

# FIRST GENERATION COLLEGE BOUND, INC. COLLEGE ACCESS APPLICATION CHECKLIST

Please confirm that you have done the following:	Student Initial	Staff Initial
Completed all Spaces on FGCB application		
Paid \$25 Application Fee		
Completed Release of Information Form		
Completed Confidentiality Form		
Completed Agreement Form		
Enclosed Copy of Parent's Most Recent Tax Return		
Enclosed Copy of Most Recent Transcript		
Enclosed Guardianship Documents (if applicable)		
Parent/Guardian Attended Orientation		

First Generation College Bound Inc.  
380 Main Street, Suit 206  
Laurel, Maryland 20707

## First Generation College Bound, Inc College Access Application

### Applicant Information

Name:

Current Address:

City, State, Zip:

E-mail Address:

Home Phone:

Cell Phone:

Date of Birth:

SSN:

Who do you reside with?  Parent  Relative  Foster Care  Other (please specify):

Is this person your legal guardian (is documentation available)?  Yes  No

Gender (circle one):

Male Female

Race (circle all that apply):

Black Hispanic White Asian Native American Other (please specify):

Do you have a disability?  No  Yes If yes, please specify:

Do you have an IEP?  No  Yes

### Applicant's School Information

Current School Attending:

College Access Site:  Laurel High  Parkdale High  Potomac High

Does Applicant Receive:  Free Lunch?  Reduced Lunch?

Current Grade:

Graduation Year:

Name of Current Guidance Counselor:

Current Grade Point Average (GPA):

### Enter test scores for each, if taken:

High School Assessment:

English Score: Algebra/Data Analysis Score: Biology Score: Government Score:

SAT (1<sup>st</sup> time):

Test Date: Critical Reading Score: Math Score: Writing Score:

SAT (2<sup>nd</sup> time):

Test Date: Critical Reading Score: Math Score: Writing Score:

SAT (3<sup>rd</sup> time):

Test Date: Critical Reading Score: Math Score: Writing Score:

ACT (1<sup>st</sup> Time):

ACT (2<sup>nd</sup> Time):

Test Date: Score:

Test Date: Score:

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## First Generation College Bound, Inc College Access Application

### Parent/Guardian & Household Information

Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced		
Legal Guardian Name: <input type="checkbox"/> Female <input type="checkbox"/> Male	Legal Guardian Name: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Relationship to Applicant:	Relationship to Applicant:	
Home Phone:	Home Phone:	
Work Phone:	Work Phone:	
Cell Phone:	Cell Phone:	
Check Primary Contact #: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Check Primary Contact #: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Address:	Address (if different):	
E-mail Address:	E-mail Address:	
Annual Combined Family Income:	Parent's # of Dependents in Household:	Total # of Persons Living in Household:
Parent(s) highest level of education attained: <input type="checkbox"/> 9th Grade or less <input type="checkbox"/> H.S. Diploma/GED <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Graduate Degree		
Emergency Contact(name & phone #):	Relationship to Applicant:	

### Applicant's College Information

College you currently plan to attend:	Intended Major:
What colleges have you applied to?	

### Application Fee

**Please enclose the application fee in the amount of \$25  
made payable to First Generation College Bound, Inc.**

### Disclaimer

No otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any programs or activities offered by First Generation College Bound.

### Application Signatures

I understand that my son/daughter is enrolling in First Generation College Bound, Inc. The program is designed to assist my son/daughter in the college application process. I have completed, understood and signed the Release of Information form.

Signature of Applicant:	Date:
Signature of Parent/Guardian:	Date:

**FIRST GENERATION COLLEGE BOUND, INC. (FGCB)  
RELEASE OF INFORMATION FORM**

**NAME:** \_\_\_\_\_ **DATE RELEASE FORM SIGNED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby authorize the release of the following information from my school and other agencies that provide services to me to First Generation College Bound, Inc. (FGCB). Further I authorize the sharing of this information among FGCB personnel and its subcontractors to assist me and my family to meet my educational goals. I understand that the information will be held in confidentiality in accordance with standards set forth in the Privacy Act and other subsequent laws governing privacy and confidentiality. I further understand that any reports generated will be done in the aggregate (no names or other identifying information will be used). Check  YES or NO as applies:

YES	NO	TYPE OF INFORMATION
		Education information, including copies of report cards, class schedules, test scores, transcripts, diplomas, certificates, and/or degrees.
		Social history data, including family financial/economic and education status information.
		Medical information to ensure appropriate treatment while engaged in FGCB activities.
		Other, specify:

Information may be exchanged either verbally (in person and/or by phone) or in written form. I understand this information will be used for the following purposes. Check  YES or NO as applies:

YES	NO	PURPOSES
		Development of the individualized college access plan including educational goals, personal development goals, support service needs, career goals and financial planning.
		Referral for support services, such as financial assistance, education services, substance abuse treatment, family counseling, etc.
		Coordination of educational and support services.
		Presentation at professional staffings to determine progress in meeting planned goals and identification of additional supports as required.
		Other, specify:

I understand that this authorization remains in effect through the duration of my enrollment in FGCB and that it may be revoked at any time by written statement.

I understand that FGCB's program activities may be taped and photographs may be taken for instructional as well as publication purposes. This allows the work being done by members of the program to share their accomplishments with others. I hereby authorize FGCB staff to release the above-related information. I also understand that I can revoke this consent by written notice.

\_\_\_\_\_  
*Participant Signature*

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

\_\_\_\_\_  
*Parent/Guardian Signature*

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

**FIRST GENERATION COLLEGE BOUND, INC.  
STATEMENT OF CONFIDENTIALITY**

First Generation College Bound, Inc. (FGCB) will protect and keep confidential information about students enrolled in its college access, homework clubs and other programs and limit information sharing only with the written consent (Release of Information Form) of the student and parent/guardian or in the event of a medical emergency or life threatening circumstance.

It is the right of the student to keep details of his/her life private and to decide with whom he/she will share the information.

The following procedures will be followed by FGCB staff and its subcontractors:

1. No information will be given to outside agency personnel with the following exceptions:
  - a. Parent/guardian of students who are under 18 years of age.
  - b. Home school personnel, including special educators of students with individualized education plans (IEPs).
  - c. Involved personnel from social services, juvenile justice and rehabilitation agencies.
  - d. In the event there is a clear and immediate danger to a person, i.e., an emergency situation when an individual's health and/or well being are threatened.
  
2. Information will be shared among FGCB staff and its subcontractors. The following standards of confidentiality will be followed:
  - a. Student information will not be shared with other students.
  - b. Student files will be secured and sensitive information will be maintained by key FGCB staff, e.g., the Lead Advisor/Mentor, grade level Advisor Mentors, Retention Coordinator, Executive Administrator and Chief Executive Officer and shared only on a "need to know" basis.
  - c. FGCB staff and subcontractors will follow generally accepted practices for securing case records and information.
  
3. Release of Information Form
  - a. Signed releases cover the duration an individual is officially enrolled in FGCB programs (date the application is completed through post secondary matriculation and graduation.
  - b. If the participant is under 18 years of age, a parent/guardian signature is required.
  - c. The signed release allows FGCB staff and its subcontractors to obtain information from the home school, referral agency sources, if applicable, other education services personnel, other providers of brokered support services, and other information as may be required to ensure the provision of appropriate levels of service and intervention while affiliated with FGCB.
  - d. The signed release also allows FGCB staff and its subcontractors to share information with personnel outlined in 3 c above as part of student meetings and required progress updates.
  
  - e. FGCB students may limit the disclosure of information to certain parties as specified on the Release of Information Form.

- f. Refusal to sign the Release of Information Form may affect participation in FGCB, if said information is critical to the successful provision of services and ultimate goal of postsecondary enrollment.
- g. To protect FGCB, its subcontractors and FGCB students, the Release of Information Form must be completed and signed. One copy should be provided to the student, parent/guardian, if applicable and the other maintained in FGCB files.
- h. Consent may be revoked at any time by written notice.

4. Video and Photographic Release

- a. Due to the nature of the project, program activities may be videotaped and/or photographed for publication purposes and to be shared with others through print, electronic and other forms of non-print media.
- b. FGCB students are asked to sign the Video and Photographic Release at the same time the Release of Information Form is signed.
- c. Refusal to sign this release will not affect participation in FGCB.
- d. Consent may be revoked at any time by written notice.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

All questions about the Statement of Confidentiality and the Release Forms should be directed to the Executive Administrator

# **FIRST GENERATION COLLEGE BOUND, INC. AGREEMENT FOR SERVICES**

## **STUDENT ROLES, RESPONSIBILITIES AND EXPECTATIONS**

1. Complete application form.
2. Secure all academic and financial documentation.
3. Attend scheduled meetings, workshops and other college access activities.
4. Collaborate with FGCB staff to develop a college access plan.
5. Complete college admissions and financial aid packages according to a mutually agreed upon schedule.
6. Notify FGCB staff in advance, if an absence or late attendance is necessary.
7. Actively participate in the college search process and provide feedback to FGCB staff regarding the outcomes of college visits and interviews.
8. Exhibit behavior that indicates you are serious about enrolling in post secondary education.
9. Inform FGCB staff of changes in residence and contact information at the time it occurs.
10. Maintain communication with FGCB staff while enrolled in post secondary education.
11. Participate in FGCB evaluation and customer satisfaction activities.

## **PARENT/GUARDIAN ROLES, RESPONSIBILITIES AND EXPECTATIONS**

1. Participate in all relevant workshops and college access activities.
2. Provide accurate, up-to-date financial status information and documentation as requested.
3. Maintain regular contact with FGCB staff.
4. Monitor student progress in preparation of college admissions and financial aid applications.
5. Inform FGCB staff of changes in residence and contact information at the time it occurs.
6. Participate in FGCB evaluation and customer satisfaction activities.

## **FIRST GENERATION COLLEGE BOUND, INC. STAFF**

1. Assist with the development of the college access plan.
2. Monitor class schedules and grades.
3. Facilitate workshops, advisories and other college access activities.
4. Document the outcomes of student/parent communications and program participation.
5. Provide college access support and intervention with college admissions and financial aid offices, as required.
6. Provide or broker necessary academic and other support services, as required and document referrals and outcomes, as applicable.

7. Monitor the college access process and remain in continual contact through successful completion of post secondary education.
8. Ensure confidentiality and compliance with release of information requirements.

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Participant Name

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FGCB Staff Name

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Participant Signature

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FGCB Staff Signature

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Date

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Date

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Parent/Guardian Name

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Parent/Guardian Signature

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Date