

UPWARD BOUND

Student

Application

&

Application

# Instructions



The University of  
**Montana**  
MISSOULA



**Upward Bound  
001 Brantly Hall  
University of Montana  
Missoula, MT 59812  
Phone (406) 243-2219**

**Dear Parent or Guardian,**

Your son/daughter has expressed interest in Upward Bound. The accompanying application has been given to him/her as a first step in determining their eligibility for our program's services. So that you have a clear understanding of Upward Bound and the established partnership between the student, parent, school, the University of Montana, and Upward Bound, the following letter is designed to answer the most common questions asked of our staff.

**What is Upward Bound?** Upward Bound is an academic program funded by the U.S. Department of Education. It is designed specifically to prepare qualifying students for college success.

**How does a student qualify?** The federal regulations require we serve students who...

- (1) meet federal "low income" guidelines,  
**and/or...**
- (2) are from families where neither the father nor the mother has earned a college bachelor's degree.

Additionally, the University of Montana Upward Bound program selects students who...

- are earning GPA's of 2.5 or better
- are sincerely interested in going to college,
- are not behavior problems,
- and could benefit from the Upward Bound experience.

Applications will be accepted from students who are enrolled in the ninth or tenth grade, as well as from eighth graders who are enrolled in their last semester of middle school. Once selected to be an Upward Bound participant, students will be served through their high school graduation.

**What services does Upward Bound offer?** Basically speaking, there are two components to the program--a summer residential component and an academic year component--each is designed to complement the other. Following is a short description of each component.

**Summer Program Component.** For six weeks (mid-June to the end of July), 55 Upward Bound students from Missoula, Great Falls, and Browning high schools live on the University of Montana campus and engage in academic learning and social growth. They attend daily courses in mathematics, English, science, and elective choices—courses that are (in part) required for admission into the Montana University System. In most cases, the students earn high school elective credit for the Upward Bound courses they successfully complete.

While residing on campus in the Upward Bound dormitory, the students are supervised by a team of 8 resident advisors. Boys are housed on separate floors from the girls, and strict rules are enforced to protect the privacy and safety of each student.

In addition to the instruction and community living, weekends are reserved for outdoor recreation activities and travel. All of the activities are well-supervised and designed to expose participants to new and exciting experiences.

**Academic Year Component.** Students meet at least one hour each week with a local Upward Bound academic advisor. One-on-one assistance in completing pre-college work sheets, academic advising, career counseling, ACT test preparation, and tutoring are but a few services the staff provide each student throughout the academic year. In addition to the local assistance, the program's director meets quarterly with each student to monitor their academic progress. Seniors are provided even more attention through on-going assistance with locating sources of college funding and actual completion of applications for financial aid, scholarships, and college admission. All costs involved in the process are paid by Upward Bound.

**How much does it cost to participate?** Simply stated--nothing. All costs associated with participating in both components are paid by Upward Bound (i.e.: transportation, food, housing, recreation, supplies, tuition, etc). In fact, to ensure the students are not faced with inordinate financial struggles, stipends are paid on a regular basis. Current stipend rates are \$15.00/week during the summer program and \$30.00/month during the academic year.

**What is expected of me?** If you truly want your son/daughter to participate in Upward Bound, you must make sure that they attend the summer and academic year components. Beyond that, you should express interest in your child's decision to want to improve their academic skills and to pursue college after high school. Research has proven time and time again that parental interest in their child's education is the single most important factor attributing to their child's academic success.

**What can you expect from Upward Bound?**

**Experience**—the University of Montana Upward Bound program has been serving students in Montana since 1966. During that time, a team of core staff has emerged that is competent, experienced, sensitive, and committed to students. Often they are from the same cultural and family backgrounds as the students, and are certainly understanding of the process involved in becoming a successful college student.

**Commitment**—the UM Upward Bound program is well-funded. Approximately \$5,800 will be spent on every student each year that they participate. The investment in their education is an expenditure that many parents cannot afford to provide.

**Success**—the best indicator of how effective Upward Bound is at preparing the students for college success is described in a recent national study. According to the findings of the Council for Opportunity in Education, "students who participate in Upward Bound are **four times more likely to complete a college degree** than students who do not participate in the program."

**Who do I contact for more information?** Because this letter is short and you might have further questions about the program, you are encouraged to give us a call at 243-2219 during business hours. We will be happy to answer any and all of your questions. Thank you.

Sincerely,

Jon Stannard, Director  
Upward Bound  
E-mail: jon.stannard@umontana.edu

# Student Application



**Instructions:** *This application requires responses from the student, the student's parent/legal guardian, the student's English teacher, and the student's school counselor.*

**PART A: General Information About You** **(completed by the student)**

\_\_\_\_\_  
Your name (Last, First, Middle Initial) Application date

\_\_\_\_\_  
Your social security number Telephone number

\_\_\_\_\_  
Your current street address or P.O. box number City/town Zip Code

\_\_\_\_\_  
Your date of birth (month/day/year) Your age Your gender: \_\_\_\_\_ or \_\_\_\_\_  
Male Female

Are you a U.S. citizen? \_\_\_\_\_ What is your ethnic heritage? \_\_\_\_\_

If you are American Indian, what tribe are you affiliated with? \_\_\_\_\_

If you are a permanent resident alien, what is your **A** number? **A** \_\_\_\_\_

What language is spoken in your home? \_\_\_\_\_  
English Other English & Other

Do you have a physical disability? \_\_\_\_\_  
No Yes

(If you are physically disabled, please describe any special assistance you require).

**PART B: Information About Your Academic And Extra-Curricular Background**  
(completed by the student)

\_\_\_\_\_  
 Name of the school you currently attend

\_\_\_\_\_  
 Your current grade level  
 (8th, 9th, or 10th)

The year you expect to graduate from high school: 20\_\_\_\_\_

When considering the academic skill areas listed below, please indicate by checking the scale how easy or difficult the skill is for you.

Skill area:	Usually easy	Sometimes easy, sometimes difficult	Usually difficult
Doing math problems	_____	_____	_____
Writing compositions	_____	_____	_____
Reading textbooks	_____	_____	_____
Understanding science	_____	_____	_____

**Class Schedule.** Please list your current courses:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any sports, school clubs, and/or community activities that you are involved with this year.

**PART C: Written Statements** (completed by the student)

**Instructions:** Answer the two questions (on the following page) in complete sentences. Since we are very interested in your responses, provide no less than three sentences of detail to each question. If you need more space, attach a separate sheet of paper. **DO NOT SPEED THROUGH THIS PART!** Think about your responses and write them carefully and concisely.

**Question 1: Imagine it is the end of your senior year and you have just graduated from high school...what is your next big step—work, college, military, other?**

A large, empty rectangular box with a thin black border, intended for a student to write their response to the question below.

**Question 2: What are your long-range career interests? In other words, what do you hope to be doing for a career 10 years after high school?**

A large, empty rectangular box with a thin black border, intended for a student to write their response to the question above.

**PART D: Family Information**

**(completed by parents)**

Who is the student's male legal guardian?  
(Write "none" if the situation applies).

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

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

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

Phone No.: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Who is the student's female legal guardian?  
(Write "none" if the situation applies).

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

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

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

Phone No.: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

The following question pertains to determining if the parent or legal guardian has attended college and earned a **bachelor's degree**. Bachelor's degrees are often associated with 4 years of study.

Has the male legal guardian completed a college bachelor's degree? \_\_\_\_\_

Has the female legal guardian completed a college bachelor's degree? \_\_\_\_\_

In the spaces that follow, please list each of the family members that live with the student (and their relationship to the student).

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Student \_\_\_\_\_ Self \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For emergency reasons, please provide a name & address of a close relative who does not live with you:

\_\_\_\_\_

\_\_\_\_\_

**PART E: Family Income Information (completed by parents)**

The University of Montana receives funding from the U.S. Department of Education (ED). Federal regulations require that Upward Bound keep family income information on file to prove that our students meet the income guidelines set by the Department--a process called income verification. The process is a one-time request at the time of application. No student can be admitted into Upward Bound without the appropriate source of income verification information described below. Adhering to citizen's federal privacy laws, all financial information is kept completely confidential and secured in a locking file cabinet. It is not used for any purpose other than to prove student eligibility.

The parent or parents will meet one of the following income verification requirements.

1. Assuming the parent(s) were employed, Upward Bound must collect **1040 or 1040A federal tax returns** for the most recent tax year. If the parents filed separately, then we will need both returns. Simply attach a copy of the federal tax return(s) to this application, and proceed to Part F.

2. If the parents were not employed and thereby did not file taxes, then please sign the following  
**“Certification of Income Tax Non-Filing Status.”**

I hereby certify that I did not, nor will not, file a federal tax return for the past tax year because my gross income was insufficient to require filing.

\_\_\_\_\_  
Male parent or male legal guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Female parent or female legal guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

Again, please understand that income verification is a one-time process. In other words, do not be concerned about Upward Bound requesting updated income information in coming years. Equally important, please be reminded that we respect your legal rights to privacy. Accordingly, any and all financial information you submit will be held in complete confidence for only the explicit purpose of proving that your son or daughter meets eligibility guidelines.

**PART F: Parental Permission And Certification (completed by parents)**

The University of Montana Upward Bound program is highly regarded by Montana colleges, universities, and community colleges for its success in preparing students for their education beyond high school. High schools that work daily with our Upward Bound staff also praise the program for the quality service our staff provides Upward Bound students.

Ultimately, our success hinges on the commitment that each student and their parents dedicate to education. Upward Bound students need to recognize the importance of their education, and they must take advantage of every opportunity that Upward Bound has designed to ensure their academic success. The student's parents must also value education and must make sure their student is available for our services.

With the support of the students, the parents, the schools, and the Upward Bound staff, we will collectively build the skills and motivation that the students will need to succeed in college.

Accordingly, . . .

- **do you (the parent/guardian) give permission for your son or daughter to participate in the academic, social, travel, community service, and recreational activities held in conjunction with Upward Bound's academic year and residential six-week summer components?**

                                            
yes                              no

- **will you (the parent/guardian) authorize Upward Bound to set generally acceptable behavior rules, expectations, and policies; hold your student accountable to the rules, expectations, and policies; and potentially revoke your student's participation from the program if the student cannot comply with the rules, expectations, or policies.**

                                            
yes                              no

- **do you (the parent/guardian) give the Upward Bound staff permission to access your son or daughter's academic records (ie: grade reports, transcripts, class schedules, & other school records that pertain to UB participation)?**

                                            
yes                              no

- **do you (the parent/guardian) certify to the best of your knowledge that the information provided in this application is accurate?**

                                            
yes                              no

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Date

## **PART G: Application Completion And Mailing Instructions**

**Application completion process:** Now that the application is filled out by both the student and their parents or legal guardians, a few last-minute tasks must be completed.

**First**, the student needs to secure a copy of their **transcript** from the high school's main office. ("Transcript" is just a fancy term for grade reports). Inform the office that you are applying for Upward Bound and that you need a copy of your transcript as part of the application process.

**Second**, the student and parent need to sign the "Transcript Release Form" on the backside of this page.

**Third**, the student needs to request assistance from their English teacher and high school counselor in filling out the attached recommendation forms. Two forms have been attached--one for each reference. The forms include instructions that will assist the references with completing the forms. The student should detach the forms and hand-deliver them to the teacher and counselor. The teacher and counselor have the option of either returning the forms to the student or sending them directly to Upward Bound after they are completed.

**Fourth**, the student needs to mail the application, transcript, and recommendation forms to Upward Bound at the address below.

Mailing address:       Upward Bound  
                                  001 Brantly Hall  
                                  University of Montana  
                                  Missoula, MT 59812

**Fifth**, if you are unsure about any portion of the application process, you need to ask questions. Please call Jon Stannard at 243-2219 during business hours for assistance.

**Lastly**, once you send off the application, you need to be patient. We will write you within a few weeks to let you know the outcome of your application evaluation.

### **Check List:**

Have you...

- Completed the application -- did you answer EVERY question?
- Enclosed a current transcript?
- Enclosed a copy of your parents' most recent federal income tax return (if they filed taxes)?
- Enclosed **TWO** recommendation forms?
- Signed the transcript release form?

Failure to do all of the above will delay the process of your application. THANK YOU.

**UPWARD BOUND**  
**The University of Montana**

***Transcript Release Form***



I, \_\_\_\_\_, hereby authorize the University of Montana Upward Bound staff have access to my secondary and post-secondary academic records. The UB program requires my secondary academic information for application assessment and advisement purposes. As well, the program will track my progress towards completion of a postsecondary degree and thereby will request enrollment information annually from the institutions that I attend. Upward Bound's access to my academic records is required by the U.S. Department of Education.

Information requested by the UB staff will include copies of my high school transcripts, standardized assessments, and IEP/IDP's; plus postsecondary enrollment and academic performance reports.

I fully understand that the Upward Bound program will request the information for only the purposes mentioned above, and that they will observe my confidentiality through proper maintenance of academic reports in secure files that will be inaccessible by any person other than the UB administrative staff.

\_\_\_\_\_  
**Student Name (please print)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

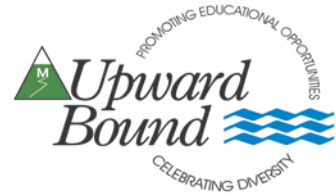
\_\_\_\_\_  
**Parent's Name (please print)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



The University of  
**Montana**



Applicant's name: \_\_\_\_\_

English instructor's name: \_\_\_\_\_

### English Instructor Reference Form

You have been asked to serve as a reference for the (above named) Upward Bound applicant. By applying to Upward Bound, the student has expressed an interest (and commitment) to enhance their academic skills in preparation for college enrollment after high school.

Identifying and selecting UB students is a comprehensive process that seeks information from a variety of sources. The goal is to select students who have at least average academic ability, yet demonstrate need for program assistance—a U.S. Department of Education mandate.

Your role in the process is relatively simple. Following are the 6 writing content standards established by the Office of Public Instruction. For each standard, please circle the response that best depicts your assessment of the student's proficiency in meeting the standard. Your assessment should be based upon your observations to date. Students with advanced proficiency should be assessed as "proficient" since at a minimum they have met the standard. Students nearing proficient should be assessed as "not proficient" since they have not quite met the standard at this period in time.

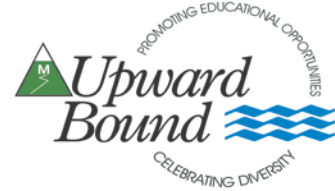
Once complete, please return it in the attached self-addressed postage paid envelope.

### SIX MONTANA CONTENT STANDARDS FOR WRITING

<i>Please circle your response</i>		
<b>1. Student writes clearly and effectively.</b>	<b><i>Proficient</i></b>	<b><i>Not Proficient</i></b>
<b>2. Student applies a range of skills and strategies in the writing process.</b>	<b><i>Proficient</i></b>	<b><i>Not Proficient</i></b>
<b>3. Student evaluates and reflects on their growth as a writer.</b>	<b><i>Proficient</i></b>	<b><i>Not Proficient</i></b>
<b>4. Student writes for a variety of purposes and audiences.</b>	<b><i>Proficient</i></b>	<b><i>Not Proficient</i></b>
<b>5. Student recognizes the structures of various forms and applies these characteristics to their own writing.</b>	<b><i>Proficient</i></b>	<b><i>Not Proficient</i></b>
<b>6. Student uses the inquiry process, problem-solving strategy, and resources to synthesize and communicate information.</b>	<b><i>Proficient</i></b>	<b><i>Not Proficient</i></b>

Applicant's name: \_\_\_\_\_

Counselor's name: \_\_\_\_\_



**School Counselor Reference Form**

You have been asked to serve as a reference for the (above named) Upward Bound applicant. By applying to Upward Bound, the student has expressed an interest (and commitment) to enhance their academic skills in preparation for college enrollment after high school.

Identifying and selecting UB students is a comprehensive process that seeks information from a variety of sources. The goal is to select students who have at least average academic ability, yet demonstrate need for program assistance—a U.S. Dept. of Education mandate.

We seek your assistance with reporting the student's performance on two assessments—MAP and the CRT. MAP responses should contain the student's percentile ranking on each of the test sections. CRT responses follow the familiar proficiency rating.

Lastly, to assist our staff with focusing on areas where the student could use sustained assistance, a list of skills and traits are included on the reverse side of this form. Please respond to each item and feel free to offer any written comments.

Once complete, please return it in the attached self-addressed postage paid envelope.

**Measures of Academic Progress (MAP):**

Reporting from assessment at the applicant's 7<sup>th</sup> or 8<sup>th</sup> grade (circle grade level):

<b>Math</b>	Student Percentile Range	_____	---	_____	---	_____
<b>Reading</b>	Student Percentile Range	_____	---	_____	---	_____
<b>Lang. Usage</b>	Student Percentile Range	_____	---	_____	---	_____
<b>Science</b>	Student Percentile Range	_____	---	_____	---	_____

**MontCAS Scores:**

Reporting from assessment at the applicant's 7<sup>th</sup> or 8<sup>th</sup> grade (circle grade level):

**Reading/Language Arts**

Advanced     Proficient     Nearing     Not Proficient     N/A

**Mathematics**

Advanced     Proficient     Nearing     Not Proficient     N/A

**Skills and traits.** *Please circle most appropriate response.*

**Level of self-esteem/  
confidence**

High

Satisfactory

Low

**Optional Comment:**

**Interpersonal/social skills**

Well developed

Satisfactory

Needs improvement

**Optional Comment:**

**Academic aptitude**

High

Average

Below Average

**Optional Comment:**

**Attendance**

Good

Average

Poor

**Optional Comment:**

**Behavior**

Good

Sometimes good,  
sometimes poor

Poor

**Optional Comment:**

**Thank you for your candor and assistance.**