

ACE APPLICATION CHECKLIST

2008-2009

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 (i.e. Nelson-Denny) student must be at 8th 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

June 5, 2008