

Early College High School 8th Grade Students

PreAssessment in Reading

- Save and print table in Aware for documentation
- Filter students that score a 7 or above for TSI testing
- How are you going to get students out of class for TSI testing?

TSI test students in READING that scored a 7 or above on PAA.

- Notify TSC of Apply Texas Drive dates after TSI test
- Attend Apply Texas Training if needed
 - November 5th with Pilar Janis SRN# 874151104
- Personal information for Apply Texas given to students

Apply Texas Application

- A computer lab is needed all day, TSC personal will help, with groups of 25 students and will rotate in the lab every period
 - Please predetermine passes for students
- After students complete their Apply Texas Application, the top portion of TSC Enrollment form is completed and turned in before the period ends

Create Student Folders

- Tab on folder should include the student's last name, first name, DOB, and BISD ID#
- Folder should include TSC Enrollment form, parent consent form, and TSC checklist
- <http://www.tsc.edu/index.php/academics/dual-enrollment/early-college-high-school-forms.html>

Parent Meeting with TSC and Transitional Counselor

- Create invitation for parents and students that TSI tested
- Student folder given to parent at meeting
- Parent meeting will review TSC dual enrollment admission requirements, eligibility requirements, and risks
- Parents will sign consent form and select Dual Enrollment courses desired

Choice Slips

- Color code choice slips for students approved to take Dual Enrollment
- Students must have TSI tested and completed Apply Texas to select a Dual Enrollment course in HS
- Add TSI scores and transcript/report card to folder

Packet Submission

- Complete New Student Excel spreadsheet for HS Transitional Counselor (2 copies, 1 for TC, 1 for 9th grade counselor)
- Verify choice slips match New Student tab on Excel spreadsheet roster
- Keep a copy of packets for your records
- Deliver Excel spreadsheet and packets to feeder TC at Counselor Meeting and sign/date transfer of documents

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High School Transitional Counselors:

- ✓ Sign and date received packets from 8th grade feeder school counselors
- ✓ Meet and review packets together at counselor meeting
- ✓ Keep one New Student tab Excel spreadsheet and give one to 9th grade counselor for reference
- ✓ Add incoming freshmen to TSC rosters and copy students to your New Student Excel spreadsheet tab.
- ✓ Input students into BISD master schedule
- ✓ Turn in packets to TSC for review, including future transfer students.