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

For Families and Students
- Ithaca High School – 1401 N. Cayuga Street - Tuesday, October 30th – 6 pm – 7 pm
  - Location: Activities Room, B Building
- GIAC - 301 W. Court Street - Thursday, November 1st – 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 or (607) 255-1309.

New York State Licensed Professions

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

Note: Law is also considered an eligible profession for the purposes of STEP
# 2018-2019 Cornell STEP Student Application

## Student Information (Please print)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

Current School: _______________________________________________ Current Grade (7th-11th): ___________________________

Address: ______________________________________________________

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>Apt. #</th>
<th>Home Phone Number: ( ) ______ - __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

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
- [ ] Asian
- [ ] Black or African American*
- [ ] White
- [ ] Hispanic or Latino/a/x
- [ ] Native Hawaiian or other Pacific Islander
- [ ] Multi/Biracial: ___________________________
- [ ] 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): ________________________________________________
Personal Statement
Please write a well-developed paragraph (250 words or less) addressing the following question: What does the future hold for you and how will participating in STEP help you along your journey? This personal statement allows us to become acquainted with you as a student, so please be honest and thorough.

Your personal statement may either be handwritten below or typed on a separate sheet of paper.
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 _____/________ )

<table>
<thead>
<tr>
<th>Last/Family Name</th>
<th>First</th>
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<tbody>
<tr>
<td>Home address if different from student’s</td>
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<tr>
<td>Home (_____)</td>
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<tr>
<td>Cell (_____)</td>
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<td>Work (_____)</td>
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<td>E-mail:</td>
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<tr>
<td>Occupation/Job:</td>
<td></td>
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<tr>
<td>Employer:</td>
<td></td>
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</table>

**Parent 2**

- Mother
- Father
- Unknown

Is Parent 1 living?  
- Yes

- No (Date deceased _____/________ )

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<td>Occupation/Job:</td>
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<td>Employer:</td>
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**Legal Guardian** (if other than parent)

Relationship to student: ____________________________________________________________

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

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<thead>
<tr>
<th>Name</th>
<th>Age &amp; Grade (if applicable)</th>
<th>Relationship</th>
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</table>
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.

<table>
<thead>
<tr>
<th>Income Qualification Guidelines</th>
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</thead>
<tbody>
<tr>
<td>Number in Household Dependent on Income</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
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<tr>
<td>5</td>
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<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>*Add $7,733 for each family member in excess of 8.</td>
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</tbody>
</table>
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: ________________________________
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 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/emailed 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.

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

Please proceed to the next page.
Do you believe this student would benefit from participation in the STEP program? Yes ☐ No ☐

Additional Comments:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

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
t. 607.255.1309
f. 607.255.9550
step@cornell.edu