

Online Specialty Center Application

Parent Permission/Waiver Form

This form is available online via the PowerSchool Parent Portal

Please note: Students will not have access to the applicant site until the following day that the permission/waiver form is complete.

- PowerSchool Portal Website Address: <https://sis.henrico.k12.va.us/public>
- Either select Create Account or if you have an account already, enter the username and password.
- Once you have logged in, select the student.
- Select the link for Specialty Center.

HCPS | PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Access Online Forms

Schoology

Student Account Access

Specialty Center

District Code
MXZM

8(Per)

ADV(Per)

Last Week

M T W

Parent Permission/Waiver Form

1. Review the form in its entirety.
2. Parent/Guardian will acknowledge on behalf of the student and them self.
3. Parent/Guardian will select a Waiver of Right to Access option and Submit.
4. Confirm Submit.
5. An overview of your permission and waiver will be displayed.

Please note that the student will have access to the applicant portal within 24 hours of the permission/waiver submission.

If you need to obtain a manual permission/waiver form, please see your child's school counselor.

Speciality Center

Parental Permission

Acknowledgement and Permission to Apply

Parent Consent and Limited Release:

I authorize my child to apply for enrollment in the specialty centers.

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to parents and students concerning the privacy of, and access to, student records. In order to ensure that members with expertise relevant to the specialty centers may serve on the selection committees and evaluate applications, I understand that in order for a selection committee to review my child's "education records" as defined by 20 U.S.C. § 1232g(a)(4) and 34 C.P.R. § 99.3, any "scholastic record," as defined by 34 C.P.R. § 99.3, including but not limited to recommendations, test scores, or other oral and written exchanges of information relating to my child's education in Henrico County Public Schools.

I have read and I understand the schedules, procedures and expectations for each required assessment session at the respective specialty centers. I understand the schedules, procedures and expectations for each specialty center to which he or she is applying.

I intend for this Release to comply with FERPA and its implementing regulations at 34 C.P.R. § 99.30. This Release is effective from the date acknowledged.

Student Certification:

I am authorizing on behalf of the student: I have reviewed the Subject of Student Code of Conduct and I certify that all work submitted as a part of the application is the student's own work and that I am not assisting in producing such work.

Student Acknowledgment for Assessment Sessions:

I am authorizing on behalf of the student: As an applicant to one or more specialty centers, I acknowledge I have read the schedules, procedures, and expectations for each specialty center to which I am applying. If a special assessment session is required, I will be at the appropriate specialty center(s) before the assessment session. I acknowledge that I will follow the HCPS Code of Student Conduct at all times while participating in any assessment session in which I participate and understand that I am to follow the HCPS Code of Student Conduct at all times while participating in any assessment session in which I participate.

I acknowledge the above on behalf of the student and myself

Waiver of Right to Access Confidential Information

- We voluntarily waive the right to information contained on the recommendation form.
- We do not waive the right to access. No access is available before completion of the evaluation process.

Student Application

- Website Address: [Specialty Center Application](#)
- Grade 8 Student will use their HCPS credentials to login.
- Help document is available for download.
- Important Links available on this page.

HCPS Specialty Center Online Application

Logout

HOME BEGIN APPLICATION

Welcome John Oscar! [Click Here to](#)

[Click Here to Open Help Document](#)

Please take a moment to look over the information available for the various specialty centers. ~~If you are ready to begin your application, please click the "Begin Application" button in the top right corner.~~

About Specialty Centers

Specialty Centers, located in each of the high schools, offer Henrico County Students the choice to focus their learning experiences. The centers offer advanced courses to students who have clear interests and specific educational and/or career goals. The curriculum provides practical applications, encourages higher-level thinking and conveys information developed through educational partnerships with businesses, universities and community organizations. Attending a specialty center is an opportunity to concentrate on a specialized interest while completing a rigorous college-preparatory program.

Rising ninth-graders may apply to the specialty center of their choice. Each specialty center has specific requirements and testing as part of the admissions process.

Transportation is arranged from the neighborhood bus stop and provided to each center. Students must complete the Pupil Transportation Student Registration Form which is available to students in late spring.

To find out more about each specialty center, click on the school of your choice. You may also contact the counselor at your school.

Henrico County Public Schools Specialty Center Information

[HCPS Specialty Center Calendar](#)
[HCPS Specialty Center Brochure](#)
[HCPS Specialty Center Project Requirements](#)
[HCPS Center For the Arts Audition Requirements](#)
[HCPS Center For World Languages Requirements](#)

Click on individual center names to visit the center's webpage

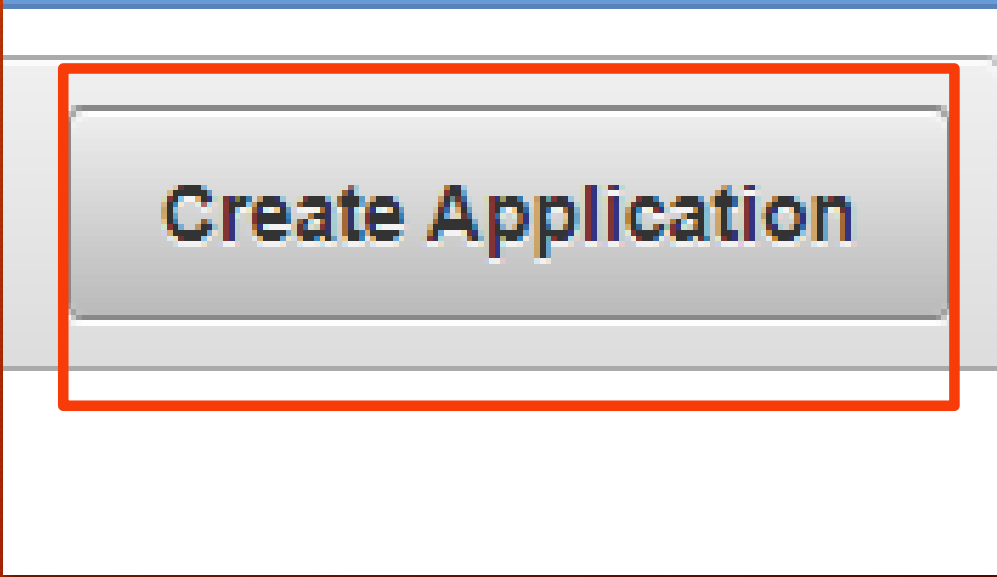
Specialty Center	Principal	Director
Advance College Academy for Social Sciences Tucker High School	Art Raymond	Sheralyne R. Tierseron
Center for Information Technology Deep Run High School	Dr. Brian Fellows	Lynne M. Norris
Todd Allen Phillips Center for Medical Sciences	Leigh Dunavant	Kelly Ostrom

Begin Application

1. Click on the button “Click Here to Begin” to start the application.
2. Review demographic information. If anything is listed incorrectly, please see your school counselor to update PowerSchool.
3. If information is correct, select the button “Create Application”.



Click Here to Begin



Create Application

Select Centers

Reminder - Help document is available throughout application.

- Select the center(s) to which you are applying (Click the checkbox)
- Once you made selections, click once on Process Selections

Note: You may only apply to no more than two Center for Arts disciplines.

HCPS Specialty Center Online Application Logout (hcps-stud-0)

HOME SELECT SPECIALTY CENTERS ENTER ACTIVITIES REQUEST RECOMMENDATIONS SUBMIT APPLICATION

Cancel Process Selections

[Click Here to Open Help Document](#)

Select the Center(s) to which you are applying.
Some centers require a project to be completed as part of the application package.

Select Centers

- Advance College Academy Business Administration at Highland Springs High School
- Advance College Academy for Social Sciences Tucker High School
- Center for Communications and Media Relations Varina High School
- Center for Education and Human Development Glen Allen High School
- Center for Engineering Highland Springs High School
- Center for Information Technology Deep Run High School
- Center for Leadership, Government and Global Economics Freeman High School
- Center for Spanish Language and Global Citizenship Tucker High School
- Center for the Arts Dance Henrico High School
- Center for the Arts Musical Theater Henrico High School
- Center for the Arts Theater Henrico High School
- Center for the Arts Visual Arts Henrico High School
- Center for the Humanities Hermitage High School
- IB Program Henrico High School
- IB Program Tucker High School
- Todd Allen Phillips Center for Medical Sciences

Enter Activities

Reminder - Help document is available throughout application.

Tell us how you spend your time outside of regularly scheduled classes.

- You may enter up to 5 activities. You must enter at least 1 activity in order to submit your application.
- Enter Activity Name, Hours Spent Each Week, Grades and a Description.
- Save Activity.
- Once you are done, Complete Activities.

The screenshot shows a web application interface with a blue navigation bar at the top containing the following tabs: HOME, SELECT SPECIALTY CENTERS, ENTER ACTIVITIES (which is the active tab), REQUEST RECOMMENDATIONS, and SUBMIT APPLICATION. Below the navigation bar is a grey bar with a 'Save Activity' button highlighted by a red box. Underneath is a link: [Click Here to Open Help Document](#). The main content area has a heading: **Tell us how you spend your time outside of regularly scheduled classes.** followed by the instruction: 'Briefly describe your activities in and out of school – hobbies, interests, sports, clubs, projects, etc. If appropriate, include any leadership positions you have held or honors you received while participating.' Below this is a note: 'You may enter up to 5 activities. You must enter at least 1 activity in order to submit your application.' The form contains several fields: 'Activity Name *' with the value 'Read to Senior' (highlighted by a red box); 'Hours Spent Per Week *' with a dropdown menu set to 'Five' (highlighted by a red box); 'Grades Participated' with three checkboxes: 'Grade 6' (checked), 'Grade 7' (unchecked), and 'Grade 8' (checked) (the entire section is highlighted by a red box); and 'Activity Description' with a text area containing 'Read to senior citizens at the recreation center.' (the text area is highlighted by a red box). At the bottom left of the form, it says '49 of 180'.

Teacher Recommendation Selections

Reminder - Help document is available throughout application.

Please select 2 teachers from your current school to provide a recommendation for your application. One of the teachers you select should be from a core subject area. (Math, English, Science, or History)

- Select the first teacher from the dropdown list and Save Recommendation.
- Select the second teacher from the dropdown list and Save Recommendation. Complete Recommendations.
- If you need to make changes, click the Edit Button and Remove Recommendation. Select new teacher, Save Recommendation and Complete Recommendation. ****Please be sure to ask your teacher, before requesting the recommendation****

HCPS Specialty Center Online Application Logout (hcps-stud-O)

HOME SELECT SPECIALTY CENTERS ENTER ACTIVITIES **REQUEST RECOMMENDATIONS**

Complete Recommendations

[Click Here to Open Help Document](#)

Please select 2 teachers from your school to provide a recommendation for your application. One of the teachers you select should be from a core subject area. (Math, English, Science, or History)

****Please be sure to ask your teacher, before requesting the recommendation****

Teacher *

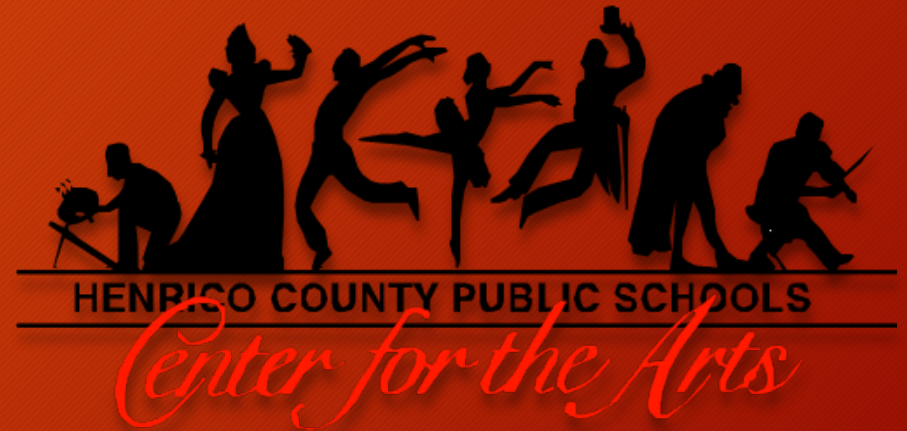
	Last Name	First Name	Middle Initial	Dts Created	Description
Edit	Bat		W	04-NOV-20	Recommendation Requested
Edit	Crz	l e	H	04-NOV-20	Recommendation Requested

Center for Arts Auditions

((See [Schoolology](#) for Audition Information.

Two Part Audition for CFA

1. Performing Arts video submission and Visual Arts Google Slides portfolio submission - due **January 15, 2021** with online application. Performing Arts videos and Google Slides portfolios are to be submitted in the Specialty Center Schoolology Dropbox.
2. VIRTUAL LIVE follow-up audition on **Saturday, February 6, 2021**. Students will use the Google Form found in Schoolology to select their Virtual Live session(s).



Finalize Application

Reminder - Help document is available throughout application.

Notes:

You can return to any tab needed to make corrections if needed if you have not hit the finalize application button. If you have changes after you finalize, you must see your school counselor.

Click on the Finalize Application button.

Congratulations!! You are almost ready to submit your application.

Once you submit your application to your school counselor, your application will become locked and you will be unable to make changes to any of the items you have previously entered. In the event you need to make a change on your application, you must contact your school counselor.

Please see your school counselor for directions on submitting your project.

Finalize Application

Project Reminders

Reminder - Help document is available throughout application.

- Complete Projects is a display of all required center projects.
- Print or take a snapshot of this page as a reminder of all projects due.
- Keep in mind your counselor will submit your application for each center once you complete the project requirements.

HCPS Specialty Center Online Application Logout (hcps-stud-0)

HOME **COMPLETE PROJECTS** APPLICATION SUMMARY

John Oscar,

Thanks! Your application has been submitted. An email confirmation will be sent to the parent/guardian on file in PowerSchool. As a reminder, please submit all projects through your school's Schoolology course "Specialty Center Writing Samples and Projects".

Advance College Academy Business Administration at Highland Springs High School

Project Description: ****A PROJECT IS REQUIRED****
Information regarding project submissions can be found in your school's Specialty Center Writing Samples & Projects course located in Schoolology.
If you have questions or concerns, please contact the Specialty Center directly.
For more information, please see the [Specialty Centers webpage](#) on our district website.

Advance College Academy for Social Sciences Tucker High School

Project Description: ****A PROJECT IS REQUIRED****
Information regarding project submissions can be found in your school's Specialty Center Writing Samples & Projects course located in Schoolology.
If you have questions or concerns, please contact the Specialty Center directly.
For more information, please see the [Specialty Centers webpage](#) on our district website.