



The Early College Alliance<sup>sm</sup> (ECA) is a unique educational program designed to fully immerse high school-aged students into the post-secondary learning environment. The ECA expects high achievement and realistic planning from all students. ECA students finish high school with a combination of their prior high school classes (if applicable), ECA high school classes, and Eastern Michigan University coursework. Beginning in their 10<sup>th</sup> or 11<sup>th</sup> grade year, and upon successfully demonstrating the academic and “soft skills” necessary to succeed in college, ECA students have the opportunity to earn up to 60 EMU credits—the tuition and books paid for by the program.

Successful ECA students must be willing to take responsibility for their own effort, education and behavior. There are no bells, hall monitors or daily announcements to keep them on track. At both the Early College Alliance<sup>sm</sup> and Eastern Michigan University there are many requirements and deadlines for students to meet and for which to be responsible. Students are expected to learn how to make smart, sound choices that benefit their learning and success in life. Students are also expected to learn how to monitor their own educational progress, advocate for their own learning needs and successfully negotiate their way through the post-secondary environment.

### ***Who is Eligible to Apply to the ECA?***

To be eligible to enroll in the ECA in the 2018-2019 academic year you must meet the following criteria:

- Students who, as of November 2017, are 9<sup>th</sup> or 10<sup>th</sup> grade high school students – Home School, Parochial, Private or Charter School students are also eligible.
- Students must be residents of the State of Michigan.
- Students must be at least fourteen (14) years of age by August 31, 2018.
- You cannot be in the United States under a J-1 Visa.

If you have questions regarding your student’s eligibility please contact the ECA at (734) 487-4290.



**Early College Alliance<sup>sm</sup> Academy**

The Early College Alliance Academy (ECA<sup>2</sup> or Academy) is a 9<sup>th</sup> grade program designed to prepare students for the rigors of the Early College Alliance (ECA). The Academy expects developmentally appropriate, high achievement of both academic and soft skills from all students. ECA Academy students will generally be restricted from enrolling in university courses during their 9<sup>th</sup> grade year and will move as a single cohort through the 9<sup>th</sup> grade experience. ECA Academy students will begin the process of developing the skills needed to successfully transition into the standard ECA program in their 10<sup>th</sup> grade year, where they will continue as indicated in their individualized Educational Development Plans.

Successful Academy students will learn to take responsibility for their own effort, education, and behavior. There are no bells, hall monitors, or daily intercom announcements to keep them on track. Students are expected to learn how to make smart, sound choices that benefit their learning and success in life, and are taught the tools and skills needed to succeed in self-monitoring.

## ***Who is Eligible to Apply to the ECA Academy?***

To be eligible to enroll in the ECA Academy in the 2018-2019 academic year you must meet the following criteria:

- Students who, as of November 2017, are 8<sup>th</sup> grade students – Home School, Parochial, Private or Charter School students are also eligible.
- Students must be residents of the State of Michigan.
- Students must be at least thirteen (13) years of age by August 31, 2018.
- Students cannot be in the United States under a J-1 Visa.

**If you have questions regarding your student's eligibility please contact the ECA at (734) 487-4290.**

## **More about the programs**

**Life Management Skills or “Soft Skills”** are the keys to success in both life and college, perhaps even more than academic skills. The student who applies himself or herself consistently is more likely to complete the program than a brilliant student who is “too bored” to turn in homework assignments. Soft skills must be consistently demonstrated and be incorporated into the student's every day decision making process. Teaching, evaluating and monitoring “Life Management Skills” is the cornerstone of the ECA pedagogy. We do not expect students to walk in the door prepared for the rigors of the program, but we require every student to master these skills prior to transitioning to EMU coursework.

**CORE Advisors** are an essential component of the ECA program. CORE Advisors serve as educational anchors to students, and are the primary point of contact for the parents and EMU faculty. Each student is assigned a CORE Advisor upon entry into the program, and will keep the same CORE Advisor throughout his/her program. Parents and students are expected to attend scheduled meetings with their assigned CORE Advisor.

**Credentialing a student for transition to EMU courses** is determined by ECA faculty in collaboration with his/her CORE Advisor during their 10<sup>th</sup> or 11<sup>th</sup> grade year. ECA staff and faculty assess, monitor and evaluate both the student's academic skills and the student's “Soft Skills” as part of the learning process. Soft Skills credentialing is done after the first ten weeks of the semester during their 10<sup>th</sup> or 11<sup>th</sup> grade year and scheduling into Eastern Michigan University courses follows.

**Transition to college courses** is critical in meeting the program completion requirements of the Early College Alliance<sup>sm</sup>. A student who does not receive “soft skills” credentialing by the end of his/her second semester during their 10<sup>th</sup> or 11<sup>th</sup> grade year will have great difficulty completing the ECA program. For those students who struggle to meet the soft skill credentialing requirements of the program, the student's CORE Advisor and the ECA Principal will advise both the student and parent on more appropriate educational options available to the student.

**Educational Development Plans (EDP)** are essential components of the Early College Alliance<sup>sm</sup> educational program. ECA CORE Advisors will assist parents and students in creating the EDP that helps to map out a realistic course of study and tracks the student's progress through the ECA educational program.

**Attendance** – At the ECA, attendance is evaluated as part of the student's life management or “soft skills.” A student with a poor record of attendance will negatively impact his/her opportunity to excel in the ECA program. Once the student transitions into a college course, attendance is reported by the student once per semester (Fall & Winter only).

**Curricula** are designed to broaden students' understanding of a number of topics, develop their skills in critical thinking and prepare them for the diverse educational environment of college. Students who resist participation in educational activities that they dismiss as irrelevant to them, or in conflict with their beliefs will gain far less from their educational experience than those who approach this experience with an open mind. A student can learn how

to understand a position or an argument without subscribing to it, and learning how to do so is, in part, what the Early College Alliance<sup>sm</sup> is designed to do.

Topics encountered in course work both at ECA and EMU are part of curricula that have been developed by educators with specific goals in mind for students. Examples of potentially challenging topics that must be addressed in course work or on examinations in order to pass a class are listed below.

<b>Science</b>	Natural Selection (Evolution), sexually transmitted diseases, laboratory techniques and processes, metrics, experimental design and others.
<b>Political Science</b>	The mechanics of the government of the United States; the effects of political actions or decisions in the past and the present; participation through volunteer work and/or attending public meetings in the process of representative democracy.
<b>English</b>	The motivation of characters who affect harm or evil; the actions of characters who violate social norms; the use of language and text that is considered acceptable within the post-secondary environment may be used in ECA courses as a primer to college-level instruction.
<b>Mathematics</b>	Processes that may not have immediate application but are essential to the understanding of higher-level mathematics; applied mathematics.

**Tolerance** - On a campus as diverse as EMU's, tolerance of people with different appearance, dress, actions and beliefs is critical to the smooth functioning of the campus. Exposure to the diversity of people on campus contributes to the expansion of students' educational experience. Tolerance of others is expected of all students, both in ECA and in EMU courses.

## **Mission, Vision, & Values**

At the ECA, we emphasize access to college for all, recognizing the special role of the early college reform movement in facilitating this access for all students—particularly those traditionally underrepresented in higher education.

Our program is built on the **principles** of innovation, critical and reflective practice, & high expectations for students and staff alike.

**Key features** of the ECA include the direct teaching and learning of soft skills, mastery learning, flexible programming, choice theory, and strong partnerships with our districts and Eastern Michigan University.

### **VISION**

The **vision** of the ECA is to bridge the gap between high school and college, enhancing life outcomes while fostering a democratic society.

### **MISSION**

The **mission** of the ECA is to empower high school students from diverse backgrounds to earn up to 60 university credits towards a Bachelor's Degree.

### **VALUES**

The **values** of the ECA are Social Justice, Strong & Supportive Relationships, Diversity, Growth Mindset, & Individualized Pathways

## ECA Admission & Lottery

If the number of eligible enrollees for any district during the Enrollment window exceeds the number of available openings a lottery will be conducted to determine the 2018 Fall cohort for that district. The lottery will be conducted in accordance with the enrollment policies and procedures as developed and approved by the Washtenaw Educational Options Consortium Joint Steering Committee (WEOC JSC). Letters will be sent to all applicants notifying them of their status.

Students who submit an Enrollment Packet after the initial lottery will be processed according to their identified ECA District's availability.

**Please note:** All students/applicants selected in the lottery are provisionally accepted into the ECA program. Final acceptance/approval is granted by Eastern Michigan University and the student's ECA District's Administration upon receipt of all required registration documents.

All School of Choice Pool applicants will be entered into a separate lottery and will be enrolled through an ECA district that participates in the School of Choice program (currently Lincoln, Manchester, Milan, Whitmore Lake, and Ypsilanti Districts) after each district's initial lottery is completed and if any open slots remain. Any School of Choice Pool applicants that are not initially assigned to an ECA district will remain on a wait list and will be added to a district's accepted list as openings occur.

Students who apply to the ECA through the School of Choice option as a new student into one of the ECA districts are subject to final approval from the district's superintendent. All required registration documents must be submitted directly to the ECA during the district's School of Choice window.

The number of available slots for each ECA district is determined by the policies set forth by the Washtenaw Educational Options Consortium Joint Steering Committee.

**The number of slots listed below for each district is an approximation and are subject to change by the Washtenaw Educational Options Consortium Joint Steering Committee (WEOC JSC) without notice.**

School District	# of ECA Slots	# of ECA Academy Slots
Ann Arbor Public School District	22	9
Chelsea Public Schools	2	1
Dexter Community Schools	3	1
Lincoln Consolidated School District	28	12
Manchester Community Schools	6	3
Milan Public Schools	16	6
Saline Area Schools	14	6
Whitmore Lake Public Schools	6	3
Ypsilanti Community Schools	21	8

If a district does not use all of its available slots during the Priority Admission window the remaining slots will be re-apportioned to the other districts.

Eighth and Ninth grade applicants on the wait list for the 18-19 enrollment cycle may be given first preference for the 2019 Fall cohort. However, the decision to grant 2019 Fall cohort entry preference will be determined by the Washtenaw Educational Options Consortium in November of 2018.

## Directions for Completing the ECA Enrollment Forms

Complete and sign **all** forms in the enrollment packet. Please be sure to check both sides of each form to make sure you have provided all required information and signatures. Only **complete** enrollment packets with all required supporting documentation will be processed. Use the enclosed checklist to be sure that all the required forms and documents are included:

- ECA District Declaration (required) – Pg. 6
- EMU Application for Alternative Secondary School Options (required) - Pg. 7 – 8
- ECA School of Choice Pool (School of Choice applicants only – optional) – Pg. 9
- Current Transcript or grade card (required)
- Enrollment Essay (required) – Pg. 10
- Additional Demographic Data / School Related Data (optional) – Pg. 11
- Affirmation of Prior Discipline Record Form (required) – Pg. 12
- Statement of Eligibility of Support and supporting documents (if applicable) – Pgs. 13 – 15

Applications received by **Friday, January 19<sup>th</sup>** will be entered into the initial enrollment lottery. Applications will continue to be accepted for any remaining available enrollment slots, based on district slot availability.

**PLEASE NOTE:** If you want the ECA to evaluate your enrollment packet to ensure that it is complete YOU MUST hand deliver it to our office, King Hall Room 221 prior to 3pm on January 11<sup>th</sup>, 2018. All enrollment packets delivered to the ECA office after 3pm on the January 11<sup>th</sup> will not be evaluated for completeness. **NOTE: The ECA is closed between Wednesday, November 22<sup>nd</sup> and Friday, November 24<sup>th</sup>, as well as Wednesday, December 19<sup>th</sup> until Wednesday, January 3<sup>rd</sup> for the semester break.**

- Enrollment packets can be mailed to the ECA office, delivered by hand to the ECA office, delivered to one of the ECA high schools principal's or superintendent's office, or dropped off at the Washtenaw Intermediate School District reception desk. **NOTE: Enrollment packets that are mailed in MUST be postmarked by Friday, January 19<sup>th</sup>, 2018.**



## ECA District Declaration Form

Students who are residents of a school district in Washtenaw County or in any contiguous county can apply to the ECA program. However, any student who wishes to apply must do so through one of these seven participating districts:

**Ann Arbor Public Schools, Chelsea School District, Dexter Community Schools, Lincoln Consolidated Schools, Manchester Public Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools, and Ypsilanti Community Schools**

Complete the following to verify the district through which you are enrolling. Provide your responses in the box provided for each question:

**1. School you are currently attending (17 - 18 school year):**

- If the school that you put in box 1 is one of the ECA Districts (Ann Arbor, Chelsea, Dexter, Lincoln, Manchester, Milan, Saline, Whitmore Lake, Ypsilanti Community Schools) write your response to box 1 in box 4 below; this is your Official ECA School District. Continue to the next page.
- If the school you put in Box 1 is NOT one of the ECA Districts (Ann Arbor, Chelsea, Dexter, Lincoln, Manchester, Milan, Saline, Whitmore Lake, Ypsilanti Community Schools), continue to Box 2.

**2. District you currently reside in:**

- If the school that you put in box 1 is **not** an ECA District but the school that you put in box 2 **is** an ECA District (Ann Arbor, Chelsea, Dexter, Lincoln, Manchester, Milan, Saline, Whitmore Lake, Ypsilanti Community Schools), write your response to box 2 in box 4 below; this is your official ECA District. Continue to the next page.
- If your responses to box 1 and box 2 are not ECA Districts you will need to choose an ECA District (Lincoln, Manchester, Milan, Whitmore Lake, Ypsilanti Community Schools). **NOTE: Ann Arbor, Chelsea, Dexter, and Saline School Districts do not participate in the School of Choice Program. Your official ECA District is Ann Arbor, Chelsea, Dexter, or Saline ONLY if you reside in the Ann Arbor, Chelsea, Dexter and Saline District or are currently attending Ann Arbor, Chelsea, Dexter, or Saline School District.** You are responsible to register with the chosen district during their School of Choice window. Write your response in box 3 and box 4 below; this is your Official ECA District. Complete the Affirmation of Prior Discipline Record form and complete the required paperwork for the district you have selected. Continue to the next page.

**3. My School of Choice selection is:**

**4. My Official ECA District is:**

# Application for Alternative Secondary School Options

Type or print legibly in ink.

**\*Denotes required information**

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Social Security number

**\* I am applying for:**

- ☐ Fall 20 \_\_ (Sept – Dec)
- ☐ Winter 20 \_\_ (Jan – April)
- ☐ Summer 20 \_\_ (May – Aug.)

required)

There is NO required application fee for Alternative Secondary School Options at EMU.

An Application Fee MAY be required when you transition from ASSO admission status to regular EMU admission status. Fees are subject to change without notice.

**\* I will be a(n):**

- ☐ Eastern Scholars student
- ☐ Dual Enrollment student – Main Campus
- ☐ ECA student (Fall admits only permitted, ECA permission)

\* Name: last / first / middle

Gender ☐ Female ☐ Male

\* Permanent Mailing Address (number and street)

\* Date of Birth (month/day/year)

\* City/State/Province/Territory/ZIP/Postal code/Country

( )

\* Telephone

\* E-mail address (Will be used to correspond regarding application status.)

\* County of Residence

\* Current Grade

Student Cell Phone

**What is your race? You may select one or more races.**

- ☐ **White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- ☐ **Black or African American:** a person having origins in any of the black racial groups of Africa
- ☐ **American Indian or Alaska Native:** a person having origins in any of the original peoples of North America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Hispanic or Latino:**

- ☐ **No,** not Hispanic or Latino
- ☐ **Yes,** Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

\* **Country of citizenship:**

☐ U.S. ☐ Other \_\_\_\_\_

Country of Birth \_\_\_\_\_

If other:

**Non U.S. citizens:** If you are in the U.S., please include a photocopy of your Alien Registration Card or I-94.

☐ I am a permanent resident. Date resident status issued: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☐ I currently have a \_\_\_\_\_ visa.

☐ I will apply for a \_\_\_\_\_ visa.

\* State of legal residence: ☐ Michigan ☐ Ohio ☐ Other: \_\_\_\_\_ \* How long have you lived there? \_\_\_\_\_ Years \_\_\_\_\_ Months

**Educational Background** – List the last high school you attended or are currently attending and all colleges, universities and other post-high school educational programs you have attended. **Along with this application you must submit a copy of your transcript from each institution you have attended (Eastern Scholars' students excluded).** Failure to report all institutions attended will invalidate your application or may result in dismissal if you have been admitted. **International transcripts must be official or a true attested copy sent directly from the issuing institution in a sealed envelope.** Use additional pages if necessary.

* School	* City/State/Country	* Dates attended month/year to month/year		* Graduation date month/year	* Degree completed/ expected
		/	/	/	
		/	/	/	

**Eastern Michigan University's application includes** the following questions regarding prior criminal convictions and/or disciplinary history, and the information provided by the student may be considered when making the decision as to whether to admit the student to the University.

\* **Question:** Have you ever been convicted of a criminal offense other than a minor traffic violation, or found to be delinquent by a juvenile court, or are there any such charges currently pending against you at this time? ☐ **Yes** ☐ **No**

\* **Question:** Have you ever been expelled, suspended, placed on probation, or been subject to any other disciplinary action at any secondary school or college you have attended? ☐ **Yes** ☐ **No**

**If you answer yes to either of these questions, you must submit a full statement of explanation on a separate sheet of paper.**

I certify that all information in this form is complete and accurate to the best of my knowledge, and that I have listed all institutions previously attended. I understand that misrepresentation or omission of any information may be cause for denial of or cancellation of admission or may result in my being suspended or dismissed from Eastern Michigan University, if discovered subsequent. I understand that all pertinent rules and policies of Eastern Michigan University apply to me immediately upon admission and that it is my responsibility to become knowledgeable about them. I understand that all credentials submitted in support of this application become the property of the University and are not returnable.

\_\_\_\_\_  
\* Signature of applicant

\_\_\_\_\_  
\* Date

(All international applicants must meet all requirements listed on the Information for International Applicant information sheet.)

**Eastern Michigan University** adheres to the principle of equal education and employment opportunity, and programs and activities of the University are open to all qualified persons without regard to race, gender, sexual orientation, color, creed, national origin or disabling condition. This policy extends to all programs and activities supported by the University.

**To be completed by Minor Student's parent or legal guardian**

\* As the parent (or legal guardian) of \_\_\_\_\_

I hereby consent to his/her enrollment as a student at Eastern Michigan University ("University"). In addition to such consent, I hereby acknowledge and accept the following conditions of enrollment:

1. My child will be subject to the rules, regulations, and policies of the University.
2. My child will be interacting socially with adult, university students and the University is not responsible for these social interactions.
3. My child may be exposed to discussions, readings, and visual material of a mature nature and will be expected to conform to the same performance standards as any other university student as set forth in course outlines and syllabi.
4. The University and its employees, faculty, agents, students and trustees shall not be responsible for the supervision and individual monitoring of my child while in attendance at the University.

\* Parent (or legal guardian) \_\_\_\_\_

\* Signature \_\_\_\_\_ \* Date \_\_\_\_\_

\* Minor Name (print) \_\_\_\_\_

\* Address \_\_\_\_\_

\* Phone No. \_\_\_\_\_

**All ECA materials must be sent to:**

ECA at EMU  
221 King Hall  
Ypsilanti, MI 48197  
Phone: 734.487.4290

**Eastern Scholars materials must be sent to:**

Extended Programs  
Eastern Michigan University -  
101 Boone Hall  
Ypsilanti, MI 48197  
Phone: 734.487.0407

**All Dual Enrollment materials must be sent to**

University Advising & Career  
Development Center  
Eastern Michigan University -  
200 McKenny Hall  
Ypsilanti, MI 48197  
Phone: 734.487.0400





**ECA School of Choice Pool Form**  
**PLEASE PRINT CLEARLY OR TYPE**

If you are electing to opt out of the ECA School of Choice Pool, which will minimize the probability of acceptance, complete section I only. All others complete Sections I, II, & III.

**Section I:**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

P.O. Box

City

Zip

School currently attending: \_\_\_\_\_

District of Residence: \_\_\_\_\_

ECA School of Choice Option: \_\_\_\_\_

**Section II:**

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

Grade in Attendance for 2018-19: \_\_\_\_\_

Has the student been suspended from school in the last two (2) years? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Does the student qualify and/or receive special education services? YES \_\_\_\_\_ NO \_\_\_\_\_

*NOTE: Acceptance for enrollment shall not be granted or refused based upon religion, race, national origin, sex, height, weight, marital status or athletic ability. However, should special education services be required, the Early College Alliance must develop a written agreement for services, including added costs, with the resident district.*

**Section III:**

Parent or Legal Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work \_\_\_\_\_

Phone: \_\_\_\_\_

**PLEASE READ & SIGN:** I am applying to have my son/daughter attend the Early College Alliance through the ECA School of Choice Pool option under the Inter-District Schools of Choice Program. I have read the program description and understand the procedures outlined. In order to process the application, I give my permission to the Washtenaw Educational Options Consortium through the Early College Alliance to receive student record information from my student's current or previous school(s), in regards to academic and disciplinary records. This permission is given pursuant to the Family Educational Rights to Privacy Act. (FERPA)

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Dare

\_\_\_\_\_  
Signature of Student (if 18 or over)

\_\_\_\_\_  
Date



## Completing the Enrollment Essay

The enrollment essay is an important part of the enrollment process. There is no right or wrong response. Students, please take some time to think about the following questions and then write a thoughtful, grammatically correct, and cogent response that answers these two questions.

**Questions:** Why do you want to enroll in ECA @ EMU program?  
How will the ECA @ EMU prepare you for your future?

**This essay must:**

- Be at least one and half pages in length. Essays that do not meet the required length will be returned to the applicant and the packet will be marked as incomplete.
- Be printed in a 12 point, Times Roman font
- Be double spaced
- Have 1 inch margins on all sides
- Include your name and mailing address at the end of your enrollment essay
- Conform to the aforementioned criteria



## Additional Demographic Data / School Related Data

*The information requested below assists ECA in a variety of ways including but not limited to data analysis, marketing and funding. Any information that you provide on this form will be kept in confidence and considered part of your student's record and therefore not subject to Freedom of Information Act (FOIA) requests.*

### How did you hear about ECA? (Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> School Counselor              | <input type="checkbox"/> Advertisement    |
| <input type="checkbox"/> Parents/Family Friend         | <input type="checkbox"/> Student's Friend |
| <input type="checkbox"/> Other: (please specify) _____ |   |

Is the applicant a sibling of a current or former ECA student? (circle one) Yes No

If "yes" please identify the current or former ECA student(s): \_\_\_\_\_

Approximately how many minutes will your commute be to EMU? \_\_\_\_\_

Is your student currently eligible for free or reduced lunch? (circle one) Yes No

Does your student plan on participating in extra-curricular activities while enrolled in the ECA? (circle one)  
Yes No

If yes, please list which activities your student anticipates participating in:

Parent(s) please answer the following questions:

Why are you interested in the ECA?

How do you describe the ECA to others?

*The above information is very useful in seeking grant funding and data analysis, but your responses are optional. Thank you.*



## Affirmation of Prior Discipline Record

*A willful false statement on this affirmation will result in a report to the appropriate authorities.*

**DIRECTIONS:** Complete the applicable paragraph, provide all appropriate information, and sign this document.

### Paragraph 1:

The undersigned affirms that \_\_\_\_\_ has **not** been suspended or expelled from any public or private school in Michigan or any other state for an **offense** involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school premises, at any school-sponsored activity, or on a public or private conveyance providing transportation to and from a school or school-sponsored activity.

### Paragraph 2:

The undersigned affirms that \_\_\_\_\_ has been suspended or expelled from a public or private school in Michigan or another state for one or more **offenses** involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for an act of violence against persons and/or property committed on school premises, at any school-sponsored activity, or on a public or private conveyance providing transportation to and from a school or school-sponsored activity.

If you complete paragraph 2, explain the circumstances in detail (on the back of this form). Include the school name, dates of suspension or expulsion, and a description of the incident that resulted in the suspension or expulsion.

.....  
\_\_\_\_\_  
(Date) (Signature of student)

\_\_\_\_\_  
(Date) (Signature of Parent/Guardian)

Date copy sent for verification: \_\_\_\_\_ Initials of **ECA** Staff Member: \_\_\_\_\_

Name of School District of Incident: \_\_\_\_\_

Sending School – Please Check One:

\_\_\_\_\_ According to our records, we can verify that the information provided above by the parent/student is correct.

\_\_\_\_\_ According to our records, the information provided above by the parent and student is not correct.

If the student has been involved in offenses involving weapons, alcohol, or drugs, or willful infliction of injury to persons or an act of violence against persons and/or property committed on school premises, at a school-sponsored activity, or on a public or private conveyance providing transportation to or from school or a school-sponsored activity, please forward appropriate disciplinary documentation.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Sending District Administrator, Title)



## Statement of Eligibility for Support Services

**Have you received Special Education Services within the last 12 months?**

☐ **Yes**

☐ **No**

**If yes, you must provide the ECA with copies of the following documents and information:**

- Current Individualized Educational Program Team (IEPT) Report
- Name, phone number and e-mail address of teacher consultant/support provider from your resident district.
  - Name: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - E-mail: \_\_\_\_\_
- Most recent Multi-disciplinary Evaluation Team (MDET) Report, or the most recent three year evaluation report. (If you do not have a copy of this report please contact your student's resident school district for a copy.) See documentation criteria listed below.

### **Current Evaluations**

Disability documentation must be current, in most cases no older than one year. For learning disabilities, an evaluation completed within the past three years will suffice.

### **Clear Diagnosis**

Evaluations must contain a specific diagnosis. For certain disability categories, it is acceptable to obtain a letter from the appropriate professional verifying that an earlier diagnosis is still accurate.

### **Description of “Functional Limitations”**

Documentation must include a description of the ways in which the individual’s disability significantly impacts his or her participation in school (the “major life activity” mentioned in the legislation that is most relevant in an educational setting).

## **Recommendations and Rationale for Accommodations**

Disability documentation must link the student's limitations directly to the recommended educational accommodations. There must be a clear and direct statement that explains exactly how the student's disability creates the necessity for specific accommodations.

### **Disability-Specific Information**

Below is a list of the most common disability categories, along with general information about documentation requirements for each.

#### ***Specific Learning Disability***

A full evaluation must be current within the last three years. DSM-IV diagnosis must be explicitly stated and supported by the test results, including tests of intellectual functioning and achievement.

#### ***Psychological Disability***

A full psychological evaluation, complete with DSM-IV diagnosis, must be included. The full evaluation must be completed within the last three years, with a written update provided by a psychiatrist or psychologist signed within the past year. The update attests to the continued relevance of the latest full evaluation.

#### ***ADD/ADHD***

A full evaluation completed within the last three years must be submitted. DSM-IV diagnosis must be included, supported by test results. Tests of attention must be included, as well as an IQ/Achievement battery and screening to rule out psychological disorders.

#### ***Autism Spectrum Disorder***

The initial diagnostic information is usually sufficient to obtain accommodations for ASDs, along with a written update provided by a physician within the past year attesting to the continued relevance of the initial evaluation and the continued need for accommodations.

#### ***Physical Disability***

This category will include hearing, visual, and physical impairments. A physician or specialist must provide a written update attesting to the need for accommodations. This documentation must also be current within the past year.

If you have any questions, or concerns please feel free to contact our office at 734.487.4290.



## Statement of Eligibility for Support Services cont.

**Have you received services under Section 504 within the last 12 months?**

- ☐ **Yes** ☐ **No**

**If yes, you must provide ECA with copies of the following documents:**

- Initial Section 504 Evaluation Report, or Student Assessment Team (SAT) Report
- Current 504 Accommodation Plan

**Please place these forms in the inside back cover of the enrollment folder.**

To be completed by ECA:

- |  |
|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> IEP or 504 Accommodation Plan</li><li><input type="checkbox"/> Special Education MDET or 504 SAT Report</li></ul> |
|--|

## Required Forms Checklist

**The ECA will only accept complete enrollment packets.** Any packet that is missing forms or documents or is incomplete will not be processed.

- ☐ ECA District Declaration (required) – Pg. 6
- ☐ EMU Application for Alternative Secondary School Options (required) – Pg. 7 – 8
- ☐ ECA School of Choice Pool (School of Choice applicants only – optional) – Pg. 9
- ☐ Current Transcript or grade card (required)
- ☐ Enrollment Essay (required) – Pg. 10
- ☐ Additional Demographic Data / School Related Data (optional) – Pg. 11
- ☐ Affirmation of Prior Discipline Record Form (required) – Pg. 12
- ☐ Statement of Eligibility of Support and supporting documents (if applicable) – Pgs. 13 – 15

### ***Submitting the Enrollment Forms***

Return the completed enrollment packet to the ECA office located at 221 King Hall, Eastern Michigan University. You may mail the packet or deliver it to our office. **Only complete enrollment packets will be accepted and processed.**

**Attn: Early College Alliance<sup>sm</sup>  
Eastern Michigan Univ.  
221 King Hall  
Ypsilanti, MI 48197**

Enrollment packets can also be returned to one of the ECA high schools principal's offices, or dropped off at the Washtenaw Intermediate School District reception desk.

Applications received by **Friday, January 19<sup>th</sup>** will be entered into the initial enrollment lottery. Applications will continue to be accepted for any remaining available enrollment slots, based on district slot availability.

**If you have any questions about the completion of the enrollment packet, call the school office at (734) 487-4290. If you need more forms, you can download the ECA Enrollment Packet .pdf file from our web page at [earlycollegealliance.info](http://earlycollegealliance.info)**