound staff.
 - _____ 7. I support the mission of the Upward Bound Program and will make it a priority to assist my child in his/her education.
 - _____ 8. I understand the Upward Bound prefers that students do not work during the summer session except for extreme cases only and with the permission of the Director or Coordinator/Counselor.

Parent/Guardian Signature _____ Date _____

Student Agreement

(Must be completed by the Student; Initial each statement and sign below)

- I, _____, agree to the following:
- _____ 1. I will attend every tutoring session and activity of the Upward Bound Program (UBP).
 - _____ 2. I understand that there are no unexcused absences at my high school; I will attend all classes as scheduled.
 - _____ 3. I understand that UBP will have access to my academic files (i.e. grade reports, transcripts, weekly progress reports, etc.)
 - _____ 4. I am aware that my academic and personal progress will be monitored by the UBP staff through contact with high school teachers, counselors, and administrators.
 - _____ 5. I will complete all class work assigned to me by the UBP instructors. I will complete assignments on time (unless prior arrangements have been made.)
 - _____ 6. I will be prepared for each tutoring session. Adequate preparation includes regular class attendance, completion on class assignments, weekly progress reports, current events, and a list of challenging areas to be worked on.
 - _____ 7. I will attend the entire summer component. I understand that attendance is mandatory.
 - _____ 8. I will carry myself in a courteous and respectful manner. Disruptive behavior and violations of the rules will not be tolerated.
 - _____ 9. I will not use drugs or alcohol. Violation of this policy will result in immediate intervention and/or possible expulsion from UBP.
 - _____ 10. I will practice tolerance and cooperation when interacting with others in UBP academic and social activities.
 - _____ 11. I will keep my parent(s)/guardian(s) aware of my participation and commitment to Upward Bound.
 - _____ 12. I am committed to going to college and getting a degree.

Student Signature _____ Date _____

Upward Bound Program Counselor Recommendation Form

Student's Name: _____ School ID # or DOB: _____

Note: A recommendation from your counselor is required.

Dear Counselor: The student named above is applying to the Upward Bound Program. Upward Bound is an engaging educational program that prepares low-income first-generation high school students for college. Program services include one-on-one academic advising, tutoring, college campus visits, cultural activities and a summer program. Upward Bound also includes parent workshops. These services are offered at no cost to parents or students. Please take the time to complete these questions to better assist the program with the selection process. Thank you!

Student: _____ Counselor: _____

Grade: _____ Entry Date: _____ Magnet Program: Yes _____ No _____ Track _____

Expected Date of Graduation: _____ Cumulative G.P.A.: _____

Assessments:

Test	Test Date	Score	Grade Level
PSAT			
SAT			
ACT			
Stanford 9			
CAHSEE			

Is the applicant "on track" to graduate with his/her class? YES NO

Does the applicant have attendance problems? YES NO

Does the applicant have a discipline problem at school? YES NO

Upward Bound participants should have the ability to succeed in post secondary school even though they may not now be demonstrating all of the characteristics of successful students. Please rate this by circling the appropriate response to these statements.

1-Strongly Disagree 5 Strongly Agree

1. Expresses interest in academic endeavors	1	2	3	4	5
2. Has initiative and intellectual curiosity	1	2	3	4	5
3. Demonstrates responsible behavior	1	2	3	4	5
4. Has a good attendance/punctuality record	1	2	3	4	5
5. Cooperates with school staff	1	2	3	4	5
6. Is dependable and reliable	1	2	3	4	5
7. Relates well with peers	1	2	3	4	5
8. Demonstrates the motivation/desire to attend college	1	2	3	4	5
9. Demonstrates leadership capabilities	1	2	3	4	5

Continues on back



Upward Bound Program Teacher Recommendation Form

Student's Name: _____ School ID # or DOB: _____

Note: A recommendation from an academic subject teacher is required.

Dear Teacher: The student named above is applying to the Upward Bound Program. Upward Bound is an engaging educational program that prepares low-income first-generation high school students for college. Program services include one-on-one academic advising, tutoring, college campus visits, cultural activities and a summer program. Upward Bound also includes parent workshops. These services are offered at no cost to parents or students. Please take the time to complete these questions to better assist the program with the selection process. Thank you!

Teacher: _____ Subject: _____ Length of Time you've known student: _____

1. Based on your Knowledge of the applicant, check how you rate his/her academic skills

	Outstanding	Above Average	Average	Needs Improvement
Academic Achievement				
Writing Skills				
Reading Skills				
Math Skills				
Academic Potential				
Time Management				
Critical Thinking				
Study habits				

2. Upward Bound participants should have the ability to succeed in post secondary school even though they may not now be demonstrating all of the characteristics of successful students. Please rate this by circling the appropriate response to these statements.

1-Strongly Disagree 5 Strongly Agree

1. Expresses interest in academic endeavors	1	2	3	4	5
2. Has initiative and intellectual curiosity	1	2	3	4	5
3. Demonstrates responsible behavior	1	2	3	4	5
4. Has a good attendance/punctuality record	1	2	3	4	5
5. Cooperates with school staff	1	2	3	4	5
6. Is dependable and reliable	1	2	3	4	5
7. Relates well with peers	1	2	3	4	5
8. Demonstrates the motivation/desire to attend college	1	2	3	4	5
9. Demonstrates leadership capabilities	1	2	3	4	5

3. Additional Comments (if needed, use space on the back): _____

4. Overall Recommendation: () Not Recommended () With Reservations () Strongly () Enthusiastically

Teacher Signature: _____ Date: _____

Thank you for your help! Please place completed form in a sealed envelope and return to student.