

**Denver Public Schools/Johnson & Wales University ACCESS Program
Procedure for Students**

Student Name _____ Student Number _____ High School _____

School Year of Application to Johnson & Wales _____ High School Counselor Name _____

All boxes must be completed and checked off prior to ACCESS application being signed by your high school counselor and principal. As you gather information from the District you also need to gather information about ACCESS from Johnson and Wales University.

Step I A - District Level - Information about programs available to Denver Public School students.

Contact Karen Ellis, Manager of Career and Technology Education by phone to cover the following information. **Karen Ellis, 303-575-4868.** Document the Date and Time of Call _____

- ProStart Culinary Programs offered at West High School or Career Education Center Culinary Arts Program
- Articulation with Johnson & Wales University upon completion of ProStart and/or CEC Culinary Arts
- Scholarship opportunities upon completion of ProStart or CEC Culinary Arts Program
- The ACCESS Program

Step I B - School/Counselor Level

- Student must have completed 165 credits or more prior to enrollment in ACCESS, and will have completed all named courses for graduation. For example, it may be necessary for the student to complete the fourth year of English at Johnson & Wales.
- Student has developed a plan for completion of any remaining credits for graduation. Please include the plan with this paperwork. ***Students will receive high school as well as college credit for courses successfully completed.***

Counselor Signature _____ Date _____

Principal Signature _____ Date: _____

Step II - Student/Parent Level

- Student must complete all requirements for graduation as outlined by board policy.
- Student understands if he/she is accepted by Johnson & Wales University into their ACCESS program and then withdraws, there is **no guarantee** the student can reenter their home high school and complete the necessary course work for graduation.
- Student is planning/not planning (circle one) on participating in high school graduation.
- If planning to participate in graduation, the student understands it is his/her responsibility to obtain the necessary information needed to follow all the requirements on time, fees, pictures, mandatory activities leading up to graduation.
- Denver Public Schools bears no responsibility for ACCESS Program expenses including but not limited to tuition, fees, transportation, supplies, equipment, uniforms, etc.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Step III

- All appropriate paper work, including this form and the Johnson & Wales ACCESS application has been submitted to the home high school for signatures. The Johnson and Wales ACCESS application needs both the Principal's and Counselor's Signatures. **Students need to keep a copy of this procedure form and have their counselor forward the original to Lydia Hoague at 770 Grant St., Suite 250, Denver, CO 80203.**

Step IV

- The official Johnson and Wales application for admission must be submitted to Johnson and Wales admissions office.