

Applicant Last Name _____

Brooks College Prep Transfer Application Instructions 2015

Transfer applications for the fall of 2015 must be postmarked by **July 1st, 2015 to be considered.**

Interested students must meet the following **minimum** requirements to be considered for admission:

- 3.5 unweighted GPA,
- demonstrated success in a rigorous curriculum,
- excellent attendance,
- no suspensions or major disciplinary infractions,
- proof of Chicago residency upon acceptance.

To apply to Brooks College Prep for the fall of 2015, please complete the following (please write your last name on the top of each page):

*Use blue or black ink if completing by hand.

Brooks College Prep Basic Questionnaire (p.2) – 1 Page

1 Typed – Essay (p.3) – 1 Page

Extracurricular Activities (p.4) – 1 Page

School Official's Recommendation Form (p. 5-7) – 3 pages (includes transcripts, 3rd quarter grade report, current schedule, all standardized test scores, attendance and discipline records, IEP/504 plan (if applicable), and school profile)

Teacher Recommendation Form (p. 8 & 9) – 2 Pages

Place all documents in a **SINGLE ENVELOPE and send to the school (250 E. 111th street Chicago, IL 60628 ATTN: Dr. Bauer). Applications also may be mailed or dropped off at the front desk. Applications arriving in separate pieces of mail will not be considered.**

Incomplete, faxed, and late applications will not be accepted.

Accepted students will be notified August through the first semester. Only those accepted will be notified about the outcome of their application. Students not accepted by September 1st should make arrangements to attend another high school.

Students accepted after the start of the school year will have the option to transfer during the first semester. Students not contacted by Brooks by the end of the first semester were not selected for the 2015-2016 school year and should re-apply for the 2016-2017 school year.

Please contact the Director of Admissions, Dr. Erica Bauer (edbauer@cps.edu) if you have any questions.

**Only applications that are postmarked by July 1st, 2015 will be considered.
Mail Applications to 250 E. 111th Street, Chicago, IL 60628 ATTN: Dr. Bauer**



**GWENDOLYN BROOKS COLLEGE
PREPARATORY ACADEMY**

250 East 111th Street
Chicago, Illinois 60628
Phone: 773-535-9930
Fax: 773-535-9939
brookscollegeprep.org

Applicant Last Name _____

Brooks College Prep Basic Questionnaire

Student's Name:

Address:

City/State/Zip Code:

Home Phone:

Cell Phone:

Parent/Guardians Names:

Parent/Guardian Email:

Current High School:

8th Grade Graduation From:

Please place a check next to the appropriate boxes:

Grade level for 2015-2016 school year (next year):

Sophomore Junior Senior

Gender:

Male Female

IEP/504 Plan:

Yes No

Race:

American Indian or Alaska Native Latino/a
Asian Native Hawaiian or other Pacific Islander
Black or African American White

Ethnicity:

Hispanic



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Essay Question

Please answer the essay question listed below on a separate sheet of paper.

Your typed essay should not exceed one page in length. Use 1-inch margins, 12-point font size, and Times New Roman font style. Please include your name at the top of your essay.

The motto of Brooks College Prep is to “Be Brooks!” There are 16 “Be’s of Brooks” total. Please choose one of the three listed below and describe a time when you embodied this specific attribute:

- (1) Be Collaborative
- (2) Be Creative and Innovative
- (3) Be Adaptive and Agile



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Extracurricular Activities

Please complete the table below. List your activities and provide a brief description of the activity, as well as your role in this activity.

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EXTRACURRICULAR ACTIVITIES:

Extracurricular Activities (sports, clubs, after school)	Briefly describe this activity and describe your role/involvement in the club including any leadership roles

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Schools Official's Recommendation Form (Page 1 of 3)



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Please give the School Official's Recommendation Form to a counselor, dean, administrator or other school official at your current school well before June 1st. The school official must attach the following documentation to the completed form and place within a **sealed envelope with the official's signature on the seal**:

- Student's Official Transcripts
- All Standardized Test Scores
- Attendance Reports
- IEP or 504 Plan (if applicable)
- 3rd Quarter Grade Report
- Disciplinary Reports

To the Transfer Applicant

Complete the information below and give this form to your counselor, dean, administrator or school official to complete. **This form will be considered only if it is in a sealed school envelope with an authorized signature over the seal.** If this form is not included in your transfer application packet, your transfer application will be considered incomplete and will be discarded.

Transfer Applicant Name (first, middle, last):

School you currently attend:

I am applying for a transfer to Brooks College Prep. I am authorizing the person below to complete the form, attach my transcript, 3rd quarter grade report, my current schedule, all standardized test scores (Explore, Plan, PSAT/ACT, PSAT, A.P., etc.), attendance reports, disciplinary reports, and an IEP or 504 plan (if applicable). I am aware that **if this documentation is not in a sealed school envelope with the school official's signature, my application will be incomplete and will be discarded.**

Student's Signature | Date

To Be Completed by a School Official

Please complete the following information and return this 4-page form and the supporting documentation to the above student in a sealed school envelope.

Name: Mr./Ms./Dr.

Title: _____ School: _____

School Address: _____

Phone: _____ Fax: _____

Email: _____

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School Official's Recommendation Form (page 2 of 3)

Student's Background Information

Please be aware that Brooks College Prep requires a minimum unweighted GPA of 3.5 to apply to transfer to Brooks. If your student does not have at least a 3.5 GPA, please advise the student against continuing with the transfer process.

Student's unweighted GPA:

Student's weighted GPA (if applicable):

*See school counselor if unsure.

Student's class rank out of

If your school does not rank, indicate if s/he is in the:

Top 5% Top 10% Top 20% Top 30%

Grading scale:

Do you limit the number of honors or AP classes students can take? Yes No

Number of AP classes offered:

Highest GPA in this student's class:

Discipline/Behavior

Has the student ever been found responsible for a disciplinary violation at your school, whether academic or behavioral misconduct, that resulted in the student's probation, suspension, removal, or expulsion? Yes No

If yes, please explain:

Please attach any relevant disciplinary records.

Attendance

Has the student been tardy to school, skipped classes or had excessive unexcused or excused absences? Yes No

Please attach any relevant attendance records.



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School Official's Recommendation Form (page 3 of 3)



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Evaluation

How long have you known this student and in what context?

In comparison with other college preparatory students at your school, how would you rate this student in terms of

	Below Average	Average	Good	Outstanding
Academic Achievement				
Course Selections				
Extracurricular Accomplishments				
Personal Qualities and Character				
Overall				

I recommend this student:

with reservation fairly strongly strongly enthusiastically

School Official's Signature _____ Date:

Please use the space below to explain your recommendation. Also, please describe any special circumstances of which we should be aware.

Feel free to attach an additional sheet or letter of recommendation.

If this form is not in a sealed school envelope with the school official's signature on the seal, the student's transfer application will be incomplete and discarded.

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Teacher's Recommendation Form (page 1 of 2)

Please give the Teacher Evaluation Form to an academic teacher at your current school well before July 1st. This form must be completed by a teacher who has taught you an academic subject (i.e. English, math, science, social science, or world language). **If this form is not in a sealed school envelope with the school official's signature on the seal, the student's transfer application will be incomplete and discarded.**

To the Transfer Applicant

Complete the information below and give this form to a teacher who has taught you in an academic subject to complete. This form will be considered only if it is in a sealed school envelope with the teacher's signature over the seal. **If this form is not included in your transfer application packet, your transfer application will be considered incomplete and discarded.**

Transfer Applicant Name:

School you currently attend:

I am applying for a transfer to Brooks College Prep. I am authorizing the person below to complete this Teacher Recommendation form. I am aware that if this documentation is not in a sealed school envelope with the teacher's signature on the seal, my application will be incomplete and discarded.

Student's Signature

To Be Completed by a Teacher

Please return this completed form to the student in a sealed school envelope with your signature on the seal. **If this form is not in a sealed school envelope with your signature on the seal, the student's transfer application will be incomplete and discarded.**

Name: Mr. / Ms. /Dr.

Title:

Phone:

Email:

List the courses you have taught this student below.

Course	Level	Year in School	Grade
<i>Geometry</i>	<i>Honors</i>	<i>10th</i>	<i>A / B</i>

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Teacher's Recommendation Form (page 2 of 2)

What are the first three words that come to your mind to describe this student?

Compared to other students in his/her class, how do you rate this student in terms of:
(please indicate with an "x")

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	Below Average	Average	Good	Outstanding
Academic Achievement				
Course Selections				
Extracurricular Accomplishments				
Personal Qualities and Character				
Overall				

I recommend this student:

with reservation fairly strongly strongly enthusiastically

Please write a description of the student's academic and personal characteristics in your classroom.
Feel free to attach an additional sheet or letter of recommendation.

Teacher's Signature

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