

**MEMORANDUM OF UNDERSTANDING**

**Pineywoods Community Academy**

**PARAMUS EARLY COLLEGE HIGH SCHOOL**



**Angelina Junior College District**

**February 19, 2018 – May 31, 2021**

**MEMORANDUM OF UNDERSTANDING**

**Pineywoods Community Academy**

**PARAMUS EARLY COLLEGE HIGH SCHOOL**



**I. GUIDING PRINCIPLE:**

The College and PCA alliance will function on the following principles:

- A. Establishment of a mutually beneficial partnership between College and PCA allowing a flexible and creative response to the organizational, mission, and fiscal needs of both institutions.
- B. Collaboration in planning, implementation and continuous improvement of PECHS program including the provision for faculty, staff, and administration, curriculum development, training and student services.
- C. Provision for rigorous college readiness, dual credit, technical and early college credit courses.
- D. Financial collaboration that addresses costs of both partners and assists each in obtaining necessary funds from local, state, federal and private foundation sources to operate the program successfully.
- E. Online and face-to-face classes and activities of PECHS will be located on the College campus with students integrated on an age-appropriate basis in campus facilities and college co-curricular activities.
- F. Shared use of facilities including classrooms, laboratories, instructional shops, auditoriums, theaters, offices, and libraries that reduces operating costs and promotes collaboration of students, faculty, staff, and community members in program success.
- G. Coordination of efforts to create and maintain a safe and secure campus and learning environment.
- H. Selection of students based on the intent of the program and that reflect the diversity of region serviced by PCA.
- I. Adherence to Texas Higher Education Coordinating Board rules relating to dual credit.
- J. Media and Public Relations regarding PECHS will be managed according to PCA and College protocol, and Family Education Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) provisions.

## II. TERMS OF AGREEMENT

### A. Governance

PECHS will:

1. be governed in accordance to all state and federal policies applicable to PCA;
2. have the autonomy to operate as a charter ECHS within the rules and guidelines established by the Texas Education Agency (hereinafter called TEA) and PCA Board of Directors; and
3. operate within the normal hours of the College including evening, Saturdays, and College breaks as mutually agreed upon by the Parties;
4. support and defend the College's exclusive right to place students on disciplinary or academic probation, suspension, or expulsion from College as the result of normal College practices and in compliance with published College policies and procedure;
5. provide staff members for student supervision during scheduled class times of PECHS students.

### B. Leadership

1. The College and PCA shall jointly form *PECHS Leadership Council* to address issues of design and sustainability and serve as an advisory committee to the PECHS Principal in establish school procedures and in developing a coherent ECHS program consistent with PCA policies and governing laws as well as College policies and procedures.
2. Ex Officio membership on the PECHS Leadership Council will include the incumbents of the following positions:
  - a. PECHS Principal (co-chairman),
  - b. PCA Director
  - c. Two (2) representatives from among the PCA Board of Directors
  - d. PCA Director of Federal Funding
  - e. One PCA Secondary Instructor
  - f. One PCA Middle School Instructor
  - g. One parent of a PECHS student
  - h. One currently enrolled PECHS student
  - i. Angelina College Vice President of Academic Affairs (co-chairman)
  - j. Angelina College Dean of Student Affairs, and
  - k. Angelina College Director of Dual Enrollment.
3. PCA will provide a recording secretary for all meeting for the PECHS Leadership Council. PCA will be responsible for retaining official copies of PECHS Leadership Council meeting minutes, reports, and related materials, and will make those official copies available to College upon request.
4. Representative of PCA, including the PECHS Principal, will participate in the Ast Texas Early College Consortium and swhare relevant information from

the Consortium meetings and activities with the member of the Pech Leadership Council.

5. The PECHS Principal, within the rules and guidelines established by TEA, PCA, the College, and the Texas Higher Education Coordinating Board (hereinafter “THECB”) will have the authority to implement the following:
  - a. PECHS Governance;
  - b. PECHS Staffing;
  - c. PECHS Budget;
  - d. PECHS student assessment, curriculum and scheduling
  - e. PECHS professional development for teachers and staff
  - f. PECHS access to school and student records and data for PECHS students in compliance with the Family Education Rights and Privacy Act (20 U.S.C.§ 1232g; 34 CFR Part 99) and permission of the College;
  - g. parent and community involvement consistent with the mission and needs of the school;
  
6. The PECHS Principal will report to the PCA Board of Directors through the established Pineywoods Community Academy’s governance structure and will comply with reasonable direction from the College Vice President of Academic Affairs regarding logistical or campus operational issues,
  
7. The PECHS Principal will be the primary contact and spokesperson for PECH with the Community and with College;

**C. Awarding Credit for Courses**

The College will award credit for courses listed in the Dual Credit Course Articulation Agreement with PECHS. These courses shall have evaluated and approved the the official College curriculum approval process in accordance with the THECB requirements, and shall be at a more advanced level that courses taught at the high school level.

1. The College will award college credit at the end of the semester in which a course is taken pursuant to College policies.
2. Under the rules and regulations of the Texas Education Agency and the Texas Higher Education Coordinating Board, the PECHS will award high school credit for completed College courses listed in the articulation agreement with the College and listed in the *THECB Lower Division Academic Course Guide Manual Crosswalk*.
3. For all dual credit courses, the College will provide current course descriptions and syllabi as requested by PECHS Principal and/or students.
4. PECHS will use the College grade earned by for each student and record the actual numeric grade on the student’s Official Academic Record.
5. The College will make grades available online to PECHS students at the end of each semester for all college courses attempted.
6. PECHS is responsible for making sure that all state high- school TEKS are met. In

certain circumstances, this may require additional time or instruction to cover high school curriculum material that is not in the college course. In some circumstances part A and part B may be required. Such as: ENGL 1301 and 1302 to meet requirements for English III, GOVT 2305 and 2306 to meet requirements for Government

7. PECHS shall abide by the PCA High School Physical Education local policy. Furthermore, college courses eligible for Physical Education dual credit may be selected from any combination of one-credit courses listed in the Course Articulation Agreement (appendix B)

**D. Duties of College**

The College agrees to perform the following:

1. Involve full-time faculty who are teaching in the appropriate disciplines in overseeing College course selection and implementation;
2. Ensure that course guidelines are followed;
3. Apply the standards of expectation and assessment uniformly in all venues where the College offers courses;
4. Ensure the curriculum includes all required semester credit hours;
5. Designate personnel to monitor the quality of instruction in order to assure compliance with the agreed upon course outline based on the standards established by the State, applicable accrediting organization or organizations, the College, and PCA;
6. Allow PECHS students to compete for scholarships and grants within the guidelines of the scholarship or grant programs and College policy;
7. Provide the same security for PECHS students that it provides to all College students;
8. Administer the Student Conduct and Discipline Program as an educational and developmental response to student misconduct while maintaining and protecting a safe and appropriate teaching and learning environment;
9. Pay compensation of instructor who teach College courses; and
10. Participate in an advisory role in the selection and evaluation of the PECHS Principal.

**E. Duties of PCA**

PCA agrees to perform the following:

1. Immediately report any violations of College Student Conduct and Discipline;
2. Limit enrollment of PECHS student to an average daily attendance of 200 students unless granted written approval by College Vice President of Academic Affairs to exceed 200 students prior to the semester in which the limit will be exceeded;
3. Communicate with College faculty who teach dual credit courses to determine if course content enables students to master the Texas Essential Knowledge and Skills and the State of Texas Assessment of Academic Readiness program during the normal business hours of the College;
4. Assist PECHS students in accessing College student services as appropriate;
5. Recruit, employ, supervise, and evaluate PECHS teachers, staff, and administrators, which includes ensuring PECHS employees obey relevant College policies;
6. Be responsible for communicating College student behavior expectations, including all provisions of the Student Conduct and Discipline Program, to PECHS students and parents;



7. Monitor and supervise all PECHS students while on College campus. Assist the College Dean of Student Affairs in any investigation of an alleged violation of College student conduct provisions by a PECHS student, support and defend investigation findings and any resulting corrective penalties administered by the College;
8. Hire, supervise, evaluate, and pay the PECHS Principal and any other PECHS staff;
9. Pay the salaries of instructors employed by PCA who teach in the high school;
10. Pay all assessment fees required for certification programs;
11. Pay for all equipment and uniforms required to participate in a certificate program;
12. Provide laptop computers to all PECHS students;
13. Underwrite all costs for TSIA administration ,including tuition, fees, books, and transportation for PECHS students;
14. Ensure that all PCA high school courses are in students' Individual Graduation Plan for Dual Credit; and
15. Ensure the operation and administration of PECHS in no way disrupts or interferes with the normal operation and business of the College, including but not limited to campus parking, facility ingress and egress, and internet access.

**F. Faculty**

Faculty will be provided by College and PCA

1. Faculty provided by College must meet the College's academic requirements, and will teach College Dual Credit courses.
2. Teachers provided by PCA may be approved by the College Vice President of Academic Affairs as College adjunct faculty members if they meet the College's academic requirements, and, if they meet the requirements for the dual credit course they wish to teach, they may teach College Dual Credit courses.

**G. College Facilities and Venues**

1. The College maintains full control of and authority over any College facility or venue, including but not limited to access, use, and disposition of College building, offices, classroom, laboratories, shops, library facilities, cafeterias, lobbies, hallways, restrooms, gymnasiums, auditoriums, theaters, parking lots, outdoor athletic venues, grounds, and any other college property.
2. PECHS students, faculty, and staff shall have access to classrooms, laboratories, shops, library, gymnasiums, theaters, and auditoriums, as well as student lounges, study areas, cafeterias administrative offices, athletic facilities, and bookstore available on the campus of the College in a manner similar to the access afforded College student and employees and in keeping with the guiding principles enumerated earlier (see Guiding Principles "E and F").
3. PCA shall ensure PECHS students, staff, teachers, and administrators do not access College premises during College holidays or other periods of time when the College is closed, unless the Vice President of Academic Affairs provides prior written permission for such access.
4. Dual credit courses will be conducted at College Main Campus or online. The College will allow PECHS students to use classrooms and computer labs to participate in online courses and hybrid delivery courses to support PECHS Average

Daily Attendance generation as long as such use does not interfere with the normal operation and business of the College.

5. High School courses will be conducted at PCA campus.
6. College shall provide no more than one (1) office and (1) classroom on the main campus for use by PECHS Principal, faculty, and staff.
7. In the event PECHS desires to have time-limited exclusive use of a College facility or venue for any purpose, the PECHS Principal shall follow the established College policies, regulations, and processes to obtain permission from the College prior to such use.
8. College will permit reasonable and time-limited exclusive use of campus facilities or venues at the appropriate request of the PECHS Principal when that exclusive use does not disrupt or interfere with the normal operation and business of the College.
9. College will perform routine and normal maintenance of areas occupied by PECHS students, faculty, and staff including but not limited to custodial services.
10. College will provide telephone appliance and regular service and an @angelina.edu email account for the PECHS Principal to facilitate communication of College routine and emergency notifications.

**H. ADMISSION and REGISTRATION**

1. The PECHS Principal will assist the College in the admission and registration process for each PECHS student.
2. At the beginning of each semester, PCA will secure a fully executed *Registration Enrollment Advisory Contract* with each PECHS student's parent/guardian granting the College permission to release each student's records, information, and performance data to the PECHS @ AC Principal, and will make those executed contracts available to the College when requesting access to student records, information, or performance data.
3. The College will provide an admission process that is at least as convenient and efficient as that provided to all prospective College students, and will allow the PECHS Principal to monitor that admission process for PECHS students.
4. The College will provide access to online orientation and/or in-person orientation for new PECHS students that includes information about relevant college processes and policies, college general expectations, and requirements and demands of college coursework.
5. The College will provide printed collateral describing the admission, academic advising, and registration process to PCA for distribution to PECHS parents.

**I. Student Activities and Events**

1. The PECHS Principal may authorize PECHS students to engage in age-appropriate co-curricular activities sponsored by the College or by registered student organizations in keeping with the guiding principles enumerated earlier.
2. College will allow eligible PECHS students to enroll in Phi Theta Kappa Honor Society (hereinafter "PTK"). PCA will pay all dues and fees associated with PECHS students who are elected as PTK chapter officers and appropriate chaperone to the PTK National Convention.



3. College will furnish transportation to and from the nearest airport to the College for PECHS students who are elected as PTK chapter officers and who attend the PTK National Convention.

**J. Tuition and Fees**

PCA will be responsible for tuition and fees for PECHS students enrolled in approved College courses.

**K. Books and Supplemental Materials**

1. Only College approved textbooks, syllabi, and course outlines applicable to the courses when taught by the College shall apply to the courses available under this MOUA.
2. All textbooks and supplemental materials required for classes, as determined by the agreed upon courses, shall be provided by PCA.
3. College approved textbooks purchased by PCA may be used for the time period consistent with College practices.

**L. Recruitment and Enrollment of Students**

1. Student recruitment of eight graders to the PECHS will occur annually.
2. Upon request from the PECHS Principal, College will provide assistance similar to that provided to all College students for the recruitment, enrollment, and retention of students who are qualified and wish to enroll in PECHS.

**M. Instructional Calendar**

College and PCA will establish an instructional calendar that is consistent with the needs and requirements of both parties. The College calendar and operational hours shall take precedence over the PCA calendar and operational hours.

**N. Media and Public Relations**

Media and public relations regarding the PECHS will be managed according to PCA and College protocols.

**O. Testing**

1. College will accommodate PECHS students for PSAT testing
2. College will allow PECHS students access to the TSI Assessments.
3. PECHS Principal will ensure PECHS students are properly registered for test administrations in the College Testing Center and/or will appropriately reserve College computer labs or classrooms for test administrations.

**III. INDEMNIFICATION**

To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each party to the Memorandum of Understanding (hereinafter “MOU”) agrees to be responsible for its own acts of negligence, which may arise in connection with any and all claims for damages, costs and expenses to person or persons and property that may arise out of or be occasioned by the MOUA or any of its activities or from any act or omission of any employee or invitee of the parties of this MOUA. The provisions in this paragraph are solely for the benefit of the parties to this MOUA and are not intended to create or grant any rights, contractually or otherwise to any third party.

**IV. TERM**

Subject to prior termination or revocation of this MOU as provided in Section V of this MOUA, the initial term of this MOUA is in full force and effect for a period of three (3) years. This MOUA begins on the date of signature by both parties and continues through the initial term and any subsequent renewal terms. It may be renewed for one (1) three-year term. At least one hundred twenty (120) days before the expiration of the initial term and any subsequent renewal terms, the Parties shall review this MOUA and may renew this MOUA.

**V. RIGHT OF REVOCATION**

Either Party may terminate this MOUA for any reason by providing 120 days’ written notice to the other Party. Termination may also occur upon the breach of this MOUA by one of the Parties. A breach of the MOUA includes, but is not limited to, a violation of the policies and rules of the College, the making of a misrepresentation or false statement by one of the Parties, nonperformance of a Party’s duties, or the occurrence of a conflict of interest between the Parties. Each Party has 30 days to cure the breach. If this MOUA is terminated during an academic term, students enrolled in classes under this MOUA will be allowed to finish their coursework and receive appropriate course credit.

**VI. ASSIGNMENT**

Neither Party may assign their interest in this MOUA without the written permission of the other Party.

**VII. LIMITATIONS OF AUTHORITY**

- A. Neither Party has authority for and on behalf of the other except as provided in this MOUA. No other authority, power, partnerships, use of rights are granted or implied.
- B. This MOUA represents the entire agreement by and between the Parties and supersedes all previous letter, understandings, or agreements between the College and PCA. Any

- representations, promises, or guarantees made but not stated in the body of this MOUA are null and void and of no effect.
- C. Neither Party may make, revise, alter or otherwise diverge from the terms, conditions or policies which are subject to this MOUA without a written amendment to this MOUA.
  - D. Neither Party may incur any debt, obligation expense, nor liability of any kind against the other without the other Party's express written approval.

**VIII. WAIVER**

The failure of any party hereto to exercise the rights granted them herein upon occurrence of any of the contingencies set forth in this MOU shall not in any event constitute a waiver of any such rights upon the occurrence of any such contingencies.

**IX. APPLICABLE LAW**

This MOUA and all materials and/or issues collateral thereto shall be governed by the laws of the State of Texas applicable to contracts made and performed entirely therein.

**X. VENUE**

Venue to enforce this MOU shall lie exclusively in Angelina County, Texas.

**XI. MISCELLANEOUS PROVISIONS**

- A. Neither party shall have control over the party with respect to its hours, times, employment, etc. However, College operational hours and calendar shall take precedence.
- B. The parties warrant that their mutual obligations shall be performed with due diligence in a safe and professional manner and in compliance with any and all applicable statutes, rules and regulations. Parties to this MOU shall comply with all Federal, State and Local laws.
- C. If the State of Texas or the THECB adopts new statutes, rules or guidelines for Early College High School programs during the term of this MOUA, the new guidelines shall supercede any statute, rules, or regulations referenced in this MOUA.

**XII. NOTICE**

Notices given pursuant to this MOUA shall be sufficient if actually received and sent by certified or registered mail, postage fully prepaid to:

**Angelina County Junior College District Pineywoods Community Academy**

**Office of the President, Angelina College, P. O. Box 1768 Lufkin, Texas 75901**

**Director of Pineywoods Community Academy 602 South Raguet Lufkin, Texas 75904**

**XIII. NONDISCRIMINATION**

Parties to this Memorandum of Understanding Agreement shall not discriminate on the basis of gender, national origin, ethnicity, religion, disability, academics, artistic, or athletic ability, or the district the child would otherwise attend.

**XIV. REPRESENTATION ON AUTHORITY OF PARTIES/SIGNATORIES**

Each person signing this MOU represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this MOUA and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

**EXECUTED in duplicate original counterparts effective upon the date indicated above.**

Angelina County Junior College District

Pineywoods Community Academy

\_\_\_\_\_  
President

\_\_\_\_\_  
Pineywoods Community Academy Superintendent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pineywoods Community Academy  
Board of Directors President

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
PARAMUS ECHS Principal

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## MOUA Appendix I

Pineywoods Community Academy  
PARAMUS Early College High School

Return to counselor

### Pineywoods Community Academy PARAMUS Early College High School @ Angelina College



### Student Application Packet

Student Information  
Parent Information  
Counselor Information  
Student Application of Interest

**Return all forms to the Academic Counselor by March 31...**



PLEASE PRINT

**PART A – Student Information**

<b>STUDENT NAME</b>			<b>(Last)</b>	<b>(First)</b>	<b>(M.I.)</b>
Date of Birth	Social Security Number		Circle One:		
			Male	Female	
Current Address:		Street Address		Apt. Number	
City		State		Zip	
Home Phone Number	Cell Phone Number		Current Grade:		

**PART B – Parent Information**

<b>PARENT NAME</b>		
Current Address:		Apt. Number
Street Address		
City	State	Zip
Home/Cell Phone Number	Work Phone Number	E-mail Address
Student resides with: Name		Primary Language Spoken in the Home

**As a parent, indicate the highest education completed**

**MOTHER**

Some High School \_\_\_\_\_  
 High School Diploma/GED \_\_\_\_\_  
 Some College \_\_\_\_\_  
 Associate Degree \_\_\_\_\_  
 Bachelor Degree \_\_\_\_\_

**FATHER**

Some High School \_\_\_\_\_  
 High School Diploma/GED \_\_\_\_\_  
 Some College \_\_\_\_\_  
 Associate Degree \_\_\_\_\_  
 Bachelor Degree \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency phone number: \_\_\_\_\_

**PART C – Student Questions**

**Are you as a student interested in attending the PARAMUS Early College High School?**

YES \_\_\_\_\_ NO \_\_\_\_\_

Please answer the following three questions in two to three sentences for each question. Your answers may be typed or handwritten directly on the application or on a separate sheet of paper.

What is your favorite subject in school? Why?

One of your friends has asked you to explain why you want to attend PARAMUS Early College High School @ Angelina College. What would you tell him/her?

Do you plan on attending college after you graduate from high school? Which college would you like to attend? Why do you want to attend college?

The admissions committee is interested to know more about you as a person. On a separate piece of paper please write a one-page essay describing yourself. Feel free to include any of the following items in your essay or any other things about yourself that you believe are important:

- Your family
- An influential person in your life
- Any hobbies
- Any hardships or difficulties that you have overcome
- Other items of importance

**PART D – Additional Information from PARENT**

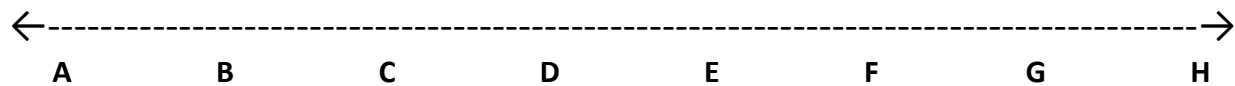
Describe how you will support your student if he/she is selected for the PARAMUS ECHS @ Angelina College.

Hours per week working with your child on his/her studies: \_\_\_\_\_ Hours

When you compare work and education, which is more important? Please indicate by circling the appropriate level of response;

**WORK**

**EDUCATION**



Please check the appropriate response:

\_\_\_\_\_ I give PARAMUS ECHS @ Angelina College and Angelina College permission to audio tape or video tape my child for the PECHS @ AC Program.

\_\_\_\_\_ I **do not** give PARAMUS ECHS @ Angelina College and Angelina College permission to audio tape or video tape my child for the PECHS @ AC Program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent Signature **Required**

Student Application due by March 31...

**MOUA APPENDIX II**

Pineywoods Community Academy

PARAMUS ECHS @ Angelina College

**PART A – Student Information**

Student Name	High School ID Number
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**PART B – Academic Counselor Information**

The student named above is applying for admission to the Early College High School at Angelina College. Students who are enrolled in this program will have the opportunity to complete a high school diploma as well as earn an associate’s degree during their four years in high school or during a fifth year. Your evaluation of this student will be extremely helpful in identifying which students will benefit from and succeed in this program.

Academic Counselor Name	
Number of years you have known the student: _____	I do not know the student: _____

Please check any of the following programs that apply to this student:

\_\_\_\_\_ G/T                      \_\_\_\_\_ Limited English Proficient                      \_\_\_\_\_ 504

\_\_\_\_\_ IEP                      \_\_\_\_\_ Free Lunch                      \_\_\_\_\_ Reduced Lunch

First Generation College       At risk for not graduating high school in four years

**PART C – Counselor Checklist:** The following information must be included as part of the student’s application

Information for Grades 6-7: <input type="checkbox"/> Transcript <input type="checkbox"/> STAAR Results <input type="checkbox"/> TELPAS Results <input type="checkbox"/> Attendance Report <input type="checkbox"/> Discipline Report	Information for grades 8 or 9: <input type="checkbox"/> TELPAS results <input type="checkbox"/> Grades for first semester <input type="checkbox"/> Attendance report for first semester <input type="checkbox"/> Discipline for 1 <sup>st</sup> semester <input type="checkbox"/> PSAT results <input type="checkbox"/> TSIA results
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**PART D – Counselor Comments:**

**PART E – Spanish:** Spanish is currently the only foreign language offered at PARAMUS.

Please select one of the following and check classes that pertain to student in each category.

<input type="checkbox"/> Native Spanish Speaker	<input type="checkbox"/> Non-Native English Speaker
---	---

- |  |  |
|--|--|
| <input type="checkbox"/> Spanish I<br><input type="checkbox"/> Spanish II<br><input type="checkbox"/> AP Spanish<br><input type="checkbox"/> Student qualifies to take the AP Spanish Exam | <input type="checkbox"/> Spanish I<br><input type="checkbox"/> Spanish II<br><input type="checkbox"/> AP Spanish<br><input type="checkbox"/> Student qualifies to take the AP Spanish Exam |
|--|--|

Math:

Please check classes in which student is currently enrolled or has passed.

- Pre-Algebra
- 8<sup>th</sup> Grade Mathematics
- Algebra I
- Geometry
- Algebra II

Counselors' Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Application due by March 31...

**MOUA APPENDIX III**

Pineywoods Community Academy

PARAMUS ECHS

**PART A – Student Information**

Student Name	High School ID Number
--------------	-----------------------

**PART B – Academic Counselor Information**

The student named above is applying for admission to the Early College High School at Angelina College. Students who are enrolled in this program will have the opportunity to complete a high school diploma as well as earn an associate's degree during their four years in high school or during a fifth year. Your evaluation of this student will be extremely helpful in identifying which students will benefit from and succeed in this program.

Academic Counselor Name	
Number of years you have known the student: _____	I do not know the student: _____

Please check any of the following programs that apply to this student:

- |           |                                  |                     |
|-----------|----------------------------------|---------------------|
| _____ G/T | _____ Limited English Proficient | _____ 504           |
| _____ IEP | _____ Free Lunch                 | _____ Reduced Lunch |



First Generation College       At risk for not graduating hs in four years

**PART C – Counselor Checklist:** The following information must be included as part of the student’s application

Information for Grades 6-7: <input type="checkbox"/> Transcript <input type="checkbox"/> STAAR Results <input type="checkbox"/> TELPAS Results <input type="checkbox"/> Attendance Report <input type="checkbox"/> Discipline Report	Information for grades 8 or 9: <input type="checkbox"/> TELPAS results <input type="checkbox"/> Grades for first semester <input type="checkbox"/> Attendance report for first semester <input type="checkbox"/> Discipline for 1 <sup>st</sup> semester <input type="checkbox"/> PSAT results <input type="checkbox"/> TSIA results
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**PART D – Counselor Comments:**

**PART E – Spanish:** Spanish is currently the only foreign language offered at PARAMUS.

Please select one of the following and check classes that pertain to student in each category.

<input type="checkbox"/> Native Spanish Speaker	<input type="checkbox"/> Non-Native English Speaker
---	---

- |  |  |
|--|--|
| <input type="checkbox"/> Spanish I<br><input type="checkbox"/> Spanish II<br><input type="checkbox"/> AP Spanish<br><input type="checkbox"/> Student qualifies to take the AP Spanish Exam<br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/> Spanish I<br><input type="checkbox"/> Spanish II<br><input type="checkbox"/> AP Spanish<br><input type="checkbox"/> Student qualifies to take the AP Spanish Exam<br><input type="checkbox"/><br><input type="checkbox"/> |
|--|--|

**Math:** Please check classes in which student is currently enrolled or has passed.

\_\_\_\_\_ Pre-Algebra

\_\_\_\_\_ 8<sup>th</sup> Grade Mathematics

\_\_\_\_\_ Algebra I

\_\_\_\_\_ Geometry

\_\_\_\_\_ Algebra II

Counselors' Signature \_\_\_\_\_ Date \_\_\_\_\_