

Referral Form

Middle College High School - School of Social Justice

◆ Address: 520 NE Ravenna Blvd Seattle 98115 ◆ Phone: 206-252-9900 ◆

◆ Office Hours: 8:30 AM to 4:00 PM on Mon, Tues, Thurs and Fri, 8:30-2:30 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 credit requirements: 10th grade – 5 credits, 11th grade – 10 credits
12th grade – 16 credits
2. Must be currently enrolled in SPS or live within Seattle city limits

Document Requirements:

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
4. Attendance Records
5. Discipline Records

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

Referral Process:

1. **Referrals must be mailed, submitted in person to the MCHS office located at 520 NE Ravenna Blvd, Seattle, WA 98115 or emailed to kcjones@seattleschools.org**
2. 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 above.
3. Student must attend an orientation meeting for interview and review of program

Once we review your paperwork the next steps will be:

- 1 Hour Orientation <ul style="list-style-type: none">- Overview of John Marshall program- Interview with Principal and staff member	- Transfer of Student <ul style="list-style-type: none">- Registrar will transfer student from current school, if necessary
- Intake review <ul style="list-style-type: none">- Staff will review interview notes to determine eligibility- Staff will call student family to notify acceptance or suggest other programs	- Student will begin <ul style="list-style-type: none">• Student's first day will be at the beginning of the quarter• Student will receive schedule on first day

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

3. 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?

Explain your successes with school.

Explain your challenges with school.

What are your plans after high school?
