



HOW TO APPLY



Fax information to: 806.742.7288



Mail information to: Texas Tech University College of Outreach & Distance Education Attn: TTUISD Box 42191 Lubbock, Texas 79409-2191



Visit: www.k12.ttu.edu

STUDENT INFORMATION - Failure to complete this information will result in your application review being delayed.

Social Security Number \_\_\_\_\_ If you do not provide a valid SSN, you will be assigned a matriculation number.

Birthdate (Do not leave blank. This information is required.) \_\_\_\_\_ Grade \_\_\_\_\_

E-mail Address (required if submitting lessons via e-mail) \_\_\_\_\_

By providing your e-mail address, you are authorizing CODE to send you relevant information and/or updates electronically. For more information about TTU's Privacy Policy, visit www.ttu.edu/policy/privacy.php.

Full Legal Name \_\_\_\_\_ Last Name First Name Middle Name What name do you go by?

Address \_\_\_\_\_ City State Zip

Parents' or Guardians' Name(s) \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ ext. \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

OPTIONAL INFORMATION

Sex \_\_\_\_\_ Race/Ethnicity (Please check one):  White  African American  Hispanic  Asian/Pacific Islander  American Indian/Alaska Native  Other: \_\_\_\_\_ Information regarding race/ethnicity is voluntary and will be used in a nondiscriminatory manner, consistent with applicable civil rights laws. Information supplied will be used for Federal and/or State law reporting purposes.

Where did you hear about our program? Circle the best answer, please.

- 1 Brochure 2 Academic Advisor 3 World Wide Web 4 Outreach & Distance Education Catalog 5 Conference 6 Friend/Family Member 7 Other Catalog 8 Other (please specify)

SCHOOL INFORMATION

Last School Attended \_\_\_\_\_

School Address \_\_\_\_\_ City County State Zip

School Phone ( ) \_\_\_\_\_ School Fax ( ) \_\_\_\_\_

Reason for withdrawal from previous school: \_\_\_\_\_

Why do you wish to complete your education through CODE courses at Texas Tech University Independent School District? \_\_\_\_\_

PAYMENT INFORMATION

Form of Payment

Check - No temporary checks accepted (payable to Texas Tech University) Amount of Check \$ \_\_\_\_\_ Ck. # \_\_\_\_\_ \*Driver's License # \_\_\_\_\_ \*Date of Birth \_\_\_\_\_

Money Order (payable to Texas Tech University)

PO. # \_\_\_\_\_

Credit Card:  MasterCard  VISA  Discover  American Express

Card # \_\_\_\_\_ Cardholder's Name \_\_\_\_\_

Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_

\*Required when paying by check

## STUDENT AGREEMENT

AS A STUDENT APPLYING FOR ADMISSION TO TTUISD, I UNDERSTAND THAT: TAKS/TAAS: I should take the TAKS/TAAS test in the appropriate grade level and I must pass the exit level TAKS/TAAS for graduation. I understand that I must arrange for TAKS/TAAS testing (call TTUISD). STUDENTS WITH DISABILITIES: The Texas Tech University College of Outreach and Distance Education K-12 curriculum used by TTUISD students is distance-delivered course material developed to meet the standards of the State of Texas and the Texas Education Agency. Written by Texas certified teachers for average and above average students, this material is very reading and writing intensive and the course content cannot be modified. Please note that distance education presents different challenges from traditional classroom based instruction. TTUISD staff can provide you with information about available accommodations before you are officially admitted to TTUISD or enroll in a course if you provide us with documentation about the nature of your disability and the kind of accommodation that your disability requires when you contact us. This documentation should accompany this admission form. Reasonable accommodations are those that do not cause undue burden and do not fundamentally alter course requirements. We require the submission of a current (within the last three years) signed accommodation/modification statement from your Admission, Review, and Dismissal (ARD) committee report or a 504 Accommodation Form from the public school district in which you reside, describing any special considerations necessary for you to take a course and/or exam. FULL TIME STUDENT STATUS: In order for TTUISD to verify that you are enrolled as a full-time student for meeting compulsory attendance laws, for receiving Social Security benefits, for driver's education and license renewal, you must be enrolled in four one-semester courses at all times in grades 6-12 or one semester of the elementary curriculum for grades K-5 which is four one semester courses. In addition to being enrolled in the necessary courses, you must successfully complete eight to ten lessons per month in grades 6-12 and be making satisfactory progress in grades K-5. NCAA: If you are applying for or receiving a collegiate athletic scholarship, it is your responsibility to contact the NCAA regarding the core curriculum requirements. RELEASE OF GRADE INFORMATION: CODE policy and applicable law governing the release of student education records permits CODE to release grades for students under 18 years of age to the students' parents or legal guardians without requiring student permission. However, a student 18 years of age or older must grant permission for ODE to release grades to parents or legal guardians. In addition, CODE policy and applicable law permits CODE, without prior consent and regardless of age, to release a student's grades to a requesting school if the student is enrolled in or transferring to the requesting school. TRANSCRIPTS: I also agree that, in order for TTUISD to send a transcript, I must complete at least four semester courses (not CBEs). LESSON SUBMISSION: I acknowledge that, if I submit lessons assignments via e-mail, I agree to receive the resulting grade via e-mail. GRADUATION: I understand that I must complete the last 2.5 credits full course, excluding CBEs, while enrolled in TTUISD in order to receive a Texas Tech University High School diploma. I certify that this information is complete and correct to the best of my knowledge. I agree to abide by Texas Tech University's policies, rules and regulations. I authorize the University to verify the information I have provided. If applicable, I also authorize the University to electronically access my Texas Success Initiative (TSI) information.

I have read, understand and agree to the CODE policy governing the release of my student education records.  yes  no

I am 18 or older, and I authorize CODE to release my grade(s) to my parents and/or legal guardians.  yes  no

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(required for all students)

Parent's/Guardian's Signature \_\_\_\_\_  
(if student is a minor, both parent/guardian and student must sign)

If you checked "yes" above, please include your parents' and/or legal guardians' full legal name(s).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## TTUISD ADMISSION CHECKLIST

You must submit the following items before your application can be processed.

- A TTUISD admission form
- A \$50 non-refundable evaluation fee
- Transcripts: A copy can be sent with the initial request. An official transcript can be faxed or mailed to us from the student's school at a later time.
- Student with disabilities documentation as described in the above agreement.



**Please complete the student information section on the front of this form.  
Failure to complete this information will result in your application review being delayed.**

*The University reserves the right to make changes at any time without notice. This form is valid from August 1, 2009 to July 31, 2010.  
Visit [www.k12.ttu.edu](http://www.k12.ttu.edu) or call 800.692.6877 for updated information.*

**This form may be duplicated.**