



## Schenectady Smart Transfer Early College High School

November 2018

Dear Schenectady City School District 8<sup>th</sup> Grader:

Congratulations! Based on your academic merit, you have been nominated to apply for admission to Schenectady Smart Transfer Early College High School. Schenectady City School District and SUNY Schenectady County Community College are excited to offer you this opportunity as you look forward to entering high school next September. The goal of Smart Transfer ECHS is for students to earn an associate's degree by the time they finish high school. At minimum, *all students in the program are expected to complete at least 60 credit hours of college-level coursework.* If you are a student who dreams of earning a college degree, we encourage you to apply for this program, which could potentially save you and your family thousands of dollars in tuition costs.

Smart Transfer is a challenging program that requires great dedication on the part of its students and their families. In order to be successful in this program, all students must:

- Complete 60 credit hours of college-level courses
- Participate in MANDATORY 6-week summer college courses
- Participate in all Smart Transfer programming during the school year, including, but not limited to, MANDATORY orientation, student/parent/guardian meetings, check-ins and programming activities during the school year and meetings with SUNY Schenectady advisors
- Attend courses on the campus of SUNY Schenectady during their junior and senior years

**Interested applicants must attend one of the upcoming Early College High School information listed below.** Please RSVP to Keturah Tallon for the session you plan to attend (see contact info below).

Date	Time	Location	Address
November 28 (Wednesday)	6:00- 7:30	Schenectady County Library- McChesney Room	99 Clinton St. Schenectady, NY 12305
November 29 (Thursday)	6:00- 7:30	Mont Pleasant Middle School - Project Room	1121 Forest Rd. Schenectady, NY 12303
December 4 (Tuesday)	6:00- 7:30	Schenectady High School - The Commons	1445 The Plaza Schenectady, NY 12308
December 5 (Wednesday)	6:00- 7:30	SUNY Schenectady- STK 101	78 Washington Ave. Schenectady, NY 12305

Additional information is available on our website at [sunysccc.edu/smarttransfer](http://sunysccc.edu/smarttransfer). Please contact either Keturah Tallon at or Lauren Guagenti at with any questions. We look forward to hearing from you.

Very best,

Keturah Tallon  
 Smart Transfer ECHS Grant Coordinator  
[tallonke@sunysccc.edu](mailto:tallonke@sunysccc.edu)  
 (518) 859-9555

Lauren Guagenti  
 Smart Transfer ECHS Student Success Coach  
[gallolm@sunysccc.edu](mailto:gallolm@sunysccc.edu)  
 (518) 859-9910

**Schenectady Smart Transfer Early College High School**  
**Application for Admission**

Date of application: \_\_\_\_\_

Program(s) applying for:  Smart Scholars  Smart Transfer Early College High School  Both programs

Student's Full Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Student's Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Parent phone #1: \_\_\_\_\_ Parent phone #2: \_\_\_\_\_

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

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

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

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



**By Friday, December 14th please submit, to the address below, your completed:**

- **Application**
- **Signed parent/guardian consent**
- **Smart Transfer ECHS admissions essay**

**\*\*Recommendation letters must be returned directly to\*\***

**Pam McCall**

**Director of College and High School Partnerships**  
**SUNY Schenectady County Community College**  
**Schenectady, New York 12305**

**To the parent/guardian and minor student attending SUNY Schenectady:**

It is imperative that parent(s)/guardian(s) and their minor children understand that the students are entering a college environment that carries with it certain possible scenarios, not all of which can be anticipated. The atmosphere of classes at SUNY Schenectady will frequently reflect the college's diverse population.

Please be aware of the following:

1. SUNY Schenectady is much more rigorous and much less guided than secondary education course work.
2. The courses taken will establish an official transcript that will follow the student throughout the student's college and/or university career
3. Adult themes and diverse perspectives are essential to SUNY Schenectady materials and discourse.
4. Any student who registers for courses at SUNY Schenectady is responsible for maintaining at least a "C" (2.0 on a 4.0 scale) cumulative grade point average.
5. SUNY Schenectady will not act in a parental or supervisory role.
6. A parent or guardian may not attend a course in which their student is registered unless the parent or guardian is registered unless the parent or guardian is registered.
7. A student who registers in SUNY Schenectady courses is fully responsible for complying with all policies and procedures. This includes being aware of and adhering to the SUNY Schenectady Code of Conduct and the course syllabus.
8. Instructors cannot discuss students' attendance, grades, or progress without observed written consent of the student.
9. Instructors cannot inform parents when classes are cancelled at the last minute or when the class ends prior to the scheduled time. ECHS staff will reach out to families if necessary.
10. Attendance is REQUIRED. If a student will miss class, they will need to notify their instructor as well as an Early College staff member.

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**I have read and understand the above statements.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Student's Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Schenectady Smart Transfer Early College High School Admissions Essay Instructions & Cover Sheet

**INSTRUCTIONS:** With the opportunity offered through the Smart Scholars or Smart Transfer ECHS for students to earn college credit, **applicants must write and submit an Admissions essay responding to ONE of the three prompts:**

1. Who is someone you consider a role model? Name some qualities they have or what they've accomplished. Discuss why those qualities and/or accomplishments impact your life. How can you be a role model for others?
2. Think back to a situation in your life where you had to decide between taking a risk and playing it safe. Which choice did you make and was it the "right" one? Would you have made the same decision looking back on the experience or would you have made a different decision?
3. How has the neighborhood(s) you've grown up in molded you into the person you are today? Describe the landscape, people, businesses, interactions, etc. How will what you've experienced help you mold the next generation?

Essays should be at *least* a page in length. Typed essays are preferred (although we will accept handwritten responses, as long as we can read them).

**Please sign this cover sheet below, indicating the essay has been written by you (the student) and staple it to your essay.**

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

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

\_\_\_\_\_  
Date

**TEACHERS: PLEASE DO NOT RETURN RECOMMENDATION TO STUDENT.**

**\*\*\*Please return directly to Pam McCall at the address below.\*\*\***

**Schenectady Smart Transfer Early College High School**

**CONFIDENTIAL Student Recommendation Form -1**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Current School \_\_\_\_\_

**THIS FORM IS TO BE FILLED OUT BY A CURRENT TEACHER, SCHOOL COUNSELOR, SOCIAL WORKER, MENTOR, OR ADMINISTRATOR**

The above named student has applied for admission to Schenectady Smart Transfer Early College High School. The following information will assist us in assessing the student's potential to be successful in the program.

Name of Reference: \_\_\_\_\_ Position: \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

How long have you known this individual? \_\_\_\_\_

Please rate using the following key:

**5=outstanding 4=above average 3=average 2=below average 1=unacceptable**

**N/A = not applicable or not enough information on student to comment**

**ACADEMICS:** Ability \_\_\_\_\_ Achievement \_\_\_\_\_ Ability to Write \_\_\_\_\_ Accepts Correction \_\_\_\_\_  
Grasps Subject Matter \_\_\_\_\_ Articulates Thoughts \_\_\_\_\_

**EFFORT:** Self Discipline \_\_\_\_\_ Motivation \_\_\_\_\_ Attentiveness in Class \_\_\_\_\_ Works Independently \_\_\_\_\_  
Able to Collaborate \_\_\_\_\_

**CHARACTER:** Respectfulness \_\_\_\_\_ Self-Confidence \_\_\_\_\_ Leadership Skills \_\_\_\_\_ Displays Integrity \_\_\_\_\_  
Able to Resolve Conflict \_\_\_\_\_

Further comment on applicant's strengths \_\_\_\_\_

Further comment on applicant's challenges \_\_\_\_\_

List several words that describe this student \_\_\_\_\_

To what degree do you recommend this student:

Highly recommend

Recommend

Recommend with reservations

**RETURN THIS FORM by Friday December 14th DIRECTLY TO:  
Ms. Pamela McCall, Director of College & High School Partnerships  
SUNY Schenectady County Community College  
78 Washington Avenue Schenectady, NY 12305**

**\*\*Please do not return this form to the student\*\*\***

**TEACHERS: PLEASE DO NOT RETURN RECOMMENDATION TO STUDENT.**  
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**Schenectady Smart Transfer Early College High School**  
**CONFIDENTIAL Student Recommendation Form –2**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Current School \_\_\_\_\_

**THIS FORM IS TO BE FILLED OUT BY A CURRENT TEACHER, SCHOOL COUNSELOR, SOCIAL WORKER, MENTOR, OR ADMINISTRATOR**

The above named student has applied for admission to Schenectady Smart Transfer Early College High School. The following information will assist us in assessing the student's potential to be successful in the program.

Name of Reference: \_\_\_\_\_ Position: \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

How long have you known this individual? \_\_\_\_\_

Please rate using the following key:

**5=outstanding 4=above average 3=average 2=below average 1=unacceptable**

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ACADEMICS: Ability \_\_\_\_\_ Achievement \_\_\_\_\_ Ability to Write \_\_\_\_\_ Accepts Correction \_\_\_\_\_  
Grasps Subject Matter \_\_\_\_\_ Articulates Thoughts \_\_\_\_\_

EFFORT: Self Discipline \_\_\_\_\_ Motivation \_\_\_\_\_ Attentiveness in Class \_\_\_\_\_ Works Independently \_\_\_\_\_  
Able to Collaborate \_\_\_\_\_

CHARACTER: Respectfulness \_\_\_\_\_ Self-Confidence \_\_\_\_\_ Leadership Skills \_\_\_\_\_ Displays Integrity \_\_\_\_\_  
Able to Resolve Conflict \_\_\_\_\_

Further comment on applicant's strengths \_\_\_\_\_  
\_\_\_\_\_

Further comment on applicant's challenges \_\_\_\_\_  
\_\_\_\_\_

List several words that describe this student \_\_\_\_\_

To what degree do you recommend this student:

Highly recommend

Recommend

Recommend with reservations

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