

# Referral Form

## Middle College High School - School of Social Justice

◆ Address: 401 NE Northgate Way, Ste. #203 Seattle, WA 98125 ◆ Phone: 206-252-9900◆

◆ Hours: 8:30 AM to 4:00 PM on Mon, Tues, Thurs and Fri, 8:30-12:30 on Weds ◆

### Purpose:

This packet will provide the information necessary to determine student eligibility for attendance at Middle College High School of Social Justice.

### In order to be eligible for referral to MCHS, students must first meet the following minimum requirements:

1. Student has completed a minimum of 3.5 credits
2. Student has completed one year of high school

### Directions:

Students currently attending a Seattle Public School (SPS) and living within the boundaries of SPS must complete the following:

1. Completed referral packet
2. Current transcripts
3. IEP or 504, if relevant

For students who live within SPS boundaries, but not currently enrolled at a Seattle Public School, OR out of district transfers must enroll online at: <http://www.seattleschools.org/admissions/registration>.

Main Contact: Kattie Jones, Administrative Secretary: [kcjones@seattleschools.org](mailto:kcjones@seattleschools.org)

### Referral Process:

1. Contact SPS enrollment and have your student reassigned to MCHS. *NOTE: If it is determined after the referral process that your student will not be a good fit for MCHS, they will be reassigned to either their previous school or their neighborhood school.*
2. **Referrals must be mailed, submitted in person to the MCHS office located at 401 NE Northgate Way, Ste. #203, Seattle, WA 98125 or emailed to [kcjones@seattleschools.org](mailto:kcjones@seattleschools.org)**
3. Packets will be assessed by MCHS Prospective Student Review Committee. Incomplete packets may not be considered. Your packet will be considered complete when we receive all documentation listed:
  - Complete referral forms
  - Transcripts
4. Prospective students who have completed the referral forms and who have met the minimum requirements will be invited to an interview. This is a required part of the referral process.

### Once we review your paperwork the next steps will be:

#### Day 1: 2 Hour Intake Meeting

- Interview with Principal and staff member
- Overview of MCHS program and locations
- On demand writing task

#### Day 2: Site Visits

- Visit preferred attendance site, meet with teachers and grad success coordinator

#### Day 3: Scheduling

- Meet with counselor to complete schedule
- Intake with school nurse

#### Day 4: Start School

- Begin at new site
- Orientation

## GENERAL INFORMATION

Student name: \_\_\_\_\_ Current High School: \_\_\_\_\_  
Last Name First Name Middle Initial

Current Grade: \_\_\_\_\_ Gender: M/F/Other Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ethnicity: \_\_\_\_\_

Student ID: \_\_\_\_\_ Counselor Name: \_\_\_\_\_

Student email: \_\_\_\_\_ Student cell phone: \_\_\_\_\_

Home address: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Parent email: \_\_\_\_\_ Alternative parent email: \_\_\_\_\_

Is English your primary language? Yes  No  If not, what is your primary language? \_\_\_\_\_

Circle all that apply: IEP 504 ELL N/A

## STUDENT QUESTIONS

1. How did you find out about Middle College High School? (circle all that apply)

Counselor School Announcement Teacher Parent/Guardian Friend

Sibling, current/past student or other relative attended MCHS - Name: \_\_\_\_\_ Other: \_\_\_\_\_

2. MCHS currently includes three school sites: Northgate Mall, Seattle University, and University of Washington. Rank your school preferences from first choice (#1) to last choice (#3).

#1. \_\_\_\_\_ #2. \_\_\_\_\_ #3. \_\_\_\_\_

3. Do you have any health or medical concerns? If so, explain.

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

4. Are you currently working? If so, where and what are your hours? \_\_\_\_\_

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

Student Name (Please Print): \_\_\_\_\_

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

If under 18:

Parent/Guardian Name (Please Print): \_\_\_\_\_

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

# Middle College High School

## School of Social Justice

### HANDWRITTEN RESPONSES

Student Name: \_\_\_\_\_ Current School: \_\_\_\_\_

**Directions:** Please handwrite your responses to the following questions using the space provided below.

Why do you want to be a part of the Middle College High School community? What positive qualities will you bring to our community?

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Explain your successes with school.

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Explain your challenges with school.

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What are your plans after high school?

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(Responses beyond this point will not be considered)