



## Rising 9<sup>th</sup> Grade Application Instructions

The application is located online at the Academy website (<https://www.acps.k12.va.us/healthsciences>) and will open in early February each year. Complete applications and essays must be submitted by late March, specific dates are listed on the website. No late or incomplete applications will be accepted. Students will be notified by the end of May if they have been accepted into the program.

Student must have a cumulative GPA of 2.5, not rounded, at the time of the application and must be up to date with any required SOL testing. Students not attending ACPS schools must have official transcripts sent to:

Michele Coffman, Academy Coordinator  
TC Williams High School  
3330 King Street  
Alexandria, VA 22302

### The application consists of three parts:

**Part I: Student Application:** This part is basic demographic information, such as name, address, parent/guardian information, school attending, and names and contact information for the references.

**Part II: Letters of Recommendation:** These will be completed by a middle school Math & Science teacher as well as one other person of the student's choice.

**Part III: Student Personal Statement:** This section has three questions where students can share how being a member of the academy will benefit them and their long term educational & career goals.

### Suggestions for completing the application:

- Start early and take your time. Preference will not be given for submitting early.
- Make sure **you ask** your teachers to complete the recommendation form and provide the website. Do not just list the name on the application.
- Give the teacher or other references a resume or share information they may not know about you to help them write a more detailed recommendation.
- Write, review and edit your Personal Statements. Have your teachers, counselors or others review them so they present you in the best light.

- Use the posted Graphic Organizer as a template to help you formulate your thoughts.
- Follow essay directions, the committee expects well thought out essays, not just a sentence or two.
- Attend any after school application workshops offered at your school.