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ABSTRACT

This publication provides information on the strategies used by Seattle (Washington) Public Schools' counseling service and tech prep counselor to integrate the tech prep concept into comprehensive counseling activities. It begins with a rationale for tech prep and information on enrollment. These six strategies are then detailed: (1) appoint a coordinator for the project; (2) design training sessions and workshops to help build an awareness of and support for the tech prep concept; (3) provide counselors with useful information and a common working framework for tech prep; (4) update and use existing programs; (5) support the uniqueness of each school and tailor the tech prep emphasis to the school's strength in academic and vocational programs; and (6) establish districtwide goals for tech prep and a common career development portfolio to unify schools. Other contents are as follows: the purpose of a comprehensive guidance program, a list of major guidance activities for grades 9-12, comprehensive guidance program goals, a chart of high school/post high school student options, a sample 4-year and beyond planner for students, a sample new student enrollment form, and background information and statistics on Seattle Public Schools. (YLB)

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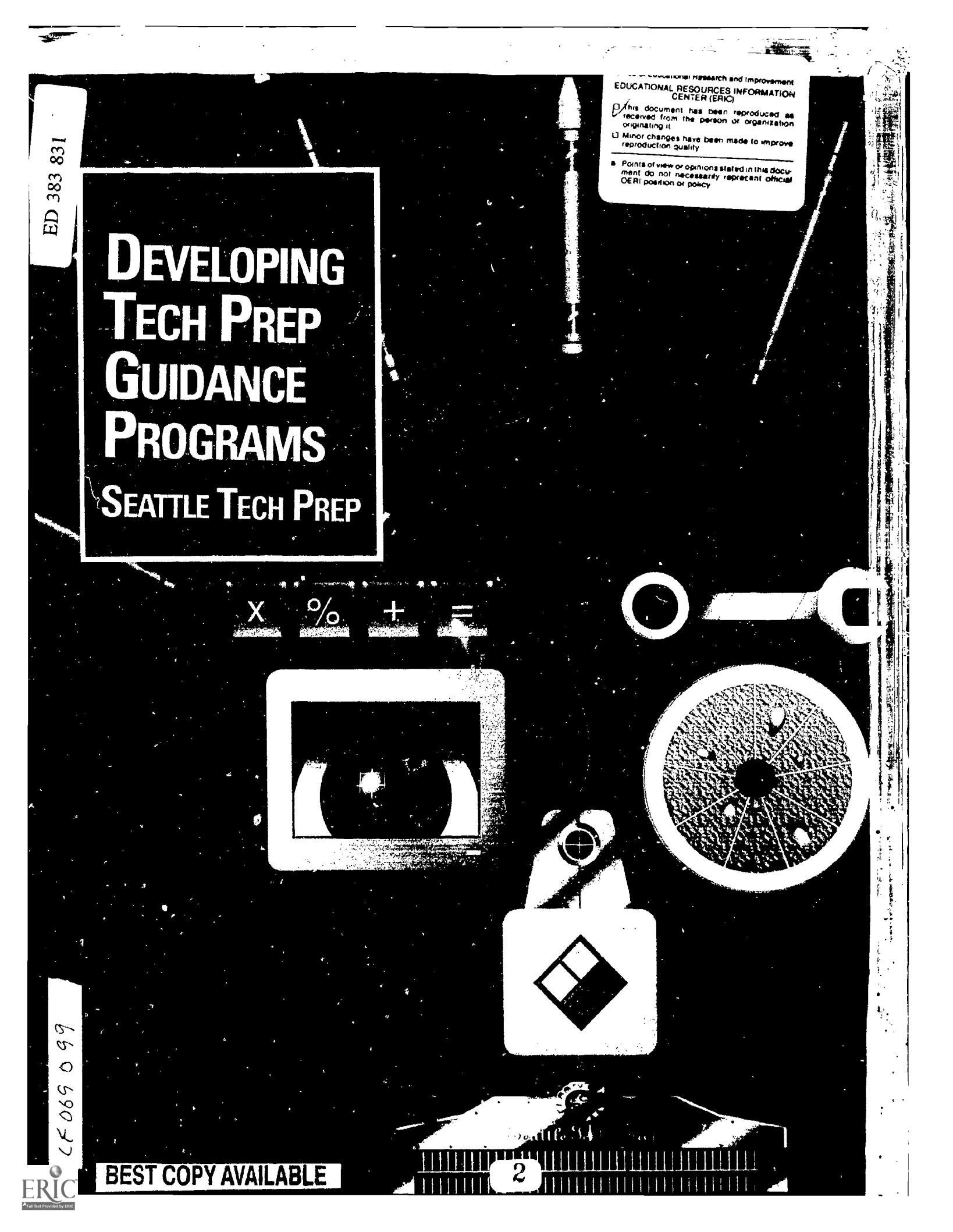
DEVELOPING TECH PREP GUIDANCE PROGRAMS

SEATTLE TECH PREP



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DEVELOPING TECH PREP GUIDANCE PROGRAMS

SEATTLE TECH PREP

Produced by Seattle Public Schools Vocational/Technical Education in partnership with the Seattle Community Colleges and the Seattle business, labor, and government community. Produced under federal dissemination grant #V248A20032 from the U.S. Department of Education.

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DEVELOPING TECH PREP GUIDANCE PROGRAMS
SEATTLE TECH PREP

INTRODUCTION

TECH PREP is an innovation in education that responds to changes in the way people work for a living, the things they need to know to be successful, and the reality that few careers will be immune to change or even obsolescence. Students must be prepared for a work environment in which learning is a lifelong process that demands significant academic, technical, and social skills.

Tech Prep joins high schools, community colleges and employers to develop an educational program that integrates academic and occupational knowledge in a way that prepares students for a meaningful role in society and the workplace. By linking four years of high school with two years at a community college, and providing work-site learning opportunities, Tech Prep can motivate students to stay in school and see value in an education.

> "Tech Prep is working at overcoming the dualism which has plagued American education since our early days, at creating reforms that will prepare young people, and not so young people, for a world which will no longer reward them in boxes labeled "manual labor" and boxes labeled "management" but will prepare them for a world in which everyone will be a thinker and a doer, will need technical skills and analytic skills and will be left behind without these.
>
> Given the demands of the global economy, we have no choice but to educate our students in what nobody knew yesterday and prepare them for what one must know tomorrow."
>
> *Augusta Kappner, Ph.D*
> *Assistant Secretary*
> *Office of Vocational and Adult Education*
> *United States Department of Education*

GETTING STARTED – WHY TECH PREP?

DEVELOPING TECH PREP GUIDANCE PROGRAMS
SEATTLE TECH PREP

Far too many students see little connection between what they are studying in high school and how it relates to their future employment. Math, science, English and specific electives are necessary components of a successful technical career preparation program. Without proper planning, a student can easily pass through high school unprepared for employment or for the kind of training required to land a good job.

The majority of high school students say they plan to go on to college, but do not. Of those who enter college, only 20 percent actually obtain a four-year degree. Tech Prep outlines a pathway to employment and academic achievement that does not rule out the possibility of entering a four-year college.

Tech Prep also provides the nation a better prepared work force at a time when international competition is growing.

Tech Prep targets the neglected majority of students – the middle 50 percent – with a focussed program of study.

Tech Prep targets the 75 percent of students that do not complete baccalaureate degree programs.

Tech Prep helps students understand and "buy into" a context for learning.

Tech Prep better utilizes educational resources and focuses on career guidance programs for high school students.

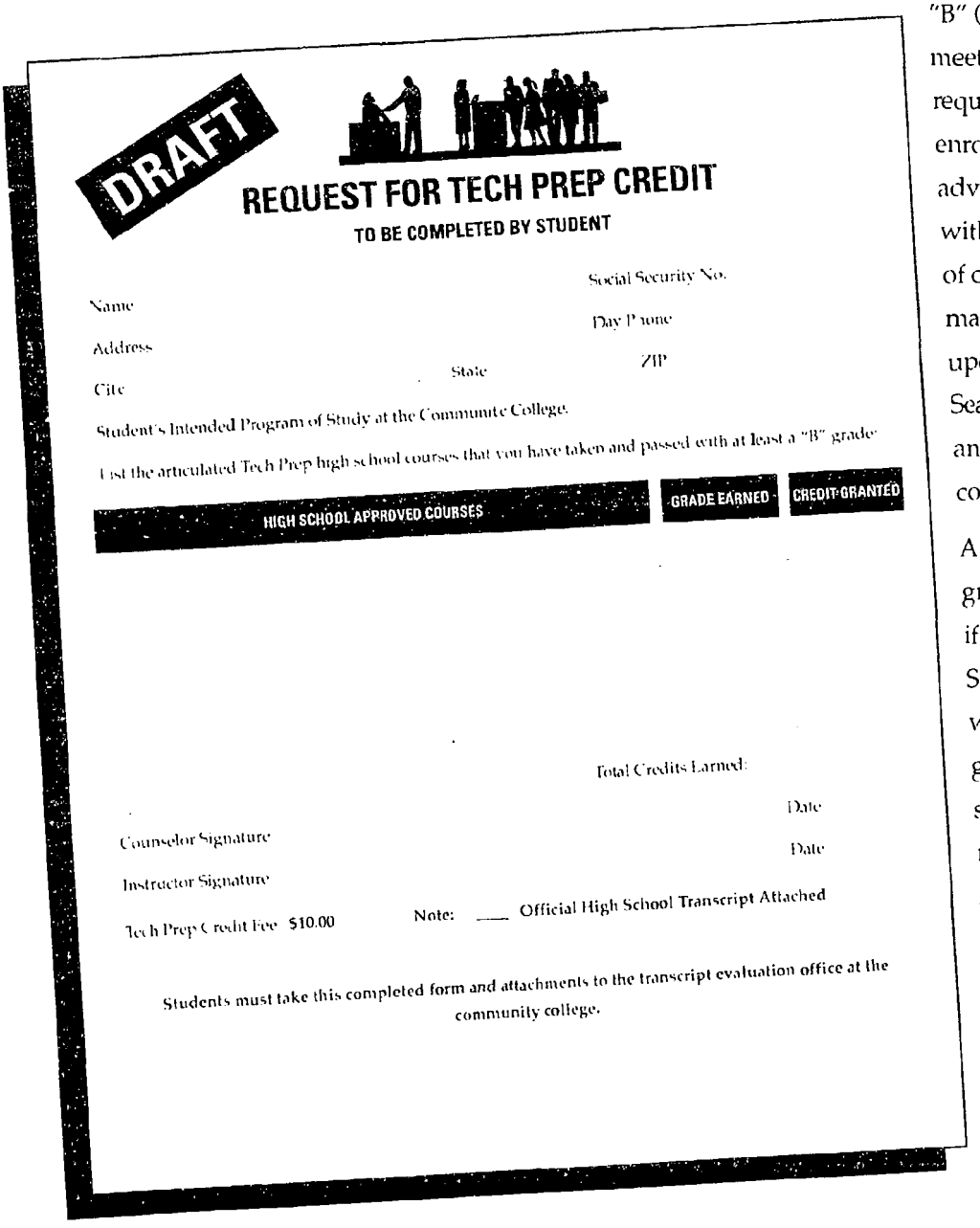
OBSERVATIONS ABOUT HIGH SCHOOLS

1. Schools are full of unmotivated students who say school work is irrelevant.
2. Elective courses are perceived as not needed or useful.
3. Students are finding it necessary to enroll in remedial courses in community college.
4. The senior year is often seen as a time to take it easy, take only what is required; a time to have fun.
5. Most students say they are going to college because it is the "respectable" and expected choice after high school.
6. Those high school students who enter college may not be prepared for career decision-making.

DEVELOPING TECH PREP GUIDANCE PROGRAMS
SEATTLE TECH PREP

HOW DOES A STUDENT ENROLL IN TECH PREP?

Students obtain information about specific Tech Prep programs, career paths, and recommended course selections from the school Career Center or the counseling office. A student selects a career area that matches his or her interest, skills and abilities. The student then develops a High School and Beyond Plan, outlining the courses they will take to prepare for the chosen career. The plan includes such related experiences as internships, jobs, pre-apprenticeship programs, volunteer work and career shadowing. As they progress through high school, students may choose a different career area and revise their High School and Beyond Plan accordingly. A student who completed one or more Tech Prep courses with a grade of "B" (3.0) or better and who meets all college admission requirements will be able to enroll directly in the appropriate advanced courses at the college without further demonstration of competency in the subject matter of the waived courses upon presentation of an official Seattle high school transcript and a Tech Prep certificate of competency.



DRAFT

REQUEST FOR TECH PREP CREDIT

TO BE COMPLETED BY STUDENT

Name Social Security No.

Address Day Phone

City State ZIP

Student's Intended Program of Study at the Community College:

List the articulated Tech Prep high school courses that you have taken and passed with at least a "B" grade:

HIGH SCHOOL APPROVED COURSES	GRADE EARNED	CREDIT GRANTED

Total Credits Earned:

Counselor Signature Date

Instructor Signature Date

Tech Prep Credit Fee $10.00 Note: ___ Official High School Transcript Attached

Students must take this completed form and attachments to the transcript evaluation office at the community college.

A Tech Prep student is granted advanced standing if he or she is admitted to a Seattle community college within two years of graduation from high school. After completing nine college credits, the student may convert the appropriate Tech Prep high school course to community college credits.

A Counseling Framework for Tech Prep

Developing Tech Prep Guidance Programs
Seattle Tech Prep

Seattle Public Schools initiated its Tech Prep program December 15, 1991 with the approval of formal articulation agreements with the Seattle Community College District. As of March, 1994, fourteen programs (shown on page 10) have been articulated between these two educational institutions. In March of 1993, as part of a state grant, Seattle Public Schools hired a Tech Prep Counselor. With articulation agreements already in place, and marketing materials broadly distributed, the job of the Tech Prep counselor was to work with guidance and counseling staff to encourage implementation of Tech Prep concepts in the schools.

TECH PREP ASSESSMENT CHECK LIST

I. Management
Agreements, Career Paths, Program Evaluation, Staff Development, Funding, Advisory Committees

II. Recruitment, Assessment, and Program Placements
Equal Access, Established Process for Identifying and Placement, Assessment Techniques and Tools, Special Needs Students

III. Curriculum and Instruction
Integrated Approach, Programs organized into Career Paths, Higher level skill development, Accommodate needs of all students, Transition from school to work is planned

IV. Counseling and Support Services
A. Structured career guidance programs
B. Process for students to select a career path or focus.
C. Counseling/guidance process exists for transitioning students to higher education or employment.
D. Assistance for students to overcome barriers to equal access and equity.

V. Staff Development
Aligning vocational and academic courses
Adapting materials for special needs students

Strategies That Work

The strategies employed by Seattle Public School's Counseling Service and Tech Prep Counselor to integrate the Tech Prep concept into comprehensive counseling activities are listed below and detailed on the following pages:

1. Appoint a coordinator for the project.
2. Design training sessions and workshops to help build an awareness of and support for the Tech Prep concept.
3. Provide counselors with useful information and a common working framework for Tech Prep.
4. Update and utilize existing programs.
5. Support the uniqueness of each school. Tailor the Tech Prep emphasis to the schools strength in academic and vocational programs.
6. Establish district-wide goals for Tech Prep and a common Career Development Portfolio to unify schools.

CAREER GUIDANCE AND COUNSELING INSERVICE AND TRAINING ACTIVITIES

• Getting started in Tech Prep	May, 1993
• Developing Goals and Objectives, Guidance Activities and Portfolio	June, 1993
• Planning and Implementation Developing School Based Guidance Plan	August, 1993
• The Changing Economy and the Workplace SCANS Report, Workplace Basics, NOICC Guidelines	November, 1993
• Counselor Advisory Committee formed	December, 1993
• State Restructuring: Implications for Educators – National Teleconference	March, 1994
• NW Regional Lab Spring Conference	April, 1994 (Planned)
• Planning and Development for 1994-95	June, 1994 (Planned)

DEVELOPING TECH PREP GUIDANCE PROGRAMS
SEATTLE TECH PREP

1. APPOINT A COORDINATOR FOR TECH PREP GUIDANCE COUNSELING. SURVEY COUNSELORS REGARDING USEFUL INFORMATION.

Recognizing the essential role its counseling staff plays in introducing a Tech Prep program to students, Seattle Public Schools hired a Tech Prep Counselor in March of 1993 to work with guidance and counseling staffs to encourage implementation of the Tech Prep concepts in the schools. The district revitalized and updated its existing comprehensive guidance program to include Tech Prep.

Each high school was encouraged to develop programs that reflected its own mix of vocational and academic courses and programs. Rather than consider this diversity a liability, it was treated as an asset. By incorporating "new" information into existing career information, advising and counseling programs, Tech Prep became a part of what was already in place, not an "add on".

COUNSELOR/CAREER CENTER SPECIALIST SURVEY

Name _____ Phone _____

School _____

Comprehensive Guidance

Does your school have a guidance committee? Yes No (Please circle)

If yes, when do you meet?

Tech Prep

What, in your opinion, are the strengths of Tech Prep?

Which areas of Tech Prep still need to be addressed?

Training

Please check the career development training that would be most useful to you:

- Current job trends
- Apprenticeships
- Tech Prep courses
- Individual/group assessment
- Group guidance approaches
- Using Kuder results
- Individual/group assessment
- Linking students to post high school options more effectively
- Visit employment sites
- Site visit to another school/district
- Stereotyping and careers
- Visit to community college programs
- Computer use in career development
- Educational restructuring
- Open agenda to discuss issues
- Special populations: minorities, at risk students, women

Are you interested in working with an advisory group? If so, check your choice below:

- Revising counselor handbook
- Planning training
- Career Portfolios
- Tech Prep
- Update comprehensive guide materials
- Graduation requirements
- Using Kuder results

Are you available any time June 1-18? (circle) Morning Afternoon After School No

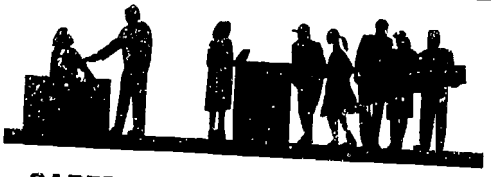
Are you available June 21-24 Yes No

I am interested for next school year. Yes No

2. Design counselor training sessions and workshops to help build an awareness of and support for the Tech Prep concept.

Seattle Public Schools, like most urban school districts, places great demand on its guidance and counseling staff. Counselors are assigned to high schools on a 400 to one student to counselor ratio. Each high school has a Career Center staffed by a career center specialist and offers Tech Prep courses and opportunities for vocational training. Time and resources are limited, so the Tech Prep Counselor works with the counseling staff to blend the Tech Prep concept into existing career information, advising and guidance programs.

In addition to the specifics about Seattle's Tech Prep courses and programs, training sessions include information about the economy and the workplace, restructuring efforts, the philosophy behind Tech Prep, school-to-work transition programs, and the interrelationship of all these elements. To include as many participants as possible, and cover all the material, it is important to schedule training sessions efficiently. Workshop participants were paid to attend these training sessions and were given materials to use in their work. To the right is an agenda from a typical training session.



CAREER GUIDANCE WORKSHOP

Franklin High School • August 27, 1993 • 8:30 AM– 11:30 AM

AGENDA

Greetings	Linda Reidt Tech Prep Counselor
Guest Speaker	Nancy Mason Training Coordinator Electrical Apprenticeship Program
Review Career Guidance Handbook	
Special Need Students	Clara Scott Program Coordinator Hale High School

Goals of Workshop:

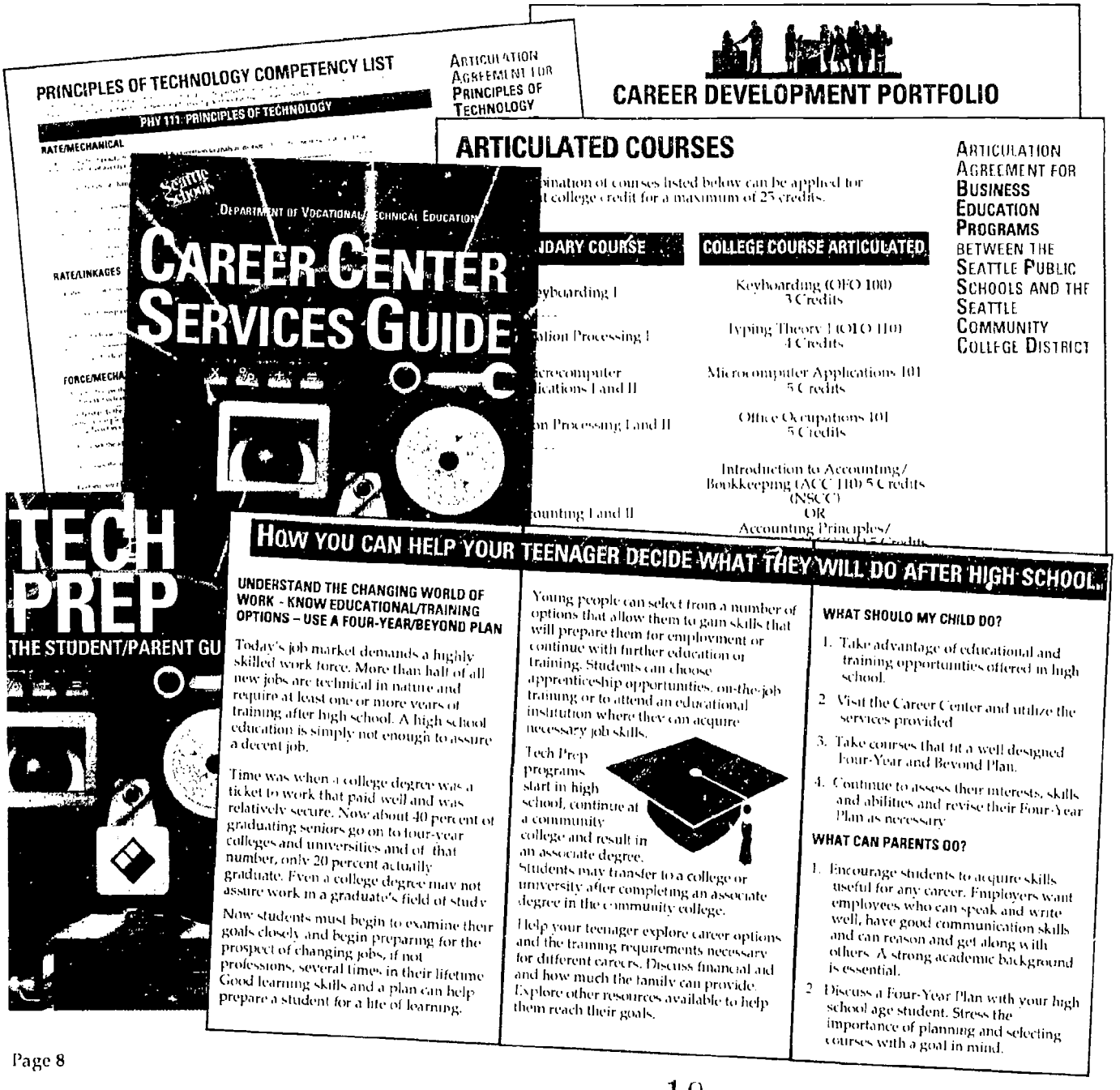
1. Review materials developed at the June Workshop.
   District Goals and Objectives
   Career Portfolio
   Guidance Activities
   Ideas for working with Special Need Students
2. Develop Comprehensive Guidance Plan for each High School addressing:
   - Career guidance and information for all students – not just four-year college bound.
   - Application of course work to the world of work
   - Development of skills needed in the work place of the future.

Three additional hours of team work time available for the afternoon.

DEVELOPING TECH PREP GUIDANCE PROGRAMS
SEATTLE TECH PREP

3. PROVIDE COUNSELORS WITH USEFUL INFORMATION ABOUT TECH PREP.

The Seattle Tech Prep is integrated into comprehensive guidance activities. By providing additional guidance materials that counselors can use to assist students, Tech Prep can become a part of Four-Year Planning efforts, freshman and new student orientation, parent consultation and counseling, and strengthen efforts to market strategies for good grades, good behavior, and sound decision making. Coupled with counselor training opportunities, these materials can help establish a solid framework for Tech Prep within ongoing counseling efforts.



4. UPDATE, AND UTILIZE EXISTING PROGRAMS – SOMETHING OLD, SOMETHING NEW.

Using the familiar and known to introduce new ideas or programs is a good strategy to reduce resistance to change. Building on what already exists can also save time and energy. By acknowledging that "we've been there before" or "we're already doing that" may apply to aspects of Tech Prep, it is easier to focus on what really is new.

Something Old	Something New
Guidance	More options available, need more training, need for career focus, career paths, course requirements for non-college as well as 4-year college bound.
Apprenticeship	Closer links between education, business and labor. Pre-apprenticeship for high school students now an option
Community Involvement	Business and community provide more input and resources
Need for Skill	College degree no longer guarantees economic security and status. More options available. 2 + 2, technical and varied skills needed.
H. S. and Community College Network	More opportunities for students, seamless transitions, articulated agreements.
Importance of Education	Learning and education more readily available to all, learning is lifelong process. Integrated learning.
Desire for Security	Security in the ability to change and adapt.
Work is Important	Changing role in workplace, change as a constant.
Resumes/Job Files	Career portfolios – either paper based or computer based.
Evaluations/ Monitoring Progress	Competency checklists and certificates of mastery.

DEVELOPING TECH PREP GUIDANCE PROGRAMS
SEATTLE TECH PREP

5. SUPPORT THE UNIQUENESS OF EACH SCHOOL. TAILOR THE TECH PREP EMPHASIS TO THE SCHOOL'S STRENGTH IN ACADEMIC AND VOCATIONAL PROGRAMS.

The Seattle Public School District is rich in cultural diversity and employs an experienced core of educators. Site-based management is becoming an accepted part of the district culture and is reflected in high schools that take pride in their uniqueness and special programs. Tech Prep courses and the way Tech Prep is implemented therefore varies from school to school. For guidance counselors, district-wide comprehensive guidance and counseling goals and a standard career development portfolio assure consistency in the way basic counseling services are provided.

PROGRAM AREA	HIGH SCHOOLS	PARTICIPATING COMMUNITY COLLEGES
Apparel Design and Service	Franklin	Seattle Central
Automotive Technology	Ballard, Cleveland, Garfield, Ingraham, Nathan Hale, Rainier Beach, Roosevelt, Seattle, West Seattle	Santa Seattle
Business Education	Ballard, Cleveland, Franklin, Garfield, Ingraham, Marshall Alt, Nathan Hale, Rainier Beach, Roosevelt, Seattle, Sharples Alt, West Seattle	All
Childhood Education	Ballard, Cleveland, American Indian Heritage, Ingraham, Marshall Alt, Nathan Hale, Seattle, Sharples Alt	North Seattle
Culinary Arts	Garfield, Roosevelt, Seattle	North Seattle, Seattle Central
Diesel and Heavy Equipment Technology	Ballard, Cleveland, Garfield, Ingraham, Nathan Hale, Rainier Beach, Roosevelt, Seattle, West Seattle	South Seattle
Electro Mechanical Drafting	Ballard, Cleveland, Franklin, Garfield, Ingraham, Nathan Hale, Rainier Beach, Roosevelt, Seattle, West Seattle	North Seattle
Horticulture	Nathan Hale	South Seattle
Radio Broadcast Communications	Cleveland, Nathan Hale	Seattle Central
Television and Broadcast Communications	Nathan Hale	Seattle Central
Wood Construction Program	Ballard, Cleveland, Franklin, Garfield, Marshall Alt, Nathan Hale, Rainier Beach, Roosevelt, West Seattle	Seattle Central
APPLIED ACADEMICS FOR TECHNICAL PROGRAMS		
Applied Communications	Cleveland, Ingraham	All
Applied Mathematics	Ballard, Cleveland, Franklin, Ingraham, Marshall Alt	All
Principles of Technology	Cleveland, Franklin, Ingraham, Nathan Hale, Rainier Beach, Roosevelt, Seattle	All

6. Establish district-wide goals for Tech Prep and a common Career Development Portfolio to unify schools.

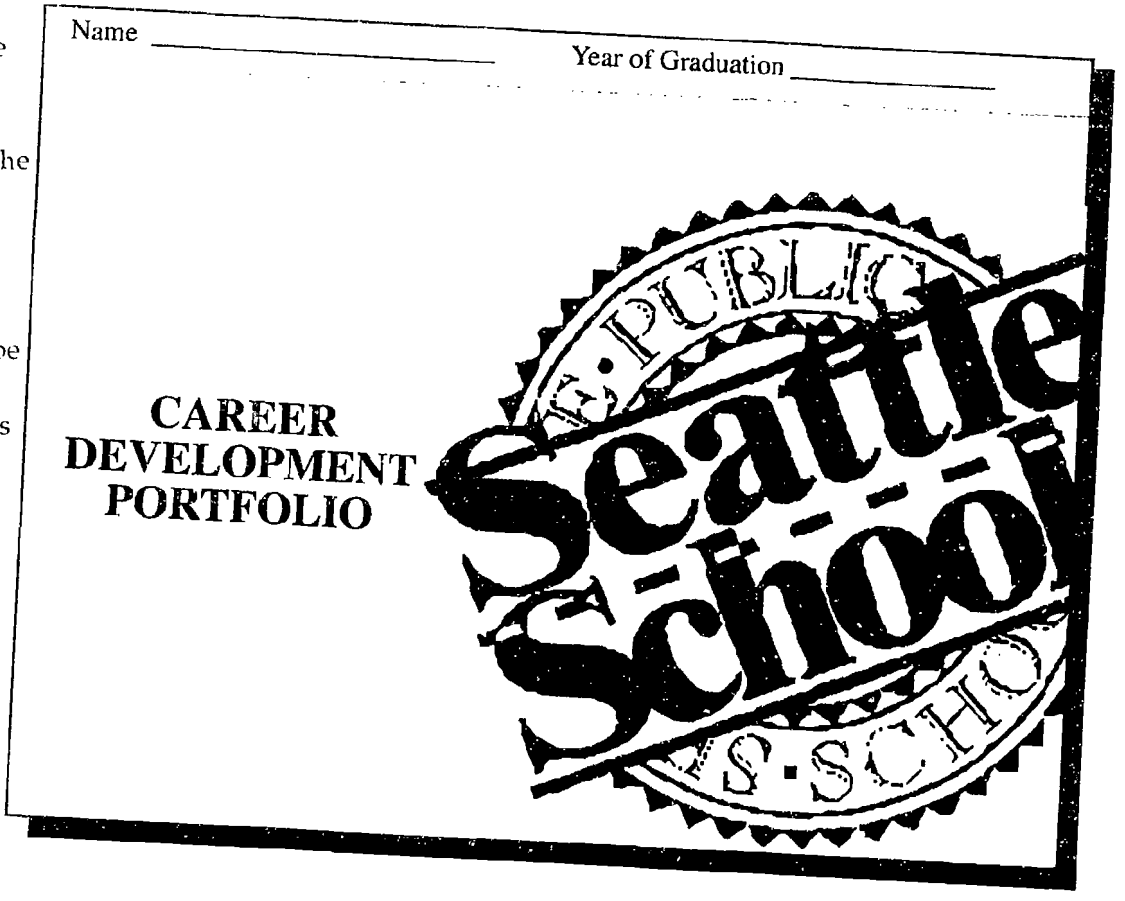
Developing Tech Prep Guidance Programs
Seattle Tech Prep

Establishing district-wide goals for Tech Prep helps bring the concept into focus and assures involvement of administrators, faculty and the counseling staff. These goals can also serve to speed integration of Tech Prep into areas of curriculum and guidance counseling.

Career Development Portfolios prompt students to take responsibility for decisions they must make to plan a career. Whether paper or computer based, the portfolios help students connect their education and learning to success in the workplace and identify an appropriate career path.

Seattle's portfolio folder is printed on both sides in sections that lead students through the process of gathering, analyzing and synthesizing information that will be vital in successful career planning and preparation. In addition to required and elective school subjects, the form provides space to record interests and experiences that can help student shape their interests into a career direction.

Although the one form is common throughout the district, each high school determines how the folders will be stored and how students access and update their folders and how folders will follow students upon transfer or graduation.



DEVELOPING TECH PREP GUIDANCE PROGRAMS
SEATTLE TECH PREP

A COMPREHENSIVE GUIDANCE PROGRAM

The purpose of the Comprehensive Guidance Program is to help students take responsibility for their personal growth, development, and preparation for their future. Guidance activities will promote feelings of self-worth and power over one's destiny by concentrating on positive self-assessment, goal-setting and the steps necessary to achieve these goals. Students will explore a wide range of present and future career options without sex, race or handicap bias. Graduating seniors, supported by Seattle's unique team of guidance counselors and Career Center specialists, will have set realistic goals and understand the steps they will take to reach these goals. This team works with school staff to assure that the goals shown at right are achieved.

MAJOR GUIDANCE ACTIVITIES GRADES 9-12

Grade 9 Orientation to High School
Develop education/career four-year plan
Know about and use Career Center

Grade 10 Complete career interest inventory.
Use Washington Occupational Information Systems database to obtain information on careers
Update education/career four-year plan

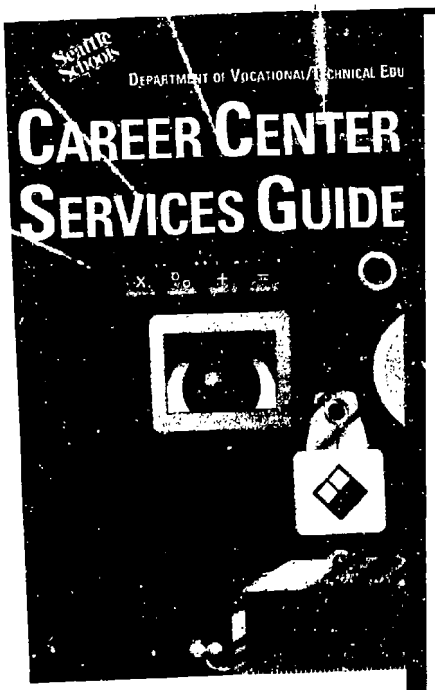
Grade 11 Gain information on post-high school options, financial aid and scholarships
Take KUDER Occupational Interest Survey (state mandated)
Update education/career four-year plan

Grade 12 Individual interview with counselor to ensure high school graduation and finalize post-high school plans

COMPREHENSIVE GUIDANCE PROGRAM GOALS

All secondary students will:

1. Participate in planned learning experiences to assess their skills, interests and priorities, and to apply this information in making useful decisions.
2. Maintain an Education and Career Planning Portfolio. The portfolio will contain a record of specific educational and career development activities which will assist students in their high school and post-high school planning.
3. Use information to develop plans which will assist them with their personal growth, development of work skills and transitions in high school and to further education and/or the world of work.
4. Participate in planned learning experiences that will provide them with skills necessary to find desired employment now and in the future.



YOU EXPECT THE BEST for yourself: a future bright with challenge and promise. To reach your goals you will need a good plan. That's where your Career Center can help with programs and resources that put you in touch with training and education opportunities after high school. Each of the twelve high school Career Centers provides:

CAREER EXPLORATION PROGRAMS

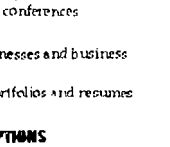
Like many students, you may be unsure of what you want to do after high school. At the Career Center, we provide information and guidance you can use to both choose and prepare for a career:

- Career interest surveys and aptitude tests
- A computerized career information system
- Career enrichment workshops and conferences
- Internships and career shadowing
- Volunteer speakers from local businesses and business organizations
- Assistance in preparing student portfolios and resumes

POST SECONDARY EDUCATION OPTIONS

You can meet with representatives from two and four year colleges, technical colleges, apprenticeship programs, and military services to find out more about:

- Tech Prep
- Selection and admission processes
- Visits to colleges and educational institutions
- Scholarships, grants, loans, work study
- College conferences



VOCATIONAL EDUCATION OPPORTUNITIES

Your Career Specialist will help you enroll in vocational-technical education classes offered each semester:

- City Campus vocational programs
- Tech Prep programs
- Military service training programs
- Apprenticeship programs

EMPLOYMENT PROGRAMS

Career Center employment programs can provide information to help you find and keep jobs and succeed in the workplace:

- Work and volunteer experience credit
- Pre-employment information
- Job search skills
- Employment listings
- Community volunteer opportunities

CAREER CENTER FIELD TRIPS

Participate in a variety of field trips organized by the Career Center specialist that will take you to

- Local businesses and industries
- Community career exploration programs
- Vocational and educational organizations
- Job and career fairs

SEATTLE PUBLIC SCHOOLS COUNSELING SERVICES
HIGH SCHOOL/POST HIGH SCHOOL STUDENT OPTIONS

PROGRAM	DESCRIPTION	ADVANTAGES	STUDENT RESPONSIBILITIES	TUITION/FEES	ENROLLMENT PROCEDURES
TECH PREP (2+2)	A program enabling students to remain in high school and begin a vocational/technical program that leads to a two-year degree or certificate in the areas of apparel design, auto tech, business, carpentry, childhood ed., culinary arts, diesel and heavy equip., drafting horticulture, radio/TV communications.	• Develop marketable skills. • Remain in high school • Prepare for vocational/ technical career • Minimal cost for college credit • Earn credits for high school and college at the same time	• Select a career program. • Earn "B" or better in Tech Prep course. • Attend community college within two years of graduation. • Complete 9 credits in the college program.	One-time $10 records fee.	Enroll in chosen Tech Prep courses
CITY CAMPUS	A vocational/technical program which allows students to attend regular high school classes for half of the day and travel to the designated City Campus site for skills training for the remaining half of the day. Must be at least 16 years of age.	• Develop marketable skills. • Earn advanced placement standing in college level courses • Get a head start on career preparation. • Remain in high school for a portion of the day • No cost to student	• Pick up application in Career Center. • Visit program site • Complete application in Spring or Fall • Register for regular Fall classes – students will be notified in the summer of acceptance.	No cost	Apply in the Career Center.
COLLEGE IN THE HIGH SCHOOL	A program that allows high school students to take college courses within their school and earn high school and college credit	• Remain in high school environment • Accelerated class • Earn both high school and college credit • Reduced cost for college credits.	Meet college course standards	Reduced cost for college credit.	Register for college credit with current high school teacher.
ADVANCED PLACEMENT CLASSES	Identified advanced courses that prepare high school students to take advanced placement tests, allowing advanced placement and/or credit at the college level.	• Remain in high school environment • Accelerated class • Advanced placement and / or college credit granted based on successful AP test score.	Apply for testing.	Advanced placement test fee.	Enroll in the selected AP class.
RUNNING START	A program that allows high school juniors and seniors to attend college classes and earn high school and college credit	• Accelerated class • Can earn both high school and college credit. • No cost for student or parent	• Determine transferability of Running Start college credits. • Plan carefully to insure credits apply to high school graduation requirements	Tuition waived, student pays lab fees, transportation.	• Complete pre-college assessment. • Receive approval for college admission • Register for community college classes

DEVELOPING TECH PREP GUIDANCE PROGRAMS
SEATTLE TECH PREP

REFERENCE

OTHER CAREER DEVELOPMENT OPPORTUNITIES

WORK EXPERIENCE:

Students 16 or older may earn .50 credit for 272 hours of employment per semester. Only 2.0 work or TA credit may be counted toward graduation.

PIPE INTERNSHIP:

Students learn about a career of their choice and may also earn credit.

SHADOWING, MENTORING, CAREER DAY/FAIRS:

Students learn about career possibilities and opportunities. Career and College Seminars are scheduled in the Career Center throughout the school year.

Contact your school counselor or Career Center Specialist for other opportunities and information.

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NAME

DATE

DRAFT

Instructions: Choose a career area of interest. Complete a four year high school plan using graduation course requirements and electives that support your career interest area. A minimum of 20 credits is required for graduation.

SEATTLE PUBLIC SCHOOLS FOUR YEAR AND BEYOND PLANNER

CAREER AREA OF INTEREST	BUSINESS / MARKETING / ECONOMICS	ARTS / COMMUNICATIONS	HEALTH / HUMAN SERVICES / ENVIRONMENT	INDUSTRIAL TECHNOLOGY AND ENGINEERING	SCIENCE
CAREER PREPARATION COURSES	♦ Accounting I, II ♦ Computer Application I, II ♦ Keyboarding ♦ Word Processing I, II ♦ Applied Business Communication Business Law ♦ Applied Business Math Applied Economics Marketing	Drawing & Painting Commercial Art Ceramics Photography Choir Band Drama Guitar Piano Creative Writing Journalism ♦ Radio/TV Speech	Nutrition & Foods ♦ Children/Parenting Clothing/Textiles Family Psychology Independent Living Business Law Marketing	♦ Drafting ♦ Applied Math ♦ Principles of Technology ♦ Auto Technology ♦ Auto Services Metals Electricity Electronics Business Law ♦ Wood/Construction ♦ Radio/Television Graphics	♦ Horticulture Botany Zoology Environmental Professionals ♦ Principles of Technology Chemistry Physics Biology ♦ Tech Prep Articulated Courses
LIFE SKILL COURSES	Independent Living Keyboarding Children	Computer Application 9th Grade Career Class	Nutrition & Foods Art Music	Psychology Parenting Family Relations	Foreign Language Traffic Education
CORE AND ACADEMIC PREPARATION	English 9A, 9B English 10A, 10B or English Elective	English 11A, 11B or English Elective World History I	World History II World History III US History 11A US History 11B	American Govt./Econ. 2 years Math 2 years Science	2 years Physical Ed. .5 year Fine Arts .5 year Health 1.5 year Occup. Ed.
COLLEGE ADMISSION	2 – 4 years Foreign Language	3 years Social Science	3 – 4 years Math 4 years English	2 – 4 years Science	1 year Fine Arts or Academic Elective
TECHNICAL/ PROFESSIONAL PREPARATION	2 - 4 years Foreign Language	3 years Social Science	3 - 4 years Math 4 years English	2 - 3 years Science	

9TH GRADE		10TH GRADE	
FIRST SEMESTER	SECOND SEMESTER	FIRST SEMESTER	SECOND SEMESTER

11TH GRADE		12TH GRADE	
FIRST SEMESTER	SECOND SEMESTER	FIRST SEMESTER	SECOND SEMESTER

SEATTLE PUBLIC SCHOOLS COUNSELING SERVICE
NEW STUDENT ENROLLMENT FORM

The purpose of this questionnaire is to assist your counselor in getting to know you and be able to let you know about resources and programs that are available to you at this school. The information you provide on this form will be held **CONFIDENTIAL** by school personnel.

Last name _____ First name _____

Today's date _____ Date you last attended school _____

Reason for leaving _____

List schools attended: 9th Grade _____

10th Grade _____

11th Grade _____

12th Grade _____

Reason for coming to this school _____

Were you in Special Education classes at the last school you attended? Yes or No _____

Have you ever been in Special Education classes? Yes or No _____

Who are you living with? (Circle one)

Mother Father Both parents Foster home Friends Alone Group home Other

Please check if you are receiving professional support from:

Case worker _____

Mental health/community counselor _____

Parole officer _____

Drug/alcohol counselor _____

Would you be interested in an after-care support group for students not currently using drugs/alcohol? (A credit class) Yes or No _____

What career areas most interest you? (Circle what most interests you)

1. Art/Music/Communications
2. Health/Human Services/Environment
3. Business/Marketing/Economics
4. Industrial Technology/Engineering

Do you like work/activities using your hands? Yes or No _____

Do you like to apply what you learn? Yes or No _____

Do you like to see visible results from your work or activity? Yes or No _____

Do you have a job? Yes or No _____ If yes, how many hours per week? _____

What career are you most interested in pursuing? _____

BACKGROUND INFORMATION – STATISTICS

A medium sized urban school district, Seattle Public Schools serves 44,000 students in 97 elementary schools, middle schools, high schools and alternative schools. The Seattle Community College District enrolls 22,015 students total at three campuses, three training centers and a vocational center. The city of Seattle had a 1990 census population of 516,259.

The Seattle Public Schools
815 Fourth Avenue North
Seattle, WA 98109-9985

BOARD OF DIRECTORS
Scott Barnhart
Linda Harris
Don Nielsen
Michael Preston
Ellen Roe
Ian Shellgren
Alan Sugiyama

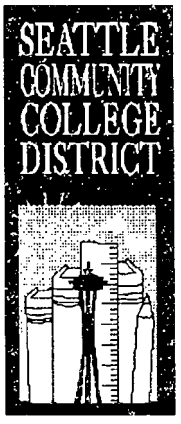
SUPERINTENDENT
William M. Kendrick

SEATTLE PUBLIC SCHOOLS STATISTICS

NUMBER OF SCHOOLS	
Elementary Schools (K-5)	61
Middle Schools	10
High Schools	10
Alternative Schools	16
Total (1992-93)	**97**
ENROLLMENT	
Elementary (K-5)	22,470
Middle (6-8)	9,483
High (9-12)	12,123
Total (1992-93)	**44,076**
ETHNIC BREAKDOWN	
African American	10,159
American Indians	1,398
Asian	10,641
Caucasian	18,726
Chicano/Latino	3,152
BILINGUAL STUDENTS	
Total for 1992-93	8,638
Percentage of Enrollment	20.7%
Total Languages Spoken	77
SPECIAL EDUCATION STUDENTS	
Total Students	3,322
Percentage of Enrollment	7.9%
FULL-TIME STAFF	
Teachers	2,388
Administrators	236
Support Staff	2,525
TEACHER/STUDENT RATIO	
Elementary (K-5)	1:28
Middle (6-8)	1:29.5
High (9-12)	1:30
DROPOUT RATE	
Elementary (K-5)	5.4%
Middle (6-8)	7.3%
High (9-12)	15.6%
GRADUATION RATE	
Total Graduates	1,982
Percentage of Seniors	79.3%
1993-94 BUDGET	
Total (millions):	$296.2

SEATTLE HIGH SCHOOLS AND ENROLLMENT

Ballard	1,275	Sealth	901
Cleveland	734	West Seattle	897
Franklin	1,464	American Indian Heritage (Alternative)	110
Garfield	1,484	Marshall (Alternative)	421
Nathan Hale	1, 131	Middle College (Alternative)	175
Ingraham	1,043	Nova (Alternative)	127
Rainier Beach	860	Sharples (Alternative)	201
Roosevelt	1,480	Summit (Alternative)	622



The Seattle Community
College District
1500 Harvard
Seattle, WA 98122

BOARD OF TRUSTEES
Phyllis Guitterez Kenney
Chair

Dr. Cynthia Rekdal
Dr. Carver Gayton
Bishop Lowell E. Knutson
Paul Wysocki

CHANCELLOR
Dr. Charles A. Kane

SEATTLE COMMUNITY COLLEGE DISTRICT (1992-93)

Central Seattle Community College	North Seattle Community College	South Seattle Community College	Seattle Vocational Institute
FTE students: 4,833	FTE students: 3,875	FTE students: 3,419	FTE students: 227
Total Students: 7,838	Total students: 7,257	Total students: 6,426	Total students: 494
Full-time faculty: 137	Full-time faculty: 104	Full-time faculty: 76	Full-time faculty: 9
Part-time faculty: 306	Part-time faculty: 203	Part-time faculty: 214	Part-time faculty: 14
Includes: Wood Construction, Maritime Training Center		Includes: Duwamish Branch Training Center	

Seattle Schools

The Seattle School District provides Equal Educational Opportunity without regard to race, creed, color, national origin, sex, disability or sexual orientation. The District complies with all applicable State and Federal laws and regulations to include but not limited to Title IX, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, RCW 49.60 "The Law Against Discrimination" and RCW 28A.640 "Sex Equality" and covers, but not limited to, all District programs, courses, activities (including extra curricular activities, services, access to facilities, etc. The Seattle School District is an Equal Employment Opportunity, Affirmative Action employer. The District employs individuals without regard to race, creed, color, national origin, age, sex, marital status, disability or sexual orientation. The District complies with all applicable State and Federal laws, including but not limited to Title VI, Title VII, Title IX of the Civil Rights Act, ADA, RCW 49.60 "Law Against Discrimination", Section 504 of the Rehabilitation Act, and RCW 28A.640 "Sex Equality". The Title IX Officer and 504 Coordinator with the overall responsibility for monitoring, auditing, and ensuring compliance with this policy is: John Yasutake, Manager, Affirmative Action Office, 815 Fourth Ave. N., Seattle, WA 98109, Telephone (206) 298-7175. Individuals who believe they have been discriminated against in any of the District's employment or educational activities can file an internal discrimination complaint with the District's Affirmative Action Office. If you need TDD assistance, call 298-7805.

BEST COPY AVAILABLE