



Dear Applicant,

Thank you for your interest in Gwendolyn Brooks College Prep. Please fill out all information below. ***PLEASE NOTE: Incomplete applications will not be considered. Due to the high volume of transfer requests, families will only be contacted if the student is accepted. Application materials will not be returned.***

***Incomplete application packets will unfortunately not be able to be considered for admission. Your completed application packet MUST contain up-to-date school transcripts.***

### **Brooks College Prep Transfer Application Instructions 2023**

Transfer applications for SY 2022-2023 must be emailed and received by **July 21<sup>st</sup>, 2023 at 11:59pm to be considered.**

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

- 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 SY 2022-2023, please complete the following:**

- include your last name at the top of each page
- feel free to type into the form or complete in black ink
- Brooks College Prep Applicant Information (p. 3)
- Personal Essay (p. 4)
- Extracurricular Activities (p. 5)
- School's Official Recommendation Form (pp. 6-9; includes transcripts, 3<sup>rd</sup> quarter grade report, current schedule, all standardized test scores, attendance and discipline records, IEP/504 plan if applicable, and school profile)
- Teacher Recommendation Form (pp 10-12)

**Place collect all of your documents and email them to Assistant Principal Dolan at [krdolan@cps.edu](mailto:krdolan@cps.edu). School official and teacher recommendation letters MUST be emailed separately by the recommender/school official to AP**



**Dolan with the subject line APPLICANT LAST NAME\_APPLICANT FIRST NAME\_RECOMMENDATION and must still be received by the July 21st deadline. PLEASE MAKE SURE YOU SHARE YOUR SETTING SO WE CAN OPEN YOUR ATTACHMENTS. PLEASE SEND YOUR ATTACHMENT DOCUMENTS SEPARATELY.**

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

Accepted students will be notified as early as June/July and as late as through the first twenty days of school on a rolling basis and as space is made available.

Only accepted students will be notified.

Students not accepted for SY 2023-2024 may apply again for subsequent years.

**Only applications received via email at [krdolan@cps.edu](mailto:krdolan@cps.edu) by July 21st, 2023 will be considered. Please DO NOT mail applications or application components. Contact Assistant Principal Kerry Dolan with any questions ([krdolan@cps.edu](mailto:krdolan@cps.edu)).**



Applicant Last Name:

**Brooks College Prep Applicant Information**

Student's Full Name:

Home Address:

City / State / Zip Code:

Home Phone:

Cell Phone:

Parent/Guardian Name(s):

Parent/Guardian Email(s):

Current High School:

8<sup>th</sup> Grade Graduating School:

**Grade Level for SY 2023-2024:**

Sophomore       Junior       Senior

**Gender:**

Male       Female

**IEP/504 Plan:**

Yes     No

**Race**

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



Applicant Last Name:

### **Personal Essay**

Please answer the following essay in 250 words or less. We recommend writing it in Word or Google Docs first and spell checking, then copy and paste it into the document or attach with your application materials.

The motto of Brooks College Prep is to **Be Brooks!** There are 17 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



Applicant Last Name:

**Extracurricular Activities**

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

Extracurricular Activities (sports, clubs, after school activities)	Description of the activity and your role within the activity



Applicant Last Name:

**School Official's Recommendation Form (Page 1 of 4)**

Please give this form to a counselor, dean, administrator, or other school official at your current school well before July 21st. School official and teacher recommendation letters **MUST** be emailed separately by the recommender/school official to AP Dolan at [krdolan@cps.edu](mailto:krdolan@cps.edu) with the subject line APPLICANT LAST NAME\_APPLICANT FIRST NAME\_RECOMMENDATION and must still be received by the July 1st deadline. Please be sure to include/attach all of the following information/reports in the message:

- Student's unofficial transcripts
- All standardized test scores **(Due to COVID, we know students may have not taken a standardized assessment last year. However, please submit your most recent test scores )**
- Attendance reports
- IEP or 504 plan (if applicable)
- 3<sup>rd</sup> quarter grade report
- Disciplinary reports

**To the Transfer Applicant**

Complete the information below and give this form to a counselor, dean, administrator, or other school official at your current school to complete. **This form will be considered only if it has been emailed directly from your school official to AP Dolan.** If this form is not submitted by the July 21st deadline, your transfer application will be considered incomplete and will be discarded. Consider typing in some of this info for the school official to make the process easier!

Transfer Applicant Name (first, middle, last):

School currently attending:

I am applying for a transfer to Brooks College Prep. I am authorizing the person below to complete the form, attach my transcript 3<sup>rd</sup> quarter/4th quarter grade report, current schedule, all standardized test scores, attendance reports, disciplinary reports, and an IEP or 504 if applicable. **I am aware that if this documentation is not submitted via email directly from my school official to Ms. Dolan at [krdolan@cps.edu](mailto:krdolan@cps.edu), my application will be incomplete and will be discarded.**

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(Student Signature)

(Date)



Applicant Last Name:

**School Official's Recommendation Form (Page 2 of 4)**

**To Be Completed by a School Official**

**The teacher recommender must email this completed form to Assistant Principal Dolan at [krdolan@cps.edu](mailto:krdolan@cps.edu). If this form is not submitted by the July 21st deadline, your transfer application will be considered incomplete and will be discarded.**

School Official Name:

Title:

School:

School Address:

Phone:

Fax:

Email:

**Student Background Information**

Please be aware that Brooks College Prep requires a *minimum* unweighted GPA of 3.5 to apply for transfer. If your student does not have at least a 3.5 GPA, please reach out to AP Dolan for guidance.

Student's unweighted GPA:

Student's weighted GPA (if applicable):

Student's class rank \_\_\_\_\_ out of \_\_\_\_\_

If your school does not rank, please indicate if the student is in the:

- top 5%     top 10%     top 20%     top 30%



Grading scale:

Do you limit the number of honors and AP classes students can take?

Yes       No

**School Official's Recommendation Form (Page 3 of 4)**

**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.





Applicant Last Name:

**School Official's Recommendation Form (Page 4 of 4)**

**Evaluation**

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

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

	Below Average	Average	Above Average	Outstanding
Academic Achievement				
Course Selections				
Extracurricular Activities				
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 we should be aware of (feel free to attach an additional document of explanation if necessary).



Applicant Last Name:

### **Teacher's Recommendation Form (Page 1 of 3)**

Please give the Teacher Evaluation Form to an academic teacher at your current school well before July 21<sup>st</sup>. This form must be completed by a teacher who has taught you an academic subject (e.g. English, Math, Science, Social Science, or World Language). School official and teacher recommendation letters **MUST** be emailed separately by the recommender/school official to AP Dolan with the subject line APPLICANT LAST NAME\_APPLICANT FIRST NAME\_RECOMMENDATION and must still be received by the July 21st deadline. If this form is not submitted by the July 21st deadline, your transfer application will be considered incomplete and will be discarded. Consider typing in some of this info for the teacher to make the process easier!

### **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 has been emailed directly from your school official to AP Dolan.** If this form is not submitted by the July 21st deadline, your transfer application will be considered incomplete and will be discarded.

Transfer Applicant Name:

School you currently attend:

I am applying 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 Signature: \_\_\_\_\_



Applicant Last Name:

**Teacher's Recommendation Form (Page 2 of 3)**

**To Be Completed by a Teacher**

**The teacher recommender must email this completed form to Assistant Principal Dolan at [krdolan@cps.edu](mailto:krdolan@cps.edu).** If this form is not submitted by the July 21st deadline, your transfer application will be considered incomplete and will be discarded.

Name:

Title:

Phone:

Email:

List the course(s) you have taught this student below.

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

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



Applicant Last Name:

**Teacher's Recommendation Form (Page 3 of 3)**

Compared to other students in his/her class, how do you rate this student in terms of:

	Below Average	Average	Above Average	Outstanding
Academic Achievement				
Course Selections				
Extracurricular Activities				
Personal Qualities and Character				
Overall				

**I recommend this student:**

- with reservation
- fairly strongly
- strongly
- enthusiastically

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please write a description of the student's academic and personal characteristics in your classroom (feel free to attach an additional document to your email message if necessary).