Believe You Can & You’re Half Way There!

Upward Bound Student Application

Kishwaukee College

TRiO Upward Bound
A College Completion Program

Dedicated to giving the support & motivation DeKalb High School students need to successfully attend college.
Dear Prospective Upward Bound Student and Parent/Guardian:

The Upward Bound (UB) Program at Kishwaukee College is designed to help high school students who have the ability to go on to a community college or a four year university, but who might not do so without some extra help and support. A student can qualify for Upward Bound if he or she has academic potential to attend a postsecondary institution and his or her family meets federal low income guidelines or neither of his or her parents has graduated from a four-year college.

Upward Bound is a program that helps students develop the skills and motivation necessary to graduate from high school and succeed in college. All Upward Bound program activities and services are free to students enrolled in the program. We will be strictly serving DeKalb High School students!

Year-round services offered include:
• Tutoring in mathematics, science, English, social sciences, and foreign language
• Academic, personal development, and college readiness workshops;
• Career exploration activities and internship opportunities;
• Academic advising and individual assistance with the college admissions and financial aid process
• College visits, cultural enrichment activities, and special events
• A six-week academic summer academy program on the Kishwaukee College campus

Admission decisions are based on a careful review of the New Student Application, academic records, recommendation letters, and family interview.

We hope you join us! Go Barbs!

Tashena Briggs,
TRiO Upward Bound Director

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Applicant Checklist

Use this Applicant Checklist to make certain you have provided all documents necessary to complete your application. Your parent must also sign and date the prior year’s 1040 Federal Tax form or other source of income documents. ALL INFORMATION (Birth date, Social Security, and Taxes) WILL BE KEPT CONFIDENTIAL AND SECURED.

☐ Completed Student Application
☐ Completed Parent Information
☐ Completed Authorization to Release Information Forms
☐ Completed two recommendations (Completed by a DHS teacher and counselor)
☐ Copy of Birth Certificate
☐ Copy of Social Security Card or a copy of both sides of your Permanent Registration Card
☐ Copy of Current Picture (headshot)
☐ Copy of Health Insurance Card (both sides)
☐ Copy of current High School transcript including previous year’s final grades
☐ Copy of Current School Schedule
☐ If applicable, a copy of your Individualized Education Program (IEP)

☐ Household Income:
  a. Copy of your parent(s) prior year Federal 1040, 1040A, 1040EZ tax form, OR
  b. If your parent(s) do not file taxes, provide a signed, notarized statement of the family’s monthly income, OR
  c. If your family receives public assistance please submit a copy of documents showing monthly amounts received from various sources (i.e. DHS, Social Security, etc.) OR
  d. If you are in foster care, please submit a copy of the court document stating you are a ward of the state OR
  e. If you reside with someone other than your parent(s) who has legal guardianship, please submit a copy of the appropriate legal guardian documents identified in a, b, c or d above
Requirements for Participation

(All students must meet the following requirements in order to be enrolled in the Upward Bound (UB) Program.)

1. Be a potential first-generation college student (If neither of your parents, or parent you reside with, or legal guardian(s) received a bachelor’s degree or higher).

2. Current student at DeKalb High School with current GPA of 2.5. Exceptions may be made for entry with a 2.0 GPA by Upward Bound staff review.

3. Meet federal income requirements.
   Acceptable documentation for family’s income verification:
   • Federal Tax documentation (IRS 1040 or 1040A Income Tax Returns)
   • Illinois Department of Employment Security documentation
   • Social Security Benefits award letter
   • Disability letter

4. Demonstrate a need for academic support in preparation for entry into an educational program after high school graduation.

5. Submit a complete New Student Application.

6. Be a U.S. citizen, permanent resident or legally in the country with intent to become a resident.

7. Students must be willing to fully participate in the UB academic portion during the school year. Also, there will be two Saturday components a month as well as the 6-week Summer Academy program.

I hereby certify that, to the best of my knowledge, the information provided in the application is true and complete. I understand that if it is found to be otherwise, it is sufficient cause for dismissal.

Mother/Guardian Signature   Date

Father/Guardian Signature   Date

Student Signature   Date
Section 1 – Student Information

Student Name: ______________________________________________________  Today’s Date: ___/___/___

Last    First    Middle           Month  Day Year

Social Security Number: __________________________   Date of Birth: ___/___/___  Gender: □ M □ F

Home Address:
_________________________________________________________________________________________
Street Address    Apartment / Unit No.   City    State                 Zip

Telephone: __________________________________  __________________________________
Home Phone       Cell Phone

E-mail Address: ________________________________________________________ T-shirt Size: _____

Do you have a part-time job? □ No □ Yes   If yes, what is it? _______________________________________

DHS Student Number: ________________  Current Grade Level: □ 8 □ 9 □ 10 □ 11 □ 12

School Counselor:__________________________________________________________________________

Do you have an Individualized Education Program (IEP) or a Section 504 Plan? □ No □ Yes
If yes, please attach a complete copy including the most recent review.

This information is requested to comply with federal and state laws. Your response will not affect consideration of your application.

Ethnic Background:
Are you Hispanic or Latino? □ Yes □ No

Check one or more of the following race/ethnicity groups with which you identify:
□ American Indian   □ Black/African American   □ Alaska Native  □ Asian
□ Native Hawaiian   □ White                      □ Pacific Islander □ Other not listed: _______________

Is English your native language? □ Yes □ No
If no, please list your native language: _________________________________

Are you a U.S. citizen? □ Yes □ No
If not, are you a Permanent Resident of the U.S., or have you applied for Permanent Residency? □ Yes □ No
If yes, please attach a copy of form(s).
Are you interested in participating in the six-week academic summer academy program on the Kishwaukee College campus?  

- Yes  - No  - Not Sure

Why Do You Want to Join TRiO Upward Bound - to include self-identified academic need?  
(Please select ALL that apply)

- Academic Advisement
- Social, Cultural, and Educational Events
- Test-Taking Skills, Time Management and Career Exploration
- Financial Aid Advisement
- Personal Counseling
- Receiving Assistance with Achieving or Maintaining a 2.5 GPA while in High School
- Academic Support and Motivation (weekly, monthly, semester, and yearly)
- Community Service Activities
- Skill Building Workshops in areas of Study
- SAT/ACT Prep
- Tutoring
- Career Counseling
- College Campus Tours
- College Preparation (college applications, scholarships, financial aid, resume/cover letter, personal essay, etc.)
- Academic and Career Goal Setting

Were you referred to TRiO Upward Bound?  

- Yes  - No

If Yes, by whom?  

- Upward Bound student or Staff
- School Counselor, Teacher or other School Figure
- Other ____________________________

Staff Use Only

Received by:   Date:
Section 2 – Student Essay

The student essay is an important part of the selection process because it gives us more insight into who you are. Take time to think about the questions. Create an outline, write a good first draft, and ask your teacher or a friend to take a second look.

In the space below or on a separate typed sheet, please answer the following questions in essay format.
1. Why are you applying to the Kishwaukee College Upward Bound Program?
2. What are your academic strengths and areas for improvements?
3. What are your career interests?
4. Why should we accept you?
Section 3 – Parent / Guardian Information

Mother/Guardian: _________________________________________________   _________________________

Last   First    Middle           Cell Phone
______________________________________    __________________________________________________

Email Address            Employer        Occupation

Has mother / guardian received a Bachelor’s degree?  Yes  No

Father/Guardian: _________________________________________________   _________________________

Last   First    Middle            Cell Phone
______________________________________    __________________________________________________

Email Address

Has father / guardian received a Bachelor’s degree?  Yes  No

Section 4 – Household / Financial Information

Who does the student live with?  Mother only  Father only  Mother and Father  Other  

Is the student a ward of the state?  Yes  No

Does the student reside in foster care or a group home?  Yes  No

In the previous 12 months has the family been homeless?  Yes  No

Number of family members in your household (including the applicant)? ________________________________

What was your family's taxable income for the preceding year? $ _____________________________

In the previous 12 months at any time did you receive SNAP, TANF, Housing Voucher, etc.?  Yes  No

If yes, which?  ____________________________________________

If you were not required to file a federal income tax return for the previous calendar year, please submit verification of your nontaxable income. You will also be required to complete an Upward Bound Program Income Verification Form.
Section 5 – Authorization to Release Information

Student Name: ___________________________ Date of Birth: ___/___/___

Last    First    Middle          Month  Day Year

I hereby consent release of my secondary and post-secondary academic and student records to the Upward Bound Program. The Upward Bound Program requires my academic information to determine eligibility for admission. Information requested by the Upward Bound Program will include grade and progress reports, attendance and behavioral records, transcripts, standardized test scores, special education records, and related material not otherwise listed.

I fully understand that the Kishwaukee College Upward Bound Program will request information for only the purposes mentioned above, and that they will observe my confidentiality through the proper maintenance of records in secured files. For more information, contact the TRiO Upward Bound Director, Tashena Briggs at (815) 825-9437 or trioub@kish.edu

Student Name      Signature      Date

Parent/Guardian Name               Signature                  Date

Parent / Guardian Release for Media Recording

I, do hereby grant my permission to the Kishwaukee College Upward Bound to use the image of my child, __________________________________________. Such uses include the display, distribution, publication, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Kishwaukee College Upward Bound Website.

Parent/Guardian Name     Signature      Date

Parent / Guardian Release for Travel

I, do hereby grant my permission to the Kishwaukee College Upward Bound to allow my child, __________________________________________ to travel by way of chartered vehicles for the purpose of educational, social/cultural and recreational enrichment, both during the academic year and the 6-week summer academy program, for the duration that my child is enrolled in the program. I understand that travel will consist of in and out-of-state field trips such as a college visits, attending museums, etc.

Parent/Guardian Name     Signature      Date
Section 6- Parent / Guardian & Student Medical Information

Throughout the year, students will participate in a variety of field trips with the Upward Bound Program. It is necessary that we have an accurate medical history in the event that emergency treatment is required. All information is confidential. Any student without a signed and completed Medical Information Form will not be allowed to participate in such field trips.

Student Name: ___________________________________________________________________________

Parent/Guardian Name: __________________________________________________________________

Cell Phone: ___________________________ Work Phone: ______________________________________

Emergency Contact & Phone Number: _________________________________________________________

Medical Insurance Information

Policy Holder’s Name: ___________________________ Policy Number: _______________________

Insurance Company: ___________________________ Group Number: _______________________

Insurance Company Phone Number: ___________________________________________________________

Physician’s Name: ___________________________ Phone Number: _______________________

Medical History of Student (Check ALL items that apply):

☐ Diabetes ☐ Drug Allergy ☐ Food Allergy ☐ Insect Bite Allergy
☐ Heart Defects ☐ Convulsions/Epilepsy ☐ Asthma ☐ Physical Restrictions
☐ Currently taking medications ☐ Currently under doctor’s care

Date of last Tetanus shot: ___________________________

List of current medications or current medical conditions:

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Parent/Guardian Signature ___________________________________________ Date __________________
The above named student has applied for admission to the Kishwaukee College Upward Bound Program, a college completion program serving students at DeKalb High School. The program assists potential first generation college students who reside in limited income households by providing the support and motivation necessary to graduate high school and earn a post-secondary degree. Students participate until they graduate from high school and receive all services at no cost. Students are not required to attend Kishwaukee College. Upward Bound is funded by the U.S. Department of Education and is a department within TRiO at Kishwaukee College.

For more information, contact the TRiO Upward Bound Director at 815-825-9437, trioub@kish.edu, or https://www.kish.edu/services-additional-services/trio-upward-bound

Please assist us in evaluating this student by completing this recommendation form, and attaching a copy of the student’s unofficial transcript, most recent standardized test scores, and IEP / Section 504 Plan summary if applicable. You may return the recommendation form and documents to the student for submission, send via e-mail, or Student Services at DeKalb High School.

Staff Name: ____________________________ Title: ____________________________

E-mail Address: ____________________________ Office Phone: ____________________________

How long have you known the student? ____________________________

Current Grade Level: ____________________________ Cumulative GPA: ____________ Class Rank: ______ / ______

Did the student meet the state standard in math at the 8th grade level? ☐ Yes ☐ No

Did the student meet the state standard in reading/language arts at the 8th grade level? ☐ Yes ☐ No
Upward Bound Counselor Recommendation

If 8th grade test results are unavailable, please indicate and use the most recent test results.

What is the student’s overall academic performance?  □ Poor  □ Average  □ Good  □ Excellent

In what type of curriculum is the student enrolled?
□ Special Education  □ Developmental  □ Regular Only  □ Regular and Advanced  □ Advanced

Has the student had any discipline or behavioral issues in the previous 12 months?  □ Yes  □ No
If yes, please indicate below and include a copy or summary.

Aggressive Behavior  □ Disobey Staff Directives  □ Excessive Absences/Tardies  □ Gang Activity
□ Interference / Disruption of Educational Function  □ Vandalism / Property Damage /Theft
□ Trespassing  □ Electronic Device  □ Misuse of Technology

What are the student’s habits with regard to attendance and punctuality?
□ No Issues  □ Occasional / Monthly Issue  □ Frequent / Weekly Issue  □ Daily Issue

What is the student’s level of maturity?  □ Below Average  □ Average  □ Above Average

Does the student have an Individualized Education Program (IEP) or a Section 504 Plan?  □ Yes  □ No
If yes, please attach a complete copy including the most recent review.

Please indicate any academic, personal, or family circumstances we should take into consideration when considering this student’s application:

Recommendation:
□ Do not recommend  □ Recommend with reservations  □ Recommend  □ Highly recommend

Staff Name  Signature  Date
Section 8 – Teacher Recommendation

Student Name: ____________________________________________
 Last  First         Middle     DHS Student Number

I hereby consent release of my secondary academic and student records to the Upward Bound Program.

________________________________________________________________________________________
Student Name      Signature      Date
________________________________________________________________________________________
Parent/Guardian Name     Signature      Date

THE STUDENT AND PARENT SHOULD NOT WRITE BELOW THIS LINE.

The above named student has applied for admission to the Kishwaukee College Upward Bound Program, a college completion program serving students at DeKalb High School. The program assists potential first generation college students who reside in limited income households by providing the support and motivation necessary to graduate high school and earn a post-secondary degree. Students participate until they graduate from high school and receive all services at no cost. Students are not required to attend Kishwaukee College. Upward Bound is funded by the U.S. Department of Education and is a department within TRiO at Kishwaukee College.

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Staff Name: ____________________________________________ Title: ______________________________

E-mail Address                      Office Phone

How long have you known the student? ________________________________________________________
Upward Bound Teacher Recommendation

What is the student's overall academic performance?  □ Poor  □ Average  □ Good  □ Excellent
What is the student's level of maturity?  □ Below Average  □ Average  □ Above Average

Please select the characteristics that usually describe the student:

☐ Completes and submits assignments on time  ☐ Gets along with others  ☐ Honest
☐ Obeys school / class rules  ☐ Responsible  ☐ Respectful
☐ Actively participates in class  ☐ Leader  ☐ Shows initiative
☐ Accepts responsibility for his/her actions  ☐ Seeks out assistance  ☐ Positive influence
☐ Arrives to class on time and prepared to work  ☐ Appropriate behavior in class

How would you describe the student in the following areas?

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Please indicate any academic, personal, or family circumstances we should take into consideration when considering this student's application:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Recommendation:
☐ Do not recommend  ☐ Recommend with reservations  ☐ Recommend  ☐ Highly recommend

Staff Name: ____________________________  Signature: ____________________________  Date: ____________________________