SMART

2017 – 2018 Student Application Packet

Application Deadlines:

Early Decision Deadline: Monday, February 12, 2018
Final Deadline: Monday, March 5, 2018

Students <u>must</u> be:

- ☐ Currently in 4th Grade
- ☐ Able to commit to a program and school based in the city of San Francisco
- ☐ Motivated & resilient

Students should also meet at least **<u>three</u>** out of **<u>five</u>** of the following criteria:

1) Meet low-income BASIC Fund Scholarship guidelines
2) Will be the first in their family to attend a 4-year college
3) Speak a language other than English at home
4) Live in a single-parent household
5) Attend an under-resourced school in San Francisco

Application Checklist

Please note that unless all components below are submitted on time, your application will be considered incomplete. Lateness will impact your eligibility and invitation to participate in our program.

- ☐ Information about SMART (please tear off pages 1-6 to keep for your own records)
- ☐ Student Application (pages 7 - 10)
  - ☐ Short Answers
  - ☐ Essays
  - ☐ Creative Page
- ☐ Parent/Guardian Application (pages 11 - 16)
- ☐ Verification of Household Income (page 17)
  - ☐ Copy of your 2017 1040
  - ☐ Copy of your 2017 W-2
- ☐ Grades/Test Scores Release (page 19)
- ☐ Teacher Statement and Reference Form (pages 21-22)

For any questions please contact:	**Please mail, drop off, email, or fax applications to:**
Email: apply@thesmartprogram.org English Support: 415.906.5475 Español Support: 415.979.9794 or 415.967.7513 廣東話 Support: 415.967.7519	SMART 1061 Market Street, Mezzanine San Francisco, CA 94103 Email: apply@thesmartprogram.org Fax: 415.906.5475

Program Summary

Thank you for your interest in SMART!

SMART is a San Francisco based educational non-profit organization supporting students in 5th – 12th grades on their journeys into four-year colleges. SMART helps to close the achievement gap by providing our students with intensive social, emotional, and academic support through our comprehensive and intensive eight year program. 94% of SMART students attend 4-year colleges, forever altering the trajectory of their lives, and the lives of their families and communities.

Qualified students MUST be:

- Current 4th grade students
- Able to commit to a school and program in San Francisco
- Motivated and resilient

Students should also meet at least **three** out of **five** of the following criteria:

1) Meet low-income BASIC Fund Scholarship guidelines (see page 17)
2) Will be the first in their family to attend a 4-year college
3) Speak a language other than English at home
4) Live in a single-parent household
5) Attend an under-resourced school in San Francisco

The SMART journey:

SMART Application (4th Grade)	Middle School Applications (5th Grade)	Middle School Achievement Program (6th-8th Grade)	College Achievement Program (9th-12th Grade)
•Families apply to SMART (36 students accepted) •Students attend 6-week, academically rigorous summer program June to July	•Individual counseling and placement support during middle school application process to partner schools (scheduling tours, filling out applications, etc.) •SMART advocates for student placement based on family preferences •Families are notified of middle school placement in March •Students attend 6-week, academically rigorous summer program June to July to prepare for middle school	•Mandatory 2x a week After-School Program at SMART, with transportation provided from most schools •One-on-One match with trained volunteer tutor or mentor •Tracking of grades from schools, communication with schools about students •Parent support (financial aid documents, translation services, Parent Education series) •8th grade high school application support •Free SSAT Prep Workshops for 8th grade students •Summer program through partner organizations	•Mandatory 1x a week After-School Program at SMART •Drop-in tutoring available •Tracking of grades from schools to ensure student eligibility to attend college •Parent support (financial aid documents, translation services, Parent Education series) •Juniors/Seniors offered individual college counseling •Free SAT Prep Workshops •College tours, personal statement workshops, leadership retreats, scholarship support, career conferences, and more!

Please read more about our middle and high school programs in the following pages.

Middle School Achievement Program (MAP) (Grades 6-8)

What is MAP?

- Our Middle School Achievement program includes students from 6th to 8th grade. We offer various supports to students to prepare them for high school!
- We provide a safe place for students to come together from various schools in San Francisco and learn valuable curriculum such as social justice issues, study skills, different career options, and much more!
- We also invite outside organizations (such as the Exploratorium, TechInspiration, and Outward Bound) to come in and host guest workshops.

1:1 Tutoring

After-school curriculum

Camp opportunities

Team building

What does MAP offer?

- Our SMART bus provides transportation from most partner schools to our office for After-School programming.
- We offer emotional/academic support through an advisory model, monthly check-in's with your child's school, 1:1 match with a trained volunteer tutor or mentor, partner summer program services, 8th grade high school counseling, free SSAT Prep Workshop, and partner organization opportunities like Mountain Camp.
- We also provide Parent Support through one-on-one and group meetings (financial aid documents, filling out forms, translation services, parent-teacher conferences).

What is my time commitment?

We ask that MAP students and families commit to the following:

- Attend After-School programming twice a week
- Communicate with their tutor/mentor
- Participate in a partner summer program throughout middle school
- Attend student/family meetings with SMART staff
- Attend Parent Education workshops (twice a year)

College Achievement Program (CAP) (Grades 9-12)

What is CAP?

- CAP is SMART's high school program. 94% of our students are enrolled at a 4-year college, forever changing the trajectory of their lives and the lives of their families.

What does CAP offer?

- We are an amazing community of hardworking students who support each other on the journey to college.
- We offer emotional/academic support through an advisory model, high school course selection assistance, financial aid application support for college, SAT/ACT test preparation courses, academic tutoring, college counseling for Juniors/Seniors, college tours, personal statement workshops, career conferences, and much more!
- We also provide Parent Support through one-on-one and group meetings (financial aid documents, filling out forms, translation services, parent-teacher conferences).

College tours

Career conference

What is my time commitment?

We ask that CAP students and families commit to the following:

- Attend After-School programming once a week
- Attend mandatory tutoring if earning a B- or below
- Participate in college tours and test preparation courses
- Sign up for summer opportunities every year
- Apply to 4-year colleges during senior year
- Attend student/family meetings with SMART staff
- Attend Parent Education workshops (twice a year)

Selection Process Overview

This year marks the selection of our 20th class into SMART. The selection process of SMART consists of five stages. Families must successfully complete each stage before moving onto the next, and **all five** before gaining full acceptance to SMART.

Stage 1: Information Session Families must attend ONE of six Admissions Information Sessions, held throughout December to February. SMART staff will present information regarding the program, the application process, and answer any questions.

Stage 2: Applications The final deadline for applications is **Monday, March 5, 2018**. Families will have an option to submit an application by the early decision deadline of **Monday, February 12, 2018**, which is recommended for families who are already committed to accepting an enrollment into SMART. Meeting the early decision deadline will not guarantee a spot into SMART, but staff will carefully consider applications that are submitted by this deadline during decision making.

Stage 3: Assessment Day 92 - 96 students and their parent/guardians will be invited to move on to Stage 3, a three-hour workshop that includes fun and cooperative group activities, parent and student interviews, and short language arts and math tests. Families will be invited to **ONE** of four sessions, held from **9:00am to 12:00pm and 1:00pm to 4:00pm on Saturday, March 17th & Saturday, March 24th.**

Stage 4: Summer Program 54-60 students will be invited to attend our **six-week summer program from June 18 – July 26, 2018**. Participating in our summer program will give us a chance to really get to know your child better and to see if SMART and one of our partner schools is the right fit for your family. Final decisions for the students who will move onto the next stage of the selection process will be made at the end of the summer program. In order to move to the next stage, attendance at our summer program is mandatory.

Stage 5: Acceptance to SMART After completing our summer program, SMART will formally accept 36 students. For the families who were not offered a formal acceptance, their students will still be invited to our 6-week summer program during the summer before their 6th grade year and offered invitations to a variety of SMART workshops.

Important Dates Summary

Information Sessions (attend ONE):

- Monday, December 18th, 6:00 – 7:00 PM
- Saturday, January 20th, 10:00 – 11:30 AM
- Saturday, January 27th, 10:00 – 11:30 AM
- Saturday, February 10th, 10:00 – 11:30 AM
- Saturday, February 17th, 10:00 – 11:30 AM
- Wednesday, February 21st, 6:00 – 7:00 PM

Applications Deadlines: February 12, 2018 (Early Decision Deadline) & March 5, 2018 (Final Deadline)

Assessment Day Notification: Families will receive notification by the second week of March

Assessment Days: March 17, 2018 or March 24, 2018 (you'll be invited to ONE)

Invitation Letters into Stage 4 (Summer Program): Mailed by Friday, March 30th, 2018

SMART Summer Program: June 18 – July 26, 2018 (location to be determined)

Final Decision Letters: Mailed out the first week of August, 2018

Frequently Asked Questions

1. **What are expectations of families who join SMART?**
   Parents and guardians must demonstrate a sincere commitment to helping their children succeed in this eight year program. Specific expectations of SMART families include, but are not limited to:

   - *Ensure students attend school, every day on time.*
   - *Active participation in the student's school experience (attend all school meetings, fulfill volunteer expectations).*
   - *Consistent and direct communication with SMART staff, school, summer and after-school programs, and mentor/tutor.*
   - *Consistent and punctual attendance at school, SMART's After School Program, and Summer Program.*
   - *Timely payment of Family Fee.*
   - *File taxes by mid-February and bring in a copy for SMART's records.*
   - *Turn in all report cards, progress reports and test scores to SMART staff.*

2. **My family does not qualify financially for SMART. Can I still apply?**
   Yes. However, you will not be eligible to receive a scholarship through The BASIC Fund. This scholarship is typically used to help offset the cost of attending an independent school. You can also choose to apply to our partner schools that are tuition-free.

3. **How much is the family financially responsible for each year?**
   Depending on the school you are applying to and your family income, families are responsible for $100 to $500 per student, per year, payable in installments to SMART.

4. **What happens if my family can no longer afford the family fees?**
   SMART is fully committed to the students and the families upon acceptance to our program. Should unusual circumstances arise, we can discuss individually to determine payment options.

5. **Our student lives in two different households. How is my eligibility calculated?**
   SMART will calculate financial eligibility based on income from BOTH families who are financially responsible for the student. SMART will require tax information from both parents and households, and will determine eligibility. As each family situation is unique, should you have any questions specific to your household, please contact a SMART Staff member.

6. **Would it be cheaper if I applied directly to the school?**
   Each school's financial aid package is different, but all look at family income and assets as a way to measure family contribution. Rarely is a private school "free" for any family. When you are enrolled into SMART, students also receive over $197,000 worth of support over the course of 8 years (5th - 12th grades), including academic tutoring support, individualized attention, family advocacy, summer and after-school programs, standardized test preparation (SSAT, ACT, and SAT), and much more.

Student Application (pages 7-10)

To be completed by the Student

Student Name: _____
(First) (Middle) (Last)

Circle one: Male/Female Birthdate (month/day/year): _____ Ethnicity (optional) _____

Current Grade _____ Current School _____

What language(s) do you speak fluently? _____

What language is spoken most at home? _____

Do you know any students who have been a part of the SMART Program? Yes/No

If yes, what are their names? _____

What was their relationship to you? (Brother, Cousin, Friend) _____

About you:

Describe yourself in three words. _____ _____ _____

How much time do you spend on homework each night? _____

Do you find school work (circle one) too easy, just right, or too hard?

Answer the following questions in a few sentences each: Please write in complete sentences and make sure it's in *your own handwriting*! We would encourage you to do a draft first so that the application is as neat as possible. Remember, there are no wrong answers.

1. Describe a few ways you help your family.

_____

_____

_____

2. Why do you want to be a part of SMART?

_____

_____

_____

Student Application

Student Name: _____

3. Describe something you enjoy doing (inside or outside of school). Why do you like doing it?

4. Explain three things you like about your friends.

Essays – Remember to answer in complete sentences.

5. What do you want to be when you grow up and why?

Student Application

Student Name: _____

6. Briefly describe a time in your life (in school or out of school) when you found something challenging, and what you learned from the experience.

Student Application

Student Name: _____

7. Use the space below to tell us about yourself. Fill it up! Use your creativity. Make a page with pictures, drawings, poetry, short story, comic strip, or whatever else **shows** us more about who you are!

By signing below, I am stating that: the information in this application is true to the best of my knowledge, and all responses to questions came only from me.

Student Signature _____**Date** _____

Parent Application (pages 11-16)

To be completed by the Parent/Guardian

Expectations of Families

Parents and guardians must demonstrate a sincere commitment to helping their children succeed in this intensive eight-year program. Specific expectations of SMART families include, but are not limited to:

- *Ensure students attend school, every day on time.*
- *Active participation in the student's school experience (attend all school meetings, fulfill volunteer expectations).*
- *Consistent and direct communication with SMART staff, school, summer and after-school programs.*
- *Ensure consistent meetings between the student and his/her mentor/tutor.*
- *Consistent and punctual attendance at school, SMART After School Program, and Summer Program.*
- *Timely payment of the Family Fee.*
- *File taxes by mid-February and bring in a copy for SMART's records.*
- *Turn in all report cards, progress reports and test scores to SMART staff.*

I, the undersigned, am fully committed to meeting all these above-listed expectations.

Parent/Guardian Signature _____ Date_____

STUDENT INFORMATION

Name of Student (First, Middle, Last): _____

Street Address_____

City _____ State _____ Zip Code _____

Birthdate: _____ Ethnicity (optional): _____

Phone number: _____

Is the student part of any other after-school or summer program? (Circle one) Yes / No

If yes, which programs? _____

Is the student currently applying for any other after-school or summer program? (Circle one) Yes / No

If yes, which programs? _____

Parent Application

Parent Name: _____

Who is the primary contact for this student? _____

PARENT GUARDIAN INFORMATION (#1)

Name_____

Relation to applicant _____

Language(s)_____

Address (if different from student)

_____

_____

Email _____

Occupation_____

Employed by _____

Ethnicity _____

Best phone number to reach you between 8am-7pm

_____

Other Phone (Please Specify Home, Work, or Cell)

_____

Preferred method of contact: Call/text/email
(Circle one)

Highest Level of Education completed (check one)

☐ Grade School (K – 8) ☐ Some High School
☐ High School Graduate ☐ Some College
☐ Bachelor's Degree (B.A.) ☐ Master's or Higher

PARENT GUARDIAN INFORMATION (#2)

Name _____

Relation to applicant _____

Language(s)_____

Address (if different from student)

_____

_____

Email _____

Occupation_____

Employed by _____

Ethnicity _____

Best phone number to reach you between 8am-7pm

_____

Other Phone (Please Specify Home, Work, or Cell)

_____

Preferred method of contact: Call/text/email
(Circle one)

Highest Level of Education completed (check one)

☐ Grade School (K – 8) ☐ Some High School
☐ High School Graduate ☐ Some College
☐ Bachelor's Degree (B.A.) ☐ Master's or Higher

Parent Application

Parent Name: _____

FAMILY INFORMATION

How did you hear about SMART? Who referred you?

_____

Please check any that apply:

_____Parents together_____Parents separated_____Parents divorced_____Single Parent

_____Mother remarried_____Father remarried_____Mother deceased _____Father Deceased

Our partner schools are located sometimes far away from where our families live. Some schools do not provide buses for transportation. Will the student be able to travel across town to attend school each day? Yes/No

How will they get there? (car, bus, carpool)

_____

Does the family have a car? If "yes," is there more than one?

_____

Currently, how does the applicant get to and from school every day?

_____

How many people live in the home with the applicant? _____Tell us who they are:

Name	Relation to Applicant	Age	School Attending

Parent Application

Parent Name: _____

SCHOOL INFORMATION FOR STUDENT

Current School _____ Grade_____

School Address_____

School Telephone _____

Teacher's Name_____

Principal's Name _____

Previous Schools and Grade(s) attended (if any)

_____

_____

What do you like about your child's current school?

_____

_____

_____

What would you change or add to improve your child's current school?

_____

_____

_____

Tell us about your child's attendance:
How many absences has your child had this year? (Explain)

_____

How many times has your child been tardy this year? (Explain)

_____

Parent Application

Parent Name: _____

Please answer the following questions (use extra paper if necessary)

Describe two of your child's academic or social/emotional strengths.

_____

_____

_____

Describe two of your child's areas of improvement.

_____

_____

_____

How do you think you can help your child improve in the areas listed in question two?

_____

_____

_____

Why do you want to be a part of SMART?

_____

_____

_____

Describe how you are involved in your child's educational and extracurricular activities.

_____

_____

_____

My signature below indicates that the above information is true and accurate and that I understand the requirements of the five-stage application process of SMART, and the responsibilities of being the parent of a SMART student.

Signature _____ **Date**_____

Assessment Day

Please check any dates/times you are available to attend an Assessment Day. Please check as many options as possible. (The more times you're available the easier it is for us to schedule!)

- ❒ **Saturday, March 17, 2018 -- Morning Session, 9:00am-12:00pm**
- ❒ **Saturday, March 17, 2018 -- Afternoon Session, 1:00pm-4:00pm**
- ❒ **Saturday, March 24, 2018 -- Morning Session, 9:00am-12:00pm**
- ❒ **Saturday, March 24, 2018 -- Afternoon Session, 1:00pm-4:00pm**

Verification of Household Income (2017-18)

Student Name: _____

In order for your child to qualify for a scholarship through SMART, families must meet financial guidelines established by The BASIC Fund, a partner organization that provides SMART with scholarships. To ensure that your income is within these guidelines, you must submit proof of your annual household income with your completed SMART application.

2017 – 2018 Income Guidelines

Household Size *(All family members for which you claim financial responsibility on your federal tax form)*	**Maximum Annual Household Income** *(Includes total gross income of all household members)*
2	$38,103
3	$47,896
4	$57,600
5	$67,304
6	$77,008

Please complete this form and attach a copy of your family's **Year 2017 1040 Tax Form and W-2 forms.** (If you did not file taxes, copies of CalWorks, Unemployment/Disability, Social Security documents, Worker's Compensation, Retirement Benefits, and Foster Care Benefits are also acceptable.) If you anticipate your income to change dramatically in 2018, or you expect it to, talk to a SMART staff member directly to arrange for the proper documentation.

Applications that do not include any of this information will not be accepted.

Who is financially responsible for the applicant? Typically it's the parent/s or guardian/s. However, if there are other financial contributors please name them and their relationship to you here.

_____

Our household annual income is $ _____With that income we/I support _____people.

Do you anticipate your income increasing or decreasing for the 2018 tax year (ending December 31, 2018)?

Increasing _____ *Decreasing* _____ *Staying the same* ____

If "increasing," please explain your circumstances.

_____

_____

By signing below, I am stating that this information is true and accurate. Additionally, I understand that: if my child is accepted into SMART and our income increases significantly during the time my child is in the program we will have to pay an appropriate portion of the scholarship and if SMART finds my financial information to be false, my child may be dismissed from the program and will forfeit the scholarship.

Parent/Guardian Signature _____**Date**_____

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School Form: Release of Grades and Test Scores

Due March 5, 2018

To the Parent/ Guardian: Please complete this form and have your child take it to his/her school principal or secretary with a stamped envelope addressed to SMART (1061 Market Street, Mezzanine, San Francisco, CA 94103) so the school can mail grades/test scores to us. You may also include grades/test scores in your application if you already have copies.

School Name_____ Name of Principal_____

My child, _____, is applying to **SMART.** SMART is a San Francisco based educational non-profit organization supporting low-income students on their journeys into four-year colleges. SMART helps to close the achievement gap by providing our students with intensive social, emotional and academic support through our comprehensive and intensive eight year program. 94% of SMART students attend 4-year colleges, forever altering the trajectory of their lives, and the lives of their families and communities. SMART's wrap around student supports include:

- Academic after school programming for grades 6-12
- Five years of guaranteed summer programming beginning after the student's 4th grade year
- Individualized tutoring and mentoring
- Middle school, high school, and college placement supports

In order to complete the application for the program, it is required that SMART receives the items listed below by **March 5, 2018.**

- This student's report cards from 2nd, 3rd, and 4th grade
- 3rd grade standardized state test scores (CAASPP score report)

Further, I authorize SMART to have access to his/ her grades and test scores for his/ her remaining school years.

If you have questions, please contact SMART at 415-906-5475 or at apply@thesmartprogram.org. Thank you for your help! **Please send the applicant's transcripts and test scores by March 5, 2108 to:**

Mail:
SMART
1061 Market Street, Mezzanine
San Francisco, CA 94103

Email:
apply@thesmartprogram.org

Fax:
415.906.5475

Parent/Guardian Signature _____**Date**_____

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SMART Confidential Student Evaluation Form

Form Due Back to SMART no later than Monday, March 5 2018

Child's name _____ **Date of birth** _____ **Applying to grade** _____
First Last month/day/year

To the parent/guardian: Please sign and give this form to your child's 4th grade teacher along with a stamped envelope. This form is confidential and should be mailed by the teacher to SMART (1061 Market St, Mezzanine, San Francisco, CA 94103) or given back to you in a sealed envelope.

For the child named above, I give my permission to release the information on this form to SMART and its staff members and understand that I will not have access to this confidential information. In addition, I permit my child's current school staff to speak with and/or welcome a visit from any inquiring SMART staff member, so that they may learn more about my child for selection purposes. All communication between SMART and the school will remain confidential, and I will not have access to the content of any conversation.

Name of parent/guardian (please print) _____ **Date** _____

Signature of parent/guardian _____

To the teacher: The above student is applying to SMART, an 8-year program that provides motivated, low-income students with intensive social, emotional, and academic support. We ask that you complete this form in order to help us decide if SMART is the right fit for the applicant. Please be assured that all information is kept confidential. You may mail this form directly to SMART (1061 Market St, Mezzanine, San Francisco, CA 94103) or return to the family in a sealed envelope. If you have any questions, please call SMART at (415) 906-5475. Thank you for the support!

How long have you known this child?_____ Is English child's primary language?_____ Language (if not English)_____

What three words come to mind when describing this child?

1._____ 2._____ 3._____

What inspires this child? What discourages this child?

_____

_____

_____

For each item in the table below, please check the most developmentally age-appropriate description of this child.

Personal Characteristics	**Not Evident**	**Needs Improvement**	**Emerging**	**Age Appropriate**	**Advanced**
Intellectual curiosity					
Motivation/Effort					
Persistence					
Leadership potential					
Classroom conduct					
Self-confidence					
Respect for teachers					
Reaction to criticism					
Integrity/Trustworthiness					
Ability to work in a group					
Ability to work independently					
Relationship with peers					
Accepts responsibility for actions					
Demonstrates self-control					
Consideration of others					
Maturity					
Sense of humor					
Seeks advice/help when needed					

Comments:_____

_____

_____

_____

For each item in the table below, please check the most developmentally age-appropriate description of this child.

Academic Characteristics	Not Evident	Needs Improvement	Emerging	Age Appropriate	Advanced
Academic ability					
Academic performance					
Persistence					
Motivation/Effort					
Intellectual Curiosity					
Prepared for class					
Participation in discussions					
Ability to express ideas orally					
Ability to express ideas in writing					
Follows directions					
Prepared for class					
Attention span					
Use of class time					
Seeks help when needed					

Comments:_____

_____

_____

_____

Family Information	Did Not Observe	Rarely	Sometimes	Usually	Consistently
Has realistic expectations for their child					
Communicates openly with the school					
Follows the rules and policies of the school					
Cooperates with classroom teachers					
Follows through with school recommendations					
Cooperates with school administration					
Participates in school activities					
Is punctual with drop-off and pick-up procedures					

Comments:_____

_____

_____

_____

What are this child's greatest strengths? _____

_____

What are this child's challenges? _____

_____

SPECIFIC RECOMMENDATION:

☐ Recommended ☐ Recommended with reservations (*please explain below)* ☐ Prefer not to make a recommendation (*please explain below)*

Comments: _____

_____

_____

☐ **Check here if any information pertaining to this child/family would be better communicated by phone. Please feel free to add further narrative on additional page(s) if desired.**

Form completed by _____ Position _____ Date _____

Your signature _____ Email:_____ Phone _____

School Name_____ Director/Principal's Name: _____