atdp

2020

Elementary Division Application Instructions

> ***Did you know?*** You can complete an ATDP application entirely online at **atdp.berkeley.edu**. Use these paper forms and instructions if you aren't able to submit your application online. Online services will not be available to applicants who submit the paper form.

As you begin your application, refer to our list of courses on pages 6-13 of the Elementary Division catalog or at atdp.berkeley.edu/ed/catalog, as well as to information about our application process on pages 18-20 or at atdp.berkeley.edu/apply.

1 Choose a course

Browsing the course offerings for your current grade in our paper catalog or at atdp.berkeley.edu/ed/catalog. Choose one course that interests you and up to three alternates. Make note of the listed course number. ATDP has a strict attendance policy (see p. 17 of the catalog or atdp.berkeley.edu/policies); keep this in mind as you review the course schedule.

Course availability may change throughout the application season as courses fill. Check atdp.berkeley.edu/ed/catalog for frequent updates.

➲ APPLICATION TIP

AM sections are usually more popular and tend to fill quickly. Since ATDP evaluates applications on a continual basis in the order they are completed, requesting a PM schedule may increase your chances of getting a spot in your first-choice course. If you need an AM schedule, **apply early** (well before the postmark deadlines)!

2 Prepare required materials

Please prepare the following items in the order listed below. **Items numbered 1 through 5 are required for a complete application.** We request you include federal tax documentation (item 6) if you wish to apply for financial aid.

1. Application Processing Fee

There is a processing fee for each application. The fee is $50 for domestic students. For international students attending school outside the US, the fee is $80. This fee is non-refundable. It covers only the cost of application processing and does not apply toward tuition or facilities fees. Available payment methods include:

- ~~Online payment by credit/debit card~~ *Online applications only*

- Check or money order made payable to "UC Regents." Write "ED" and the student's first and last name on the memo line. Mail or deliver your check payment to ATDP (see "Mailing Instructions" below).

- Those applying for need-based financial aid may apply for a processing fee waiver if the fee poses a financial hardship. See item 6, on reverse.

We cannot accept cash payments or foreign checks/money orders.

2. Teacher Recommendation Form (TRF)

Include a copy of ATDP's **Teacher Recommendation Form** (attached) that has been completed by a current teacher in any academic subject (e.g., mathematics, science, language arts, or your primary school teacher).

Remember that your teacher's time is valuable. We recommend sending your teacher this form *at least one week* before you plan to submit it with your application.

Provide your teacher with the paper form and an envelope. Your teacher should complete the form, seal it in the envelope, sign his or her name across the sealed flap, and then return the envelope to you. Include the sealed envelope with your mailed materials.

Do not request a separate letter of recommendation. Do not submit more than one Teacher Recommendation Form with your application materials.

3. Copy of Report Card

Submit a legible copy of your first semester (or most recent) report card for the current ('18–'19) school year.

We request that you send final grades, but if those are not available, you may submit your most recent progress report. Do not delay submitting your application to wait for final grades; if necessary, we may ask for an updated report card after receiving your application. If you need assistance obtaining a copy, ask in your school office.

4. Copy of Test Scores

➲ *Students completing Grade 2 or below may skip this item. Students completing Grade 3 may skip this item if they have not taken any standardized tests.*

Submit a legible copy of your most recent California standardized test (CAASPP) or other standardized achievement test scores (e.g., Stanford Achievement Test, Iowa Test of Basic

Skills, or other school-administered test that gives national percentile scores). The test must have been taken within the past three years (i.e., 2019, 2018, or 2017) and include scores in the areas of math and reading/ELA.

Do not delay submitting your application to wait for more recent test scores. Include whatever acceptable test scores you have from the last three years.

If you have not taken a standardized achievement test in the past three years, submit a signed note with a school stamp from an administrative staff person at your school indicating so.

5. Academic Product or Essay

Please submit a product written in English and of grade-appropriate length. As a rough guide:

> *Kindergarten to Grade 1:* 2-5 sentences
> *Grade 2 to Grade 4:* 2-3 paragraphs
> *Grade 5 to Grade 6:* 1-2 pages

Choose one of the following two options:

OPTION A. Submit a piece of original written work that shows your own original thinking. This work should be one of which you are especially proud and which was completed since September 2019. While the work may have been done for a school assignment, it need not have been. The product you submit need not be in the same subject area to which you are applying. Examples of appropriate products include English essays, social studies reports, and poetry.

(Poems must include a paragraph explaining the meaning behind the words.) Examples of unacceptable products include drawings not accompanied by original writing, spelling tests, arithmetic exercises, slideshow presentations, fill-in-the-blank worksheets, and multiple choice tests. While you may submit photos, videos, or drawings in support of your work, they may not be submitted in place of original writing. We cannot return your work, so please submit clear photocopies of your originals.

OPTION B. Please write your own answer to the question listed for your grade level. Students currently in Kindergarten may write their answers or dictate their answers to an older person.

For students in Kindergarten to Grade 1: Write about one of your favorite toys. Why do you like this toy? How long have you had it, and who gave it to you? What does this toy look like? How do you play with this toy? (Kindergartners may dictate their response.)

For students in Grade 2 to Grade 4: Write about a trip you went on recently (near or far!). Where did you go, and what did you do? What were your favorite moments? Did you learn something new about yourself or the place you visited?

For students in Grade 5 to Grade 6: Every person has a creative side, and it can be expressed in many ways: problem solving, original and innovative thinking, art, or music,

to name a few. Describe how you express your creative side. How does expressing your creative side improve your life or the lives of others?

6. Need-based Financial Aid (optional)

To apply for financial aid, please submit a copy of both parents' most recent Federal Tax Return AND ALL SCHEDULES (i.e., the complete tax return) for each applicant.

For preliminary consideration and to avoid delay in submitting your application, you may submit your 2018 return if your 2019 return is not yet available. We will ask for your 2019 return at a later date, if required.

Do not send original documents.

If there are special circumstances, submit a letter of explanation and photocopies of any supporting documents (e.g., unemployment forms).

If the $50 processing fee poses a financial hardship, submit a letter of explanation with your supporting documents listed above.

Send your complete application materials no later than Wednesday, March 25. We will not consider financial aid requests for applications that are completed after the standard application deadline.

An invoice for fees due and the amount of financial aid awarded (if any) will be included in the student's acceptance packet, which will be mailed on Thursday, April 30, 2020.

③ Submit your application

Carefully complete the enclosed **Application Information Form** with your information and course choices, and ensure that both the student applicant and a parent/guardian sign the Statement of Commitment at the end of the form. Then, gather the items you prepared in step 2 and mail them in a single package to:

**University of California, Berkeley
Academic Talent Development Program
Graduate School of Education
70 University Hall #1160
Berkeley, CA 94720-1160**

Use the checklist on the right to ensure you have provided all required items.

Only complete applications will be considered. Do not send the application in parts.

Make sure you have included all required documents in the order below! Applications missing required items will NOT be considered.

- ❑ Processing fee ($50 check, payable to "UC Regents") on top of other documents
  or
  Signed note of explanation if this poses a financial hardship

- ❑ Application Information Form with signed Statement of Commitment

- ❑ Envelope containing your Teacher Recommendation Form, with teacher's signature over the sealed flap

- ❑ Photocopy of most recent report card

- ❑ Photocopy of achievement test scores *or* signed, stamped note from school administrative staff indicating none are available

- ❑ Academic product or essay

- ❑ Federal tax return and all schedules, if applying for need-based financial aid (optional)

APPLICATION INFORMATION FORM

2020 ELEMENTARY DIVISION (GRADES K-6)

atdp ed

Note: Please review the application instructions (enclosed) before completing this form. In order to have a complete application, you must submit all required supporting documents indicated in these instructions.

University of California, Berkeley
Academic Talent Development Program
Graduate School of Education
70 University Hall #1160
Berkeley, CA 94720-1160

https://atdp.berkeley.edu
atdpoffice@berkeley.edu
510-642-8308

I. Basic Information

STUDENT'S LAST NAME	STUDENT'S FIRST NAME	MID. INIT.	GENDER	DATE OF BIRTH	AGE

MAILING ADDRESS (INCLUDE APT. NO.)	CITY	STATE	ZIP CODE	PRIMARY HOME/FAMILY PHONE ( )

PARENT/GUARDIAN'S LAST NAME	PARENT/GUARDIAN'S FIRST NAME	PARENT/GUARDIAN'S EMAIL ADDRESS	DAYTIME PHONE ( ) ❑ Cell ❑ Work

GRADE	NAME OF CURRENT SCHOOL	SCHOOL ADDRESS

Have you attended ATDP before?
❑ No, I am a new applicant
❑ No, but I have applied previously*
❑ Yes, I have attended the Elementary Division*

*LAST YEAR APPLIED

List any siblings also applying to ATDP
NAME(S) OF SIBLING(S)

Which division(s) are they applying for?
❑ SD (Secondary) ❑ ED (Elementary) ❑ Both

If this is your first time at ATDP, how did you learn about us?
PLEASE BE AS SPECIFIC AS POSSIBLE

Examples: bus advertisement, a website (please specify), school counselor, name of family friend, etc.

II. Course Selection

List one or more course choices below, in order of preference. If your primary choice (1) is full or your application is not competitive for it, we will consider your alternates (2-4) in order to schedule you.

Each selection you list represents a committed interest in enrolling in that course; **do not list alternates if you would prefer not to attend rather than take an alternate course.**

	COURSE TITLE	SCHEDULE	SPECIFY (OPTIONAL) COURSE #	AM/PM
1 Primary		❑ Any available schedule is acceptable** ❑ Only consider specified schedule →	ED40	
2 Alt.		❑ Any available schedule is acceptable** ❑ Only consider specified schedule →	ED40	
3 Alt.		❑ Any available schedule is acceptable** ❑ Only consider specified schedule →	ED40	
4 Alt.		❑ Any available schedule is acceptable** ❑ Only consider specified schedule →	ED40	

Cal Adventures hosts an optional half-day sports and arts camp at Washington School during ATDP's summer classes (see p. 3 of the catalog). Would you like additional information emailed to you about the sports camp?

❑ **Yes, forward my email address to Cal Adventures**

**You may have a better chance of placement into your preferred course by selecting this option.

III. Statement of Interest

For each selected course above, tell us specifically why you would like to take it. If you have any related interests or experience, let us know. You may attach a separate page if necessary. (Kindergarteners may dictate a response to an older person.) *Note: this statement is separate from item 5, Academic Product/Essay.*

IV. Biographical Data

In order to help us develop a greater base of knowledge about our student population, please complete the questions below.
Your responses in this section will not affect your admission status or course placement.

1 **Please indicate your ethnic background by checking ALL that apply.**

❑ American Indian/Alaskan Native I
❑ Latino/Other Hispanic-American S
❑ African-American/Black B
❑ Pacific Islander U
❑ Mexican/Mexican-American/Chicano C

❑ Pilipino/Filipino-American P
❑ Chinese/Chinese-American A
❑ Vietnamese/Thai/Other Asian V
❑ East Indian/Pakistani E
❑ White/Caucasian (& Middle Eastern) W

❑ Japanese/Japanese-American J
❑ Korean/Korean-American K
❑ Other (please indicate): O _____
❑ Decline to state D

2 **Which language(s) did you speak first?**

❑ English   ❑ English and another language (specify): _____   ❑ Another language (specify): _____

3 **In what country were you born?**

❑ USA   ❑ In another country (specify): _____ , and I came to the USA in the year _____ .

4 **Please indicate the highest level of education completed by each parent by writing the corresponding letter in each space.**

A. Elementary school
B. Some high school
C. High school diploma or equivalent
D. Business or trade school
E. Some college

F. Associate or two-year degree
G. Bachelor's or four-year degree
H. Some graduate or professional school
I. Graduate or professional degree

Completed by mother (or parent/guardian 1) ☐

Completed by father (or parent/guardian 2) ☐

5 OCCUPATION OF MOTHER (OR PARENT/GUARDIAN 1)   OCCUPATION OF FATHER (OR PARENT/GUARDIAN 2)

6 **Please indicate the approximate income of your parents last year.**

❑ Less than $10,000 A
❑ $10,000 - $25,000 B

❑ $25,000 - $50,000 C
❑ $50,000 - $75,000 D

❑ $75,000 - $100,000 E
❑ $100,000 - $150,000 F

❑ $150,000 - $200,000 G
❑ Over $200,000 H

V. Financial Aid

Are you applying for need-based financial aid?   ❑ No   ❑ Yes, and I have included my family's most recent Federal Tax Return and all Schedules (i.e., the complete tax return).

VI. Statement of Commitment

All students and parents must agree to and sign the following statement of commitment prior to admission into ATDP.

"I understand that students may be dismissed from the Program without refund because of absences, failure to complete assignments, or behavior involving academic dishonesty or interpersonal interactions that is unfitting to the purpose of the Program."

_____
Signature of Student Applicant
(Student MUST sign)

_____
Signature of Parent or Guardian
(Parent MUST sign)

Berkeley
UNIVERSITY OF CALIFORNIA

Berkeley Graduate School *of* Education

Remember: your application is NOT COMPLETE without all required items!
See list and instructions at atdp.berkeley.edu/apply/ed

APPLICATION POSTMARK DEADLINES

Early	**Wednesday, March 13, 2019**
Standard	**Wednesday, March 27, 2019**
Extended	**Thursday, June 6, 2019**

APPLY AS EARLY AS POSSIBLE. Applications are considered for acceptance and course placement in the order they are completed.

Teacher Recommendation Form

2020 ELEMENTARY DIVISION (GRADES K-6)

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In order to apply, each student must submit one recommendation form completed by a **current teacher in any academic subject** (not electives, physical education, or extracurricular classes).

Dear Applicant and Family,

Fill out the information at right, then provide the form to your teacher with an envelope. Remember that your teacher's time is valuable. We recommend giving your teacher this form *at least one week* before you plan to submit it with your application.

Do not request a separate letter of recommendation. Do not submit more than one Teacher Recommendation Form with your application materials.

Applicant Information (to be completed by student or family)

STUDENT'S FULL NAME

STUDENT'S SCHOOL

Please indicate the deadline you're selecting for your application:

☐ Early: Wednesday, February 19 — FINANCIAL AID AVAILABLE

☐ Standard: Wednesday, March 25 — FINANCIAL AID AVAILABLE

☐ Extended: Thursday, June 11 — FINANCIAL AID **NOT** AVAILABLE

Dear Teacher,

You are receiving this form because your student is applying to the Academic Talent Development Program (ATDP), a UC Berkeley summer program which offers challenging classes for highly motivated students. For your reference, your student has indicated their application postmark deadline above. More information about the program can be found at atdp.berkeley.edu.

Please,

1. complete the information at right and both parts on the second page of this form,

2. seal the form in an envelope* and sign your name across the seal on the envelope's flap, and

3. return the sealed envelope to the student.**

Make any inquiries at atdpoffice@berkeley.edu or 510-642-8308. Your insights and recommendations are carefully considered. Thank you very much for your feedback and assistance.

Teacher Information (to be completed by teacher)

ACADEMIC COURSE IN WHICH YOU TEACH THIS STUDENT (IF APPLICABLE)

GRADE LEVEL(S) YOU TEACH

YOUR NAME

YOUR SIGNATURE

x

YOUR EMAIL (PLEASE PRINT CLEARLY)

* The student has been instructed to provide an envelope. Any envelope is acceptable.

** If you or your school has a policy of sending all correspondence directly, you may do so using the address listed below. Please do not delay as we will not consider a student's application until all materials, including this form, have been received.

Berkeley UNIVERSITY OF CALIFORNIA

Academic Talent Development Program
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https://atdp.berkeley.edu
atdpoffice@berkeley.edu
510-642-8308

Berkeley Graduate School *of* Education

1. For this student, how often have you observed the following?

	NA*	Rarely	Sometimes	Frequently	Almost always
takes novel approaches to projects or assignments	☐	☐	☐	☐	☐
connects new ideas with existing knowledge or interests	☐	☐	☐	☐	☐
plays with academic concepts through jokes, art, writing, or other creative means	☐	☐	☐	☐	☐
demonstrates teamwork in class activities	☐	☐	☐	☐	☐
is self-directed and works well independently	☐	☐	☐	☐	☐
acts as a leader or role model in class	☐	☐	☐	☐	☐
is persistent in solving problems or completing tasks	☐	☐	☐	☐	☐
takes on challenging tasks that are complex and/or difficult	☐	☐	☐	☐	☐
asks insightful questions or makes comments that show a grasp of the material	☐	☐	☐	☐	☐
demonstrates advanced comprehension of class material	☐	☐	☐	☐	☐
completes high-quality work that exceeds requirements	☐	☐	☐	☐	☐
grasps new information quickly	☐	☐	☐	☐	☐
	NA*	Rarely	Sometimes	Frequently	Almost always

* check "NA" if there has not been an opportunity to observe this behavior

2. Comments

a. Please include comments, examples, or concerns regarding this student's academic or creative abilities. We particularly value specific observations. As we respect your time, comments need not be formal—*ATDP does not review separate letters of recommendation.*

b. Please comment on any supports this student uses at school.