Secondary 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 5-13 of the Secondary Division catalog or at atdp.berkeley.edu/sd/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 in our paper catalog or at atdp.berkeley.edu/sd/catalog. Choose one course that interests you and up to three alternates. Make note of the listed course number and any grade requirements or prerequisites. 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/sd/catalog for frequent updates.

2. Prepare required materials

Please prepare the following items in the order listed below. Items numbered 1 through 6 are required for a complete application. We request you include College Board PSAT/SAT scores (item 7) if they are available, and federal tax documentation (item 8) 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 “SD” 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 8 below.

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

2. Letter of Interest

Please write a cover letter to accompany your application, 200 word minimum, explaining your reasons for choosing each of the courses listed on your application. In your (the student’s) own words, include information about your interest in the subject(s), what you hope to learn, and related experience, if any. If the course(s) you list have prerequisites, mention how you have met them. In this letter, only discuss courses in which you are actually interested in enrolling. Please do not send certificates or awards.

Your letter may also include any special circumstances, such as transportation or scheduling needs.

If you are applying for two courses, include your petition in your letter. Specify your desired course schedule, and explain your plan for managing the increased time commitment.

3. Teacher Recommendation Form (TRF)

Include a copy of ATDP’s Teacher Recommendation Form (TRF) (attached) that has been completed by a current teacher in any academic subject (e.g., mathematics, science, language arts; not elective, advisory, or extracurricular classes).

The teacher’s academic subject need not match the subject of the ATDP course(s) to which you are applying, with one exception. If you are applying for Algebra I, Geometry, Algebra II/Trigonometry, Precalculus or AP Statistics this form must be completed by your current math teacher. (Refer to the math section of our course descriptions to review all prerequisites for our accelerated math courses.)

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.

4. 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.

5. Copy of Test Scores

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.,
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
- Letter of Interest
- 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
- Photocopy of College Board PSAT and/or SAT scores, if available (optional)
- Federal tax return and all schedules, if applying for need-based financial aid (optional)

3

Submit your application

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- Photocopy of College Board PSAT and/or SAT scores, if available (optional)
- Federal tax return and all schedules, if applying for need-based financial aid (optional)
APPLICATION INFORMATION FORM
2019 SECONDARY DIVISION (GRADES 7-11)

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.

I. Basic Information

<table>
<thead>
<tr>
<th>STUDENT’S LAST NAME</th>
<th>STUDENT’S FIRST NAME</th>
<th>MID. INIT.</th>
<th>GENDER</th>
<th>DATE OF BIRTH</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARENT/GUARDIAN’S LAST NAME</td>
<td>PARENT/GUARDIAN’S FIRST NAME</td>
<td>DAYTIME PHONE</td>
<td>Cell</td>
<td>Work</td>
<td>PRIMARY HOME/FAMILY PHONE</td>
</tr>
<tr>
<td>MAILING ADDRESS (INCLUDE APT. NO.)</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARENT/GUARDIAN’S EMAIL ADDRESS</td>
<td>STUDENT’S EMAIL ADDRESS (IF AVAILABLE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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?

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.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>SCHEDULE</th>
<th>SPECIFY (OPTIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Primary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

TWO CONCURRENT COURSES - RESTRICTIONS APPLY

- I am petitioning to take two courses AND I have explained my request in my Letter of Interest (Application Item 2).

Contact. For direct communication, ATDP attempts to contact families first by email, then by phone, then by post mail if necessary. ATDP collects student email addresses for the sole purposes of (1) notifying parents and students of their application status, (2) sending program news and announcements, (3) providing them to instructors to facilitate communications regarding coursework during the summer program, (4) requesting feedback about the student’s experiences involving the program, and (5) informing students of research participation opportunities. Students are not required to provide an email address; ATDP will instead use the parent’s email address for messages intended for the student.
III. 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
   - Latino/Other Hispanic-American
   - African-American/Black
   - Pacific Islander
   - Mexican/Mexican-American/Chicano
   - White/Caucasian (& Middle Eastern)
   - Japanese/Japanese-American
   - Korean/Korean-American
   - Other (please indicate): ________________________

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.

   OCCUPATION OF MOTHER (OR PARENT/GUARDIAN 1)
   - Elementary school
   - Some high school
   - High school diploma or equivalent
   - Business or trade school
   - Some college
   - Associate or two-year degree
   - Bachelor’s or four-year degree
   - Some graduate or professional school
   - Graduate or professional degree

   OCCUPATION OF FATHER (OR PARENT/GUARDIAN 2)
   - Elementary school
   - Some high school
   - High school diploma or equivalent
   - Business or trade school
   - Some college
   - Associate or two-year degree
   - Bachelor’s or four-year degree
   - Some graduate or professional school
   - Graduate or professional degree

5. Please indicate the approximate income of your parents last year.
   - Less than $10,000
   - $10,000 - $25,000
   - $25,000 - $50,000
   - $50,000 - $75,000
   - $75,000 - $100,000
   - $100,000 - $150,000
   - $150,000 - $200,000
   - Over $200,000

IV. Financial Aid

Are you applying for need-based financial aid?
   - Yes
   - No

Yes, and I have included my family’s most recent Federal Tax Return and all Schedules (i.e., the complete tax return).

V. 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)

APPLICATION POSTMARK DEADLINES

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early</td>
<td>Wednesday, February 13, 2019</td>
</tr>
<tr>
<td>Standard</td>
<td>Wednesday, February 27, 2019</td>
</tr>
<tr>
<td>Extended</td>
<td>Wednesday, May 29, 2019</td>
</tr>
</tbody>
</table>

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

Berkeley Graduate School of Education
**Teacher Recommendation Form**

2019 SECONDARY DIVISION (GRADES 7-11)

In order to apply, each student must submit one recommendation form completed by a current teacher in any academic subject such as mathematics, science, language arts; not fine arts, advisory, or extracurricular classes. The teacher’s academic subject need not match the subject of the ATDP course(s) to which the applicant is applying (with the exception of accelerated math courses; these applicants must provide this form to their current math teacher).

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.

**Teacher Information** (to be completed by teacher)

<table>
<thead>
<tr>
<th>ACADEMIC COURSE IN WHICH YOU TEACH THIS STUDENT</th>
<th>GRADE LEVEL(S) YOU TEACH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>YOUR NAME</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>YOUR SIGNATURE</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>YOUR EMAIL (PLEASE PRINT CLEARLY)</th>
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</table>

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

- [ ] Early: Wednesday, February 13  FINANCIAL AID AVAILABLE
- [ ] Standard: Wednesday, February 27  FINANCIAL AID AVAILABLE
- [ ] Extended: Wednesday, May 29  FINANCIAL AID NOT AVAILABLE

**Student’s Full Name**

**Student’s School**

<table>
<thead>
<tr>
<th>YOUR NAME</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>YOUR SIGNATURE</th>
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</table>

1. If you are this student’s current math teacher, please indicate the student’s current performance in math.

<table>
<thead>
<tr>
<th>Current math course (check one)</th>
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<tbody>
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</table>

- [ ] 6th grade math
- [ ] 7th grade math
- [ ] 8th grade math
- [ ] Algebra I
- [ ] Geometry
- [ ] Algebra II/Trigonometry
- [ ] Precalculus/Math Analysis
- [ ] Calculus
- [ ] Other (please indicate):

* 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.

**Please continue to next page**

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

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

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

3. Comments

a. Please include comments, examples, or concerns regarding this student’s academic or creative abilities. We particularly value specific observations. Please write concisely in the space below—**ATDP does not review separate letters of recommendation.**

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