



LIVINGSTON COUNTY  
EARLY COLLEGE

# Student Application Packet 2020-21

**Data Analytics**  
**Hospitality Management**

**With Cleary University**

Associates in Business Administration in Data Analytics (ABA)  
Associates in Applied Science Hospitality Business Management (AAS)

**Application Deadline: May 8, 2020**

Livingston County Early College questions should be directed to your high school counselor or  
Livingston Educational Service Agency, Attn: Rebecca Holman  
1425 W. Grand River Ave. Howell - [rebeccaholman@livingstonesa.org](mailto:rebeccaholman@livingstonesa.org)

## **Livingston County Early College Welcome and Introduction**

Thank you for your interest in the Livingston County Early College program. We are excited to provide our Livingston County high school students an opportunity to earn their high school diploma while simultaneously completing a college certificate, industry credentials and certifications.

The Livingston County Early College (LCEC) is an exciting and effective way for students to earn college credits and industry certifications while still in high school. Through this innovative program, students will be able to save both time and money as they pursue a college credential. In order to complete the coursework required for this program, students will commit to spending three years in the LCEC program, grades 11, 12, and 13.

The LCEC is structured so that students gradually increase their exposure to college courses throughout their high school experience. Students apply for admission to the LCEC in grade 10 and, if accepted, begin taking college classes in grade 11. Students will take a combination of high school and college courses during grades 11 and 12. By the time they reach the fifth year of high school, they will be a full-time college student and, in most situations, all their coursework will be completed on-site at either Lansing Community College Parker Campus, Washtenaw Community College, Cleary University, or Mott Community College M-Tech facility or Mott main campus. The fifth year includes one high school graduation requirement that is transferred back to the high school.

Students in the LCEC program will receive support services to assist them in their transition from high school to college. All LCEC students will complete mandatory College Success Sessions including a mandatory 3 day summer boot camp and sessions throughout grades 11 and 12. These sessions will help to develop their academic preparation skills, study skills development, and social maturity skills. Students will also work closely with the LCEC coordinator who will serve as a “success coach” as they progress through the program. In addition, students will still have access to their traditional high school support system, as well as student support services available through our post-secondary partners.

We are excited to help you start your path to success! If you are interested in the Livingston County Early College, please submit your completed application to your high school counselor by May 8, 2020.

Sincerely,

Michelle Radcliffe  
Livingston Educational Service Agency  
Executive Director for Career Development

## **Livingston County Early College Program Overview for Students**

The Livingston County Early College is a unique educational option that provides students with the opportunity to graduate with both a high school diploma and college degrees, certifications and industry credentials. The LCEC is designed to prepare students for post-secondary education and highly skilled employment opportunities.

Students who are admitted to the Livingston County Early College must meet the following expectations:

- \*Attend school regularly and notify the high school in the event of an absence
- \*Arrive at school as scheduled and to all classes on time
- \*Devote additional time to studying daily
- \*Keep parents/legal guardians aware of academic progress
- \*Complete all Michigan Merit graduation requirements
- \*Behave in a professional manner that shows respect for oneself, classmates, high school and college faculty, and the college facilities and equipment
- \*Follow the handbook rules and regulations of your local high school and post-secondary partners
- \*Attend required College Success Strategy Sessions
- \*Follow the college calendar and understand that college breaks do not match high school breaks
- \*Meet with the designated Advisor/Mentor regularly to discuss academic progress

Thank you for your interest in the LCEC program. As an Early/ Middle College student, you agree to be ready to meet the expectations of the program and you are also ready to make the commitment necessary for success.

NOTE: Students, keep this document for your records.

## **Livingston County Early College Program Overview for Parents**

The Livingston County Early College is a unique educational option that provides students with the opportunity to graduate with both a high school diploma and an associate's degree or certificate. The Early/Middle College is designed to prepare students for post-secondary study and highly skilled employment opportunities.

Studies indicate that students succeed best when the school, the parent/guardian and the students work together. Parents/guardians of those students selected to enroll in the Early/Middle College should be fully aware and be prepared to:

- \*Support daily attendance and notify the high school in the event of an absence
- \*Provide time each day for the student to study in a quiet environment
- \*Discuss academic progress with students on a regular basis
- \*Attend and participate in parent/teacher conferences at the high school
- \*Follow the college calendar and understand that college breaks do not match high school breaks
- \*Fully understand that the Early/Middle College is a three - year program commitment
- \*Communicate any questions with your high school counselor or Livingston County Early College Coordinator or Director

Thank you for your interest in the Early/Middle College program. As the parent/guardian of an Early/Middle College student you will be an important partner as your son/daughter strives for success.

NOTE: Parents, keep this document for your records.

## **Livingston County Early College Information, Requirements, and Checklist**

Your selected Program of Study is at **Cleary University**, please follow these steps to apply:

Step 1: Complete the Livingston County Early College student application materials and assemble in the following order:

- Student LCEC application
- Student Information Release Form (FERPA)
- Credit verification sheet, completed by high school counselor
- Student/Parent contract

Step 2: Make a copy of the completed application packet for your records

Step 3: Submit the completed application packet to your high school counseling office by:  
May 8, 2020.

Step 4: After your application has been processed. Your counselor will notify you by May 22, 2020 if you are approved to continue the application process.

Step 5: Your completed application will be forwarded to Cleary University by June 3, 2020. You will be notified by Cleary when your application has been received and accepted.

Step 6: Entrance requirements  
PSAT: 460 Reading, 510 Math  
GPA: 2.5 or above

Step 7: Attend the Mandatory College Success Summer Boot Camp July 28<sup>th</sup>, 2020 at LESA.

Livingston County Early College Program with Cleary University  
**Data Analytics or Hospitality Management**

**2020-2021 STUDENT APPLICATION**  
**Application Deadline: Friday, May 8, 2020**

**Please make a copy of your completed application for your records before submitting it to your high school counselor.**

Student Name: \_\_\_\_\_ Male \_\_\_ Female

Date of Birth: \_\_\_\_\_ (mm / dd / yyyy)

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home phone with area code: \_\_\_\_\_ Student cell phone: \_\_\_\_\_

Current high school (2019/2020): \_\_\_\_\_ Current grade (2019/2020): \_\_\_\_\_

Student E-mail: \_\_\_\_\_ High School Counselor: \_\_\_\_\_

Name, phone number and email address of parents/guardians with whom the student resides:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Circle the LCEC Program of Study: Data Analytics, Hospitality Management**

Please indicate here if there are any special medical conditions or food allergies for the EMC staff to be aware of during the mandatory boot camp week.

\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

High school principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

Livingston Educational Service Agency does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigration status, English-speaking status, or any other characteristic by applicable federal or MI law in its programs or activities.

## Livingston County Early College Student Information Release Authorization

I (student name), \_\_\_\_\_ authorize Cleary University to release information contained in my student record to the individuals or organizations listed below.

- Livingston Educational Service Agency Early College Staff
- High School (name): \_\_\_\_\_
- Parent/Guardian/Other: \_\_\_\_\_

Type of information to be disclosed: Information shared may include but is not limited to: college records, schedules, grades, attendance, faculty communications, transcripts, billing, academic plans, IEPs, 504s or any other pertinent information relevant to the progression through the Livingston County Early College Program.

Purpose of disclosure: Information release authorization allows Livingston County Early College staff as well as high school staff the ability to work with the college on behalf of the student to provide appropriate services, program evaluation, and grade reporting requirements for program completion.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unless otherwise requested, this authorization will be terminated upon your withdrawal or completion of the Livingston County Early College program.

\*Note: Cleary University does not typically require midterm grade reports from their instructors. It is the responsibility of the student to monitor his/her grades and to keep the parent/guardian informed of his/her progress.

# Livingston County Early College Credit Verification Form

To be completed by the high school counselor

Student Name: \_\_\_\_\_ Date completed: \_\_\_\_\_

Counselor Name: \_\_\_\_\_ High School: \_\_\_\_\_

Is this student on track to graduate on time? If no, please explain the area(s) where the student is behind:

\_\_\_\_\_

Student's cumulative high school GPA: \_\_\_\_\_ PSAT Scores: Reading \_\_\_\_\_ Math \_\_\_\_\_

Number of absences: 9th grade: \_\_\_\_\_ 10th grade: \_\_\_\_\_

Write an X in any areas that apply:

IEP \_\_\_\_\_ 504 \_\_\_\_\_ FRL \_\_\_\_\_ First generation college \_\_\_\_\_

Briefly share any information you believe is relevant to the student's application to the LCEC program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any current impediments that may hinder this student's success in the LCEC program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on my experience with the student, my overall recommendation for the student is:

Highest recommendation

Recommend

Recommend, with reservation, please explain on back of this form

Do not recommend

Counselor Signature: \_\_\_\_\_

**Please complete this form and upload to the Google Drive in the appropriate folder. Please upload transcript with application.**

## Livingston County Early College Credit Verification Form



LIVINGSTON COUNTY  
EARLY COLLEGE



Student/Parent/Guardian Contract

Student Name: \_\_\_\_\_ I, the student, as the participant in the Livingston County Early College, signify that I understand and agree to the terms and conditions listed below by initialing each statement and signing my full name at the end of this contract. I/we, the parent(s)/guardian(s), signify that I/we understand and agree to the terms and conditions listed below by initialing each statement and signing my/our full name(s) at the end of this contract.

	Parent Initials	Student Initials
1. I/we understand that the Livingston County Early College is an early college program for eligible high school students.		
2. I/we understand/agree that enrollment in the LCEC program involves being enrolled in high school for a total of five years (grade 9 – grade 13). I/we understand that LCEC students can complete their high school diploma and may earn up to an associate degree or college certificate. I/we understand that LCEC students will not earn or receive their high school diploma until the completion of their 5th year.		
3. I/we understand/agree that LCEC students will take an approved math course for high school and/or college credit in the final year of the program (5th Year).		
4. I/we understand/agree that LCEC students will be required to attend and actively participate in the mandatory College Success Boot Camp and Sessions including during the summer between grades 10 and 11 and sessions throughout grades 11 through 13.		
5. I/we understand that LCEC students must attend and pass all required high school classes and all program-approved college courses during their high school career and up through their fifth year. Students must complete all courses in the early college program with a grade of C or higher. In order to successfully complete the program and obtain a college credential, we understand that the student must meet college level math requirements and complete a college level math course by the end of their fifth year.		
6. I/we understand that this program is a shared family /school district responsibility. The school district and LESA will pay the cost of college tuition and fees. I/we understand that if I do not successfully complete a course, the district may ask me to reimburse them for all fees associated with that course; this payment is due prior to the start of the next semester of courses.		
7. I/we understand that all textbooks, equipment, supplies, etc. that have been purchased or rented by the school district for use in LCEC courses shall at all times remain the property of that school district. I/we agree to care for these materials and return them at the conclusion of each semester. Textbooks and supplies not purchased by the district will be the responsibility of the student to order and purchase.		

<p>8. I/we understand that I will be financially responsible for the loss or damage of any textbooks or supplies provided to me by the school district. I/we agree to reimburse the school district for costs associated with lost or damaged textbooks, equipment, and/or supplies prior to the next semester. I/we also understand that further participation in the LCEC program will not be allowed until all past costs are paid.</p>		
<p>9. I/we understand that LCEC students, in conjunction with the LCEC Coordinator are responsible each semester to enroll and register in the pre-approved LCEC program courses, in accordance with the program's registration procedures.</p>		
<p>10. I/we understand that many of the courses will be offered on a college campus which may include college content not typically taught or considered appropriate in high schools and those classes may include college students not part of the LCEC program.</p>		
<p>11. I/we understand that LCEC students will still be considered enrollees of their high school district and that they are subject to laws, policies, and graduation requirements of said school district until the completion of the program (after their fifth year).</p>		
<p>12. I/we understand that LCEC students are subject to student academic and disciplinary standards and policies of both the resident school district, the host school district (if applicable), as well as those of our post-secondary partners.</p>		
<p>13. I/we understand that the transportation to/from the college and other required program events may be the responsibility of students and their parent/guardian.</p>		
<p>14. I/we understand that as the parent/legal guardian of this student, I am giving permission for my son/daughter to be photographed and/or filmed for educational and/or marketing purposes while participating in the LCEC program.</p>		
<p>15. I/we agree to sign the post-secondary partners Release of Information form included with the application packet, and understand that the post-secondary partners will release academic, and financial records to the home school district and Livingston Educational Service Agency.</p>		
<p>16. I/we understand that my student will be advised each semester for college class selection by the high school counselor, LCEC Coordinator and a college representative. I (parent/guardian) give permission for my student to be enrolled in these courses specific to their program of study each semester without my signature. I/we understand that a class registration list will be sent home for my review and that I/we may contact the Livingston County Early College coordinator or director with any questions or concerns.</p>		
<p>17. I/we understand that a student or parent/guardian's failure to comply with the LCEC contract could result in dismissal from the program.</p>		

18. I/we understand LCEC students will complete either 100 hours of community service or 40 hours of career exploration, internship, job shadowing or clinical experience.		
19. I/we understand that LCEC students may not have the same breaks including spring break and that students are expected to attend college courses when courses are in session.		

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

Student Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent/Guardian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

