

## 2018-2019 STEP Student Application

The Cornell Science Technology Entry Program (STEP) is grant funded through the New York State Education Department and hosted at Cornell University through a joint venture of the Public Service Center and the Office of Academic Diversity Initiatives. STEP is looking for middle and high school students to participate in our pre-college program which provides opportunities to explore STEM-related careers and prepare for the college admissions process in science, technology, engineering, and/or math and the New York State licensed professions (a list of NY state licensed professions can be found on the back of this page). Through STEP, students receive monthly one-on-one and small group advising as well as support connecting with local resources to explore careers in STEM and the licensed professions. STEP connects students with academic supports such as tutoring and standardized test preparation. Through our grant, we also offer access to a variety of financially supportive services such as college application fee assistance/waivers, ACT/SAT fee waivers, FAFSA resources, and financial assistance workshops.

### Student Eligibility

Based on criteria established by the New York State Department of Education, a student qualifies for STEP if they

- are interested in pursuing a science, technology, engineering, math, (STEM) or licensed profession in college (for a list of NYS licensed professions see list at end of application)
- identify as a member of a historically underrepresented group in the STEM/NY licensed professions (Black or African American, Hispanic or Latino/a/x, or American Indian/Native Alaskan)
- **AND/OR** qualifies as economically disadvantaged as defined by New York State guidelines (see page 6).

**Note:** If your child currently qualifies for Free/Reduced price lunch, he/she is eligible for the STEP program.

### Selection Guidelines

A student's application will be evaluated based on the following criteria. These are general guidelines and all applications will be reviewed holistically. All interested applicants are encouraged to apply.

- Total GPA of 2.5 or higher (students will be considered for a 1-year probationary enrollment with a 2.0 GPA)
- Enrollment or planned enrollment in Regents track courses
- Math and Science Regents test scores of 70% or higher (if applicable)
- Science and Math GPA of 80% or higher
- Counselor, teacher, or administrator letter of recommendation
- Written statement of interest from the student

## Application Due: Friday, November 16, 2018

### Application Submission Instructions

- **LACS** – Submit your application to **Ray Hage** in the **Library** on **Mondays**
- **Dewitt** – Submit your application to **Ray Hage** in **A201** on **Tuesdays**
- **Boynton** – Submit your application to **Ray Hage** in the **Library/A105** on **Wednesdays**
- **Ithaca High School** – Submit your application to **Ray Hage** in the **H Conference room** on **Thursdays**
- **All applicants** – Mail, fax, or email your scanned application to the address below.

Cornell STEP  
Public Service Center  
300 Kennedy Hall  
Ithaca, NY 14853-1602  
607.255.1309  
FAX: 607.255.9550  
EMAIL: step@cornell.edu

## **Information Sessions**

Information sessions will be hosted by STEP staff at the following dates/times for students and families wishing to learn more about STEP and the application process.

### For **Students**:

- LACS – Lunch – Monday, October 22<sup>nd</sup> – Location: Library
- DeWitt – 7<sup>th</sup> and 8<sup>th</sup> grade Lunch – Tuesday, October 30<sup>th</sup> – Location: A201
- Boynton – 7<sup>th</sup> and 8<sup>th</sup> grade Lunch - Wednesday, October 31<sup>st</sup> – Location: Library/A105
- IHS – All Day – Thursday, November 1<sup>st</sup> – Location: H Conference Room

### For **Families and Students**

- **Ithaca High School – 1401 N. Cayuga Street** - Tuesday, October 30<sup>th</sup> – 6 pm – 7 pm
  - Location: Activities Room, B Building
- **GIAC - 301 W. Court Street** - Thursday, November 1<sup>st</sup> – 6 pm – 7 pm
  - Location: Room TBD

If you have any questions, contact the STEP Program Advisor, Ray Hage, or the STEP Assistant Director, Kurt Sarsfield, at [step@cornell.edu](mailto:step@cornell.edu) or (607) 255-1309.

## **New York State Licensed Professions**

Acupuncture	Land Surveying	Perfusion
Applied Behavior Analysis	Landscape Architecture	Pharmacy
. Licensed Behavior Analysts	Massage Therapy	. Pharmacists
. Certified Behavior Analyst Assistants	Medical Physics	. Pharmacy Establishments
Architecture	Medicine	Physical Therapy
Athletic Training	. Physicians	. Physical Therapists
Audiology	. Physician Assistants	. Physical Therapist Assistants
Certified Shorthand Reporting	. Specialist Assistants	Podiatry
Chiropractic	Mental Health Practitioners	Polysomnographic Technology
Clinical Laboratory Technology	. Creative Arts Therapists	Psychology
. Clinical Laboratory Technologists	. Marriage and Family Therapists	Public Accountancy
. Cytotechnologists	. Mental Health Counselors	. Certified Public Accountants
. Clinical Laboratory Technicians	. Psychoanalysts Midwifery	. Public Accountants
. Certified Histological Technicians	Nursing	Respiratory Therapy
Dentistry	. Registered Professional Nurses	. Respiratory Therapists
. Dentists	. Nurse Practitioners	. Respiratory Therapy Technicians
. Dental Anesthesia/Sedation	. Clinical Nurse Specialists	Social Work
. Dental Hygienists	. Licensed Practical Nurses	. Licensed Master Social Worker (LMSW)
. Certified Dental Assistants	Occupational Therapy	. Licensed Clinical Social Worker (LCSW)
Dietetics-Nutrition	. Occupational Therapists	Speech-Language Pathology
Engineering	. Occupational Therapy Assistants	Veterinary Medicine
Geology	Ophthalmic Dispensing	. Veterinarian
Interior Design	Optometry	. Veterinary Technician

Note: Law is also considered an eligible profession for the purposes of STEP

# 2018-2019 Cornell STEP Student Application

## Student Information (Please print)

Name: \_\_\_\_\_  
*Last Name First Name Middle Name*

Current School: \_\_\_\_\_ Current Grade (7<sup>th</sup>-11<sup>th</sup>): \_\_\_\_\_

Address: \_\_\_\_\_  
*Number and Street Apt. #*

\_\_\_\_\_ Home Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_  
*City State Zip Code*

Student Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Student Email: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female

NY Resident:  Yes  No How long have you been a NY resident?  All my life  More than 1 year  less than 1 year

Amount of Time at Current Address (in years)? \_\_\_\_\_

\*If less than a year, please list previous address:

Amount of Time at Previous Address (in years): \_\_\_\_\_

Please indicate any programs you already participate in:

AVID  College Discovery Program  Paul Schreurs Memorial Program  Big Brother/Big Sister  
 Youth Employment Services  Village at Ithaca  Other: \_\_\_\_\_

Please answer the following questions about your ethnic/cultural background:

Which of the below **best** describes your ethnic/cultural background? (**Required for eligibility purposes**) Please check all that apply.

American Indian / Native Alaskan  Hispanic or Latino/a/x  
 Asian  Native Hawaiian or other Pacific Islander  
 Black or African American\*  Multi/Biracial: \_\_\_\_\_  
 White  Other: \_\_\_\_\_

\*(Includes all individuals of African descent)

How did you find out about STEP?

Middle/High School Counselor  Referral from friend  Teacher  Info Session  
 Community Agency - Which one? \_\_\_\_\_  Other: \_\_\_\_\_

Current School: \_\_\_\_\_

Student's School Counselor: \_\_\_\_\_

Check any of the fields below to indicate your current academic interests:

Science(s)  Mathematics  Engineering  Health-related Field

Licensed Profession (See Complete List on the Back of the Application Form)

Other (Explain): \_\_\_\_\_

Indicate your future career interest(s): \_\_\_\_\_



**Family & Household Information (to be completed by parent/legal guardian)**

Please list both natural parents below, even if one or more is deceased and/or no longer has legal responsibilities toward the student applicant. If student is a minor with a legal guardian, please list that information below as well. If your family situation/structure is unique, please describe in detail on an additional attached page. The more information we receive, the better we can understand your family, your needs, and your application.

**Household**

Parents' marital status (relative to each other):

Never Married  Married  Civil Union/Domestic Partners  Widowed  Separated  Divorced (date \_\_\_\_\_ MM/YYYY)

With whom does the student applicant make his/her permanent home?

Parent 1  Parent 2  Both  Legal Guardian  Ward of the Court/State  Other (Please attach additional page with detailed explanation.)

**Parent 1**

Mother  Father  Unknown

Is Parent 1 living?  Yes  No (Date deceased \_\_\_\_/\_\_\_\_/\_\_\_\_ )  
MM YYYY

\_\_\_\_\_  
Last/Family Name First

Home address if different from student's

\_\_\_\_\_  
\_\_\_\_\_

Home (\_\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation/Job: \_\_\_\_\_

Employer: \_\_\_\_\_

**Parent 2**

Mother  Father  Unknown

Is Parent 1 living?  Yes  No (Date deceased \_\_\_\_/\_\_\_\_/\_\_\_\_ )  
MM YYYY

\_\_\_\_\_  
Last/Family Name First

Home address if different from student's

\_\_\_\_\_  
\_\_\_\_\_

Home (\_\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation/Job: \_\_\_\_\_

Employer: \_\_\_\_\_

**Legal Guardian (if other than parent)**

Relationship to student: \_\_\_\_\_

\_\_\_\_\_  
Last/Family Name First

Home address if different from student's

\_\_\_\_\_  
\_\_\_\_\_

Home (\_\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation/Job: \_\_\_\_\_

Employer: \_\_\_\_\_

Please list any other persons (siblings, grandparents, stepparents, etc.) currently living in the student's primary household

\_\_\_\_\_  
Name Age & Grade (if applicable) Relationship

\_\_\_\_\_  
Name Age & Grade (if applicable) Relationship

\_\_\_\_\_  
Name Age & Grade (if applicable) Relationship

\_\_\_\_\_  
Name Age & Grade (if applicable) Relationship

\_\_\_\_\_  
Name Age & Grade (if applicable) Relationship

\_\_\_\_\_  
Name Age & Grade (if applicable) Relationship

**Family & Financial Information (to be completed by parent/legal guardian)**

**If your child qualifies for STEP as a member of a historically underrepresented group (Black or African American, Hispanic or Latino/a/x, or American Indian/Native Alaskan) you do not need to complete this section. Please move on to the next page.**

Does your child currently receive:             Free Lunch     Reduced Price Lunch     Does NOT receive Free/Reduced Lunch

**If you checked the box for Free or Reduced Lunch, please move on to the next page.**

Fill out the section in the box **ONLY** if your child does not qualify for the program based Free/Reduced Price Lunch status or by identifying as a historically underrepresented group.

**If your child qualifies for the program based on household income, but does NOT currently receive free or reduced price lunch, please complete the information that follows.**

Total number of people in household (include yourself) \_\_\_\_\_

Total Household Income (Line 22 of IRS Form 1040): \$ \_\_\_\_\_ Tax Year Used: \_\_\_\_\_

STEP staff reserves the right to verify your eligibility by reviewing a copy of your 2017 Tax Form 1040, 1040A, 1040EZ or 4506. This document is required by the New York State Department of Education to verify your child’s eligibility for the STEP program if he/she does not receive free or reduced price lunch. **Due to the sensitive nature of this information, please do not send it with this application at this time.**

Please note that all financial information will be kept in the STRICTEST CONFIDENCE and will only be seen by appropriate STEP personnel to determine student's eligibility for the program.

FOSTER CARE NOTE: If student is in foster care or in the care of Division for Youth or other institution, the parental income information is not required. However, written verification of student’s status is required from the appropriate agency. Foster parents may sign the application.

**Note:** For income qualification, students need only qualify based on family income at the time of application to the program.

<b>Income Qualification Guidelines</b>	
<b>Number in Household Dependent on Income</b>	<b>Household Income</b>
1	\$22,311
2	\$30,044
3	\$37,777
4	\$45,510
5	\$53,243
6	\$60,976
7	\$68,709
8	\$76,442
*Add \$7,733 for each family member in excess of 8.	

## Hold Harmless

As you are aware, your son/daughter is applying to participate in the Cornell Science and Technology Entry Program (STEP). As with similar programs, there are rules and regulations that must be adhered to so that each student obtains the maximum benefits. Because the Cornell STEP grant is designed to prepare students for a successful college experience, students are required to adhere to the program rules and policies. These rules will help our students acclimate to STEP and adjust their routines, time management, study strategies, etc. to maximize their academic success. These policies also will exemplify how to demonstrate their respect and consideration for our academic community. Failure to obey any of the policies and requirements of STEP and Cornell University may result in serious consequences for students including probation or dismissal from the program. Once dismissed, students are not allowed to reenroll in subsequent years as others are desirous of their spot. Please discuss thoroughly the responsibilities with your son/daughter so that he/she understands the importance of their observance. We want all students to have an educational, safe and enjoyable learning experience however not every risk and occurrence can be controlled and many things are beyond our control.

I am aware that participation in STEP involves risks of injury and illness that may arise due to my child's participation and that it is not possible to specifically identify every individual risk of injury and illness. I am aware that the risks involved may include the use of chartered, private and/or rented passenger vehicles not owned or controlled by Cornell University. I agree to assume all risks and responsibility for my health, safety, and property while participating in STEP.

I, the undersigned, agree, on behalf of myself, my assigns, executors, and heirs, to HOLD Cornell University, its' trustees, officers, agents and employees HARMLESS from any and all liabilities, damages, expenses, causes of action or claims of any nature whatsoever, including any claims of negligence, on account of personal injury, property damage, death, or accident related to my child's participation in this program, however caused. I intend for this to bind my family members, heirs, executors, administrators, representatives, and assigns, as well as myself.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Photo Release

I give permission for photographs of my son/daughter, taken during their participation in our program to be used by Cornell University and STEP for potential promotional purposes.

Yes       No

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Release of Records Authorization

### CONFIDENTIALITY OF INFORMATION

Great care is taken to make sure that the personal information collected on STEP students is kept confidential. Information or records relating to individual STEP students or group(s) of students who are participating or have participated in STEP shall not be disclosed to any person, group, agency or organization without the express permission from the NYS Education Department.

According to the Family Rights and Privacy Act, we are required to obtain parental consent for any records of a student that we request. In order for us to achieve the goals set by the STEP, it is necessary for us to obtain a copy of the student's complete records and grades from middle and high school. This authorization will allow us to receive grades and other pertinent information (attendance records, transcripts, test scores, etc.) from the middle and high school.

### AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

Name of Student: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

School Presently Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

This grants permission for school district personnel to release information about the above-named student to all STEP personnel at Cornell University. Information could include class schedule, class grades, school attendance records, credits earned, grade point average, rank in class, standardized test scores (including ACT, SAT, PSAT, Regents Exams, ELA), and middle/high school transcripts.

I (we) \_\_\_\_\_ give permission for \_\_\_\_\_ to  
*Name of parent(s)/guardian(s)* *Name of student*

participate in the Science and Technology Entry Program (STEP) at Cornell University. I (we) authorize Cornell University to obtain and review school records. I (we) understand that that all information will be kept confidential.

Signature of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Date: \_\_\_\_\_

### IEP/504 PLAN RELEASE

In order for our staff to work with each STEP participant most effectively, we ask that you give us permission to obtain a copy of any individualized plan created to assist your student in their academic efforts.

- Yes, I have an individualized plan  
 I give STEP staff permission to obtain a copy of my plan  
 No, I have no such plan

Signature of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Date: \_\_\_\_\_



## Required Supplemental Application Materials

To complete your STEP application, please include the following documents when submitting your application.

**Counselor/Teacher Recommendation Form**

*Please submit one recommendation form completed by a counselor or teacher from your school. You can find this form at the end of this application. The recommendation form may be submitted with this application, or directly mailed/mailed to the STEP office.*

**Copy of your unofficial school transcript / report card**

*This can be obtained through your School Counselor. If you are a 9th grade student without a high school academic record, or in middle school, please submit your most recent report card*

## Signatures of Confirmation & Assurance

### STUDENT SIGNATURE OF CONFIRMATION & ASSURANCE

I, the undersigned, confirm that all the information on this application is true to the best of my knowledge.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### PARENT/LEGAL GUARDIAN SIGNATURE OF CONFIRMATION & ASSURANCE

I, the undersigned, confirm that all the information on this application is true to the best of my knowledge.

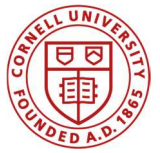
Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_





## Counselor/Teacher Recommendation Form Cornell Science and Technology Entry Program (STEP)



Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_ School Name: \_\_\_\_\_

**Instructions:** Please complete this recommendation form on their behalf of the above named student to help us assess their readiness for Cornell STEP. Instructions for submitting the recommendation can be found on page 2.

### Cornell Science and Technology Entry Program (STEP) Program Overview

The Cornell Science and Technology Entry Program (STEP) is a grant funded through the New York State Education Department and hosted at Cornell University through a joint venture of the Public Service Center and the Office of Academic Diversity Initiatives. STEP is looking for middle and high school students to participate in our pre-college program, which provides opportunities to explore STEM-related careers and prepare for the college admissions process in science, technology, engineering, and/or math and the New York State licensed professions. In our program, students receive monthly one-on-one and small group advising as well as support connecting with local resources to explore careers in STEM and the licensed professions. STEP also offers weekly tutoring services and standardized test preparation as well as serves to connect students with community resources related to college admissions, academic enrichment, and careers in mathematics, science, technology, health-related fields, and the licensed professions. Through our grant, we are also able to provide access to a variety of financially supportive services such as college application fee assistance/waivers, ACT/SAT fee waivers, FAFSA resources, and financial assistance workshops.

Activity	Substandard –Varies – Excellent					Comments
Attends school on a regular basis	1	2	3	4	5	
Demonstrates initiative and follows through with work	1	2	3	4	5	
Demonstrates ability to commit to responsibilities	1	2	3	4	5	
Demonstrates eagerness and capacity to learn	1	2	3	4	5	
Engages in school activities	1	2	3	4	5	
Interest in STEM/Licensed Professions	1	2	3	4	5	
Demonstrates appropriate behavior in class and at school activities	1	2	3	4	5	

Please proceed to the next page.

Do you believe this student would benefit from participation in the STEP program? Yes  No

Additional Comments:

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In what capacity do you know the student? (*Circle one*)      Counselor      Teacher\*

How long have you known the student? \_\_\_\_\_ \*If teacher, which subject? \_\_\_\_\_

Recommender Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Instructions for Submission:*** This recommendation form may be submitted by the student with their application, given to Ray Hage, STEP Program Advisor, or mailed/emailed to STEP at the address below.

Cornell STEP  
Public Service Center  
300 Kennedy Hall  
Ithaca, NY 14853-1601  
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