

Application Deadline: September 30, 2023



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# LIVINGSTON COUNTY EARLY COLLEGE STUDENT APPLICATION PACKET

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2023-2024

# Livingston County Early College

## Welcome & Introduction

Thank you for your interest in the Livingston County Early College program. We are excited to provide our Livingston County high school students an opportunity to earn their high school diploma while simultaneously completing a college certificate, industry credentials, and certifications.

The Livingston County Early College (LCEC) is an exciting and effective way for students to earn college credits and industry certifications while still in high school. Through this innovative program, students can save time and money as they pursue a college credential. To complete the coursework required for this program, students will commit to spending three years in the LCEC program, grades 11, 12, and 13.

Students apply for admission to the LCEC in grade 10 and through September 30th of grade 11. If accepted, students in 11th grade will apply their articulated college credits from their corresponding CTE program and continue to complete high school graduation requirements. In grade 12, students begin taking college classes at their post-secondary institution, either Lansing Community College Parker Campus, Washtenaw Community College, or Cleary University. Students can participate in any high school activities and walk in graduation. In year 13, early college students will complete their high school graduation math requirement and their college program of study. After year 13, students will leave with their high school diploma, any industry credentials, and college credits/degrees they have earned.

Students in the LCEC program will receive support services to assist them in their transition from high school to college. All LCEC students will complete mandatory College Readiness Seminars in the summer after grade 11. These sessions will help to develop their academic preparation skills, study skills development, and social maturity skills. Students will also work closely with the LCEC coordinator, who will serve as a "success coach" as they progress through the program. In addition, students will still have access to their traditional high school support system and student support services available through our post-secondary partners.

We are excited to help you start your path to success! If you are interested in the Livingston County Early College, please submit your completed application to your high school counselor by September 30, 2023.

Sincerely,

Michelle Radcliffe  
Executive Director for Career Development  
Livingston Educational Service Agency



# Livingston County Early College Program Overview for Students

The Livingston County Early College is a unique educational option that provides students with the opportunity to graduate with a high school diploma, along with college degrees, certifications, or industry credentials. The LCEC is designed to prepare students for post-secondary education and highly skilled employment opportunities. With tuition and books at no cost to the student.

Students who are admitted to the Livingston County Early College must meet the following expectations:

- Attend school regularly and notify the high school in the event of an absence
- Arrive at school as scheduled and to all classes on time
- Devote additional time to studying daily
- Keep parents/legal guardians aware of academic progress
- Complete all Michigan Merit graduation requirements
- Behave in a professional manner that shows respect for oneself, classmates, high school and college faculty, and the college facilities and equipment
- Follow the handbook rules and regulations of your local high school and post-secondary partners
- Follow the college calendar and understand that college breaks do not match high school breaks
- Attend required College Readiness Seminars
- Meet with the designated Advisor/Mentor regularly to discuss academic progress

Thank you for your interest in the LCEC program. As an Early/ Middle College student, you agree to be ready to meet the program's expectations, and you are also prepared to make the commitment necessary for success.

**NOTE: Students, keep this document for your records.**

# Livingston County Early College Information, Requirements & Checklist

The Livingston County Early College is a unique educational option that provides students with the opportunity to graduate with both a high school diploma and an associate's degree or certificate. The Early/Middle College is designed to prepare students for post-secondary study and highly skilled employment opportunities.

Studies indicate that students succeed best when the school, the parent/guardian, and the students work together. Parents/guardians of those students selected to enroll in the Early/Middle College should be fully aware and be prepared to:

- Support daily attendance and notify the high school in the event of an absence
- Provide time each day for the student to study in a quiet environment
- Discuss academic progress with students on a regular basis
- Attend and participate in parent/teacher conferences at the high school
- Fully understand that Early-Middle College is a three-year program commitment
- Follow the college calendar and understand that college breaks do not match high school breaks
- Communicate any questions with your high school counselor or Livingston County Early College Coordinator or Director

Thank you for your interest in the Early/Middle College program. As the parent/guardian of an Early/Middle College student, you will be an important partner as your son/daughter strives for success.

**NOTE: Parents, keep this document for your records.**

# Livingston County Early College Student Application

**Application Deadline: September 30, 2023**

Student Name: \_\_\_\_\_

Male  Female

Date of Birth: \_\_\_\_\_

(mm/dd/yyyy)

Street Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Student's Phone: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Current High School (2023-2024): \_\_\_\_\_

Check all that apply:  IEP  First generation college  
 504  Free or Reduced Lunch

Name, phone number, and email address of parents/guardians:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Select the LCEC Program of Study:  Automotive  Cyber Security  
 Business Management  Mechatronics/Robotics  
 Career Ladder Nursing  Medical Assisting  
 College Foundation  Welding

Please indicate here if there are any special medical conditions or food allergies for the EMC staff to be aware of during the mandatory College Readiness Seminars.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School Principal/Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Livingston Educational Service Agency does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigration status, English-speaking status, or any other characteristic by applicable federal or MI law in its programs or activities.

# Livingston County Early College Credit Verification Form

## To be completed by the High School Counselor

Student Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Counselor Name: \_\_\_\_\_ High School: \_\_\_\_\_

Is this student on track to graduate on time?  Yes  No

If no, please explain the area(s) where the student is behind:

\_\_\_\_\_

Student's cumulative high school GPA: \_\_\_\_\_ PSAT Scores \_\_\_\_\_ Reading \_\_\_\_\_ Math \_\_\_\_\_

Check all that apply:  IEP  First generation college

504  Free or Reduced Lunch

Briefly share any information you believe is relevant to the student's application to the LCEC program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any current impediments that may hinder this student's success in the LCEC program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on my experience with the student, my overall recommendation for the student is:

Highest recommendation

Recommend

Recommend, with reservation (*If selected, please explain on the back of this form.*)

Do not recommend

Counselor Signature: \_\_\_\_\_

**Counselors:** Please complete this form and upload it to the Google Drive in the appropriate folder.

Please upload the student's transcript with the application.

# Livingston County Early College

## Student & Parent or Guardian Contract

Student Name: \_\_\_\_\_ I, the student, as the participant in the Livingston County Early College, signify that I understand and agree to the terms and conditions listed below by initialing each statement and signing my full name at the end of this contract. I/we, the parent(s) or guardian(s), signify that I/we understand and agree to the terms and conditions listed below by initialing each statement and signing my/our full name(s) at the end of this contract.

	Parent Initials	Student Initials
1. I/we understand that the Livingston County Early College is an early college program for eligible high school students.		
2. I/we understand/agree that enrollment in the LCEC program involves being enrolled in high school for a total of five years (grade 9 – grade 13). I/we understand that LCEC students can complete their high school diploma and may earn up to an associate degree or college certificate. I/we understand that LCEC students will not earn or receive their high school diploma until the completion of their 5th year.		
3. I/we understand/agree that LCEC students will take an approved math course for high school and/or college credit in the final year of the program (5th Year).		
4. I/we understand/agree that LCEC students will be required to attend and actively participate in the mandatory College Success Boot Camp and Sessions including during the summer between grades 10 and 11 and sessions throughout grades 11 through 13.		
5. I/we understand that LCEC students must attend and pass all required high school classes and all program-approved college courses during their high school career and up through their fifth year. Students must complete all courses in the early college program with a grade of C or higher. In order to successfully complete the program and obtain a college credential, we understand that the student must meet college level math requirements and complete a college level math course by the end of their fifth year.		
6. I/we understand that this program is a shared family /school district responsibility. The school district and LESA will pay the cost of college tuition and fees. I/we understand that if I do not successfully complete a course, the district may ask me to reimburse them for all fees associated with that course; this payment is due prior to the start of the next semester of courses.		

# Livingston County Early College

## Student & Parent or Guardian Contract

<p>7. I/we understand that all textbooks, equipment, supplies, etc. that have been purchased or rented by the school district for use in LCEC courses shall at all times remain the property of that school district. I/we agree to care for these materials and return them at the conclusion of each semester. Textbooks and supplies not purchased by the district will be the responsibility of the student to order and purchase.</p>		
<p>8. I/we understand that I will be financially responsible for the loss or damage of any textbooks or supplies provided to me by the school district. I/we agree to reimburse the school district for costs associated with lost or damaged textbooks, equipment, and/or supplies prior to the next semester. I/we also understand that further participation in the LCEC program will not be allowed until all past costs are paid.</p>		
<p>9. I/we understand that LCEC students, in conjunction with the LCEC Coordinator are responsible each semester to enroll and register in the pre-approved LCEC program courses, in accordance with the program's registration procedures.</p>		
<p>10. I/we understand that many of the courses will be offered on a college campus which may include college content not typically taught or considered appropriate in high schools and those classes may include college students not part of the LCEC program.</p>		
<p>11. I/we understand that LCEC students will still be considered enrollees of their high school district and that they are subject to laws, policies, and graduation requirements of said school district until the completion of the program (after their fifth year).</p>		
<p>12. I/we understand that LCEC students are subject to student academic and disciplinary standards and policies of both the resident school district, the host school district (if applicable), as well as those of our post-secondary partners.</p>		
<p>13. I/we understand that the transportation to/from the college and other required program events may be the responsibility of students and their parent/guardian.</p>		
<p>14. I/we understand that as the parent/legal guardian of this student, I am giving permission for my son/daughter to be photographed and/or filmed for educational and/or marketing purposes while participating in the LCEC program.</p>		
<p>15. I/we agree to sign the post-secondary partners Release of Information form included with the application packet, and understand that the post-</p>		

# Livingston County Early College

## Student & Parent or Guardian Contract

secondary partners will release academic, and financial records to the home school district and Livingston Educational Service Agency.		
16. I/we understand that my student will be advised each semester for college class selection by the high school counselor, LCEC Coordinator and a college representative. I (parent/guardian) give permission for my student to be enrolled in these courses specific to their program of study each semester without my signature. I/we understand that a class registration list will be sent home for my review and that I/we may contact the Livingston County Early College coordinator or director with any questions or concerns.		
17. I/we understand that a student or parent/guardian's failure to comply with the LCEC contract could result in dismissal from the program.		
18. I/we understand LCEC students will complete either 100 hours of community service or 40 hours of career exploration, internship, job shadowing or clinical experience		
19. I/we understand that LCEC students may not have the same breaks including spring break and that students are expected to attend college courses when courses are in session.		

Student Signature: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Parent or Guardian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_