



Student Application

Thank you for applying for membership into one of our Knightsdale High School Career Academies. This is an exciting opportunity for you to participate in a small, career-focused, learning community with other students who are interested in many of the same subjects. Please be reminded that we have a limited number of openings in our academy each year.

Please read over the included information carefully and return this packet promptly so that the application may be processed. More information about each of the KHS Career Academies can be found at <http://knightsdalehs.wcpss.net/careeracademy>.

Questions can be addressed to Geof C. Duncan, Career Academy Coordinator.
919-217-5393 or gduncan@wcpss.net.

All Applications should be submitted by no later than February 25

Student's Name: (print) _____

Student's E-mail Address: _____

Parent's Name: (print) _____

Parent's E-mail Address: _____

Telephone Number: _____

Current Grade Level: _____ Student ID Number: _____

Please indicate the best time for the student interview:

_____ 7:00 - 8:00 am _____ 3:00 pm - 4:00 pm _____ 4:00 - 5:00 pm _____ 5:00 - 6:00 pm

Please indicate which Academy you are interested in applying for and the particular Pathway you are interested in Exploring. Please indicate only one (1) Academy and one (1) Pathway below.

_____ Academy of Applied Science Technology (AAST)



Agricultural Science Technologies - Plant Science _____

Agricultural Science Technologies - Animal Science _____

Pharmaceutical Science Technologies _____

Food Science Technologies _____

_____ Business Information Systems Academy (BISA)



Business Administration and Finance _____

Information Systems _____

Marketing _____



1. List any involvement in club memberships and extra-curricular activities at school and in your community.

2. List any enrichment or honors courses that you have taken beginning with Grade 8.

3. Have you ever been suspended or assigned to In-School Suspension? If yes, give a brief explanation for the suspension. Explain how you have changed your behavior to comply with school rules.

4. Which KHS Career Academy is best suited for you? Which pathway is best suited for you? Why are you interested in participating in this Academy / Pathway?

Academy: AAST ____ BISA ____ Pathway: _____

5. Would you be willing to purchase an Academy shirt at the beginning of each school year (approximately \$25) and wear it on announced days, if accepted? *Financial Assistance is available to those students who qualify.*

Yes ____ No ____

6. How many days have you been absent this year?

_____ days

If more than 5, briefly explain why: _____



7. Write a brief paragraph describing yourself and your career goals:

I understand that if I am accepted into a Knightdale High School Career Academy, I will be committed to participate in an internship during my senior year. My acceptance further commits me to participate through my senior year of high school, and I am willing to abide by the policies established by the Academy Advisory board.

_____ / _____
Signature of Applicant / Date

I have read this application and I approve of my son/daughter participating in the Academy of Applied Science Technology.

_____ / _____
Signature of Parent/Guardian / Date

Additional Comments:



Knightsdale High School Career Academies Memorandum of Understanding

If selected as a member of the Academy program, I understand that:

1. I am making a commitment to the full three (3) years of the program that includes the courses outlined in the curriculum sequence.
2. Regular updates may be sent home via email to both the Academy member and parent/guardian. It is necessary for me to have a valid email address on file.
3. I must report to Academy activities and job shadowing opportunities dressed appropriately in business attire and/or our specified Academy uniform.
4. After graduation I will be expected to fill out a yearly information sheet, keeping the Academy Coordinator updated of my progress.
5. I am expected to wear the specified Academy uniform weekly that includes: an ironed Academy shirt, dress pants (no jeans or cargo pants please), and clean shoes. Athletic events do not excuse me from wearing my Academy uniform.
6. I must maintain academic excellence while enrolled in the Academy. This includes striving to maintain a cumulative GPA (weighted) of a 2.5 at the end of the sophomore year. Dismissal from the program may result if my GPA falls below this standard. (A period of academic probation will be completed before being removed)
7. Automatic dismissal from the program will result from continuing disciplinary problems with any teacher or after a suspension from school.
8. Participation and/or support of scheduled academy meeting/activities is expected of all members. My participation will be documented in the work-based learning portfolio that will be maintained throughout my Academy experience.
9. I will not manipulate the computers at KHS in any way outside of assigned activities within the classroom. This includes desktop manipulation, unapproved file downloads (games included), computer configurations and/or other hardware/software manipulations.
10. If I have any questions or problems with regard to any aspect of the Academy program, I can contact the Academy Coordinator, Mr. Geof Duncan, at 217-5393 or gduncan@wcpss.net.

I understand that being accepted into this program, I am committing myself to be an Academy participant during my entire high school career. It is also understood that it is the goal of the Academy Coordinator to help me complete this program successfully.

Student Signature

Academy Coordinator's Signature

Student's Name (Print)

Parent/Guardian's Signature

Today's Date



Teacher Recommendation Form

Academy: AAST _____ BISA _____ Pathway: _____

Student Applicant: _____

Teacher: _____ Subject: _____

Please rate the applicant with regard to each of the general work/school habits listed below, using the following code:

A = Excellent

B = Above Average

C = Average

D = Below Average

Work/School Habits	Rating			
	A	B	C	D
Reports to class promptly				
Maintains good attendance				
Manages time effectively				
Demonstrates honesty & integrity				
Maintains interest and enthusiasm				
Demonstrates dependability				
Demonstrates initiative				
Maintains a positive attitude				
Fosters positive working relationships (teamwork)				
Follows school rules				
Produces quality work				
Comes prepared to learn and brings necessary supplies to class daily				

Briefly describe why you feel this applicant should be admitted into our program:



Teacher Recommendation Form

Academy: AAST _____ BISA _____ Pathway: _____

Student Applicant: _____

Teacher: _____ Subject: _____

Please rate the applicant with regard to each of the general work/school habits listed below, using the following code:

A = Excellent

B = Above Average

C = Average

D = Below Average

Work/School Habits	Rating			
	A	B	C	D
Reports to class promptly				
Maintains good attendance				
Manages time effectively				
Demonstrates honesty & integrity				
Maintains interest and enthusiasm				
Demonstrates dependability				
Demonstrates initiative				
Maintains a positive attitude				
Fosters positive working relationships (teamwork)				
Follows school rules				
Produces quality work				
Comes prepared to learn and brings necessary supplies to class daily				

Briefly describe why you feel this applicant should be admitted into our program:
