

# ACE APPLICATION CHECKLIST

2009-2010

Please make sure that all of the following information is completed before sending to ACE. An incomplete application will be returned to the home campus.

STUDENT'S NAME: \_\_\_\_\_ ID# \_\_\_\_\_

School: \_\_\_\_\_ Counselor: \_\_\_\_\_

## A. Home campus counselor accumulates the following data:

- \_\_\_ 1. Completed application, including student and parent statement of need, as well as, student, parent, Counselor and Principal signatures
- \_\_\_ 2. Student profile eligibility criteria (SNAPP form)
- \_\_\_ 3. Letter of campus recommendation (Counselor and Principal)
- \_\_\_ 4. Copy of academic achievement record (transcript)
- \_\_\_ 5. Copy of all testing information (TAKS)
- \_\_\_ 6. Student Item Analysis Sheet (TAKS)
- \_\_\_ 7. Copy of special education testing and current IEP (if applicable)
- \_\_\_ 8. Reading assessment score must be at 6<sup>th</sup> grade level
- \_\_\_ 9. Copy of Social Security Card
- \_\_\_ 10. Immunizations Records
- \_\_\_ 11. Copy of Home Language Survey
- \_\_\_ 12. Proof of Residency (Utility Bill, Builder's Contract, or Lease Agreement)
- \_\_\_ 13. Documentation of Legal Guardianship (if applicable)
- \_\_\_ 14. Parent/Guardian Picture I.D.
- \_\_\_ 15. Birth Certificate

B. \_\_\_ Application data is forwarded to ACE Counselor

C. \_\_\_ Principal decision is made at the Home Campus in conjunction with ACE Principal

D. \_\_\_ Student and parent are notified by Home Campus Principal

August 17, 2009