



INTERNATIONAL BACCALAUREATE PROGRAM MONTGOMERY HIGH SCHOOL

1250 HAHMAN DRIVE SANTA ROSA, CALIFORNIA 95405 (707)528-5191 FAX (707)528-5056
www.montgomeryhighschool.com

IB Enrollment and Application Information

➤ Santa Rosa City School District Application Process:

Any student not in the Montgomery High School attendance area needs to request a transfer to attend MHS for the purpose of participating in the International Baccalaureate Program.

If you live in the Santa Rosa City School District, but not the MHS attendance area, you must request a Secondary **Intradistrict** School Transfer. The deadline to apply for an “open enrollment” transfer (effective for all four years of high school) is November 30. However, you can request enrollment at MHS under the “special permission for specialized program” at any time. Admission is based on space availability at the school and in the IB program. It is granted on a year by year basis. Priority will be given to IB diploma students. If you are applying for a “special permission” transfer for the IB Program, submit ONLY the IB application to MHS. There is no district application required.

If you are live outside the Santa Rosa City School District, you must request a School District of Choice Transfer. **Interdistrict** requests should be submitted to the Child Welfare and Attendance Office, 211 Ridgway, Santa Rosa, CA 95401, (707)528-5137. There is no deadline, but it is recommended that you submit your request in January/February. Forms are available online (www.scoe.org), from your school district, or from the Child Welfare and Attendance Office, 211 Ridgway, Santa Rosa, CA 95401, (707)528-5137.

➤ Montgomery High School IB Application Process:

In addition to submitting a district transfer request, students not in the MHS attendance area must also submit the attached IB application with teacher recommendations and a copy of the latest report card. Send completed applications and teacher recommendations to:

IB Coordinator

Montgomery High School, 1250 Hahman Drive, Santa Rosa, CA 95405

Fax: 707-528-5056

Email: dbattenfeld@srcs.k12.ca.us

Once your transfer is approved, parents are responsible for calling the MHS Registrar (528-5503) to make an appointment to register and enroll their son/daughter at the school.

If a student is admitted to MHS to participate in the IB program, the student is expected to enroll in a minimum of two pre-IB (honors) courses in grades 9 and 10, or two IB courses in grades 11 and 12. Once enrolled, students must maintain a G.P.A. of 3.0 or higher at MHS, and they must maintain a grade of “C” or higher in all honors or IB courses. If these conditions are not met, it is expected that approval for a transfer for IB will be revoked.

Please Note: Students currently attending private or charter schools, but who live in the MHS attendance area, are not required to submit an application for the IB program. Parents still need to call the MHS Counseling Office (528-5503) to make an appointment to register and enroll their son/daughter at the school.

For more information about open enrollment and district transfers, please call the Child Welfare and Attendance Office at 528-5137. For more information about the IB Program, please contact Dorothy Battenfeld, IB Coordinator. Telephone: (707) 528-5522, extension 6506. Email: dbattenfeld@srcs.k12.ca.us



Montgomery High School International Baccalaureate Program
IB Application for Inter/Intradistrict Transfer Students

Please print or type all information.

Date: _____

Student Name: _____			
Last	First	Middle	Student ID# (if applicable)

I am applying as a: ___ pre-IB student (grades 9/10) ___ Diploma Candidate ___ Certificate Candidate

Which pre-IB (honors) or IB courses are you interesting in taking?

Address: _____
Street City Zip Code

Telephone: _____ Email: _____

Parent(s) Name: _____

Current School: _____ High School Attendance area in which you live: _____

Current Grade Level: _____ Cumulative G.P.A. at current school: _____ Date of Birth: _____

Current Course Schedule (Please give name of course/level and grade from last grading period.)

- | | |
|----------|-----------|
| 1. _____ | 5.. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

- ❖ On the back of this form, list your school and/or community extracurricular activities.
- ❖ On a separate sheet of paper, write a short statement explaining why you would like to participate in the IB Program.
- ❖ Provide TWO teacher recommendations from current teachers in academic subjects. Please request that your teachers send the form directly to the IB Diploma Coordinator at Montgomery High School.
- ❖ Please submit a school transcript or a copy of your most recent report card. You may also include achievement test scores.
- ❖ **Optional:** Parents may also attach a letter of support for their child's application if they wish.

To participate in the IB Program, I understand that I must enroll in a minimum of two pre-IB (honors) courses or two IB courses in addition to foreign language. Once enrolled, I must maintain a G.P.A. of 3.0 or higher at MHS, and I must maintain a grade of "C" or higher in all honors or IB courses. I understand that if these conditions are not met, it is expected that my interdistrict or intradistrict transfer will be revoked.

Student Signature

Parent/Guardian Signature

Please return to: IB Diploma Coordinator, Montgomery High School, 1250 Hahman Drive, Santa Rosa, CA 95405
Fax: 707.528.5056 Email: dbattenfeld@srcs.k12.ca.us Tel: [707.528.5522](tel:707.528.5522), ext.6506

Reminder: This is an application for the IB Program only. There is a separate application for an interdistrict or intradistrict transfer through the Santa Rosa School District Child Welfare and Attendance office. (707.528.5137)

**MONTGOMERY HIGH SCHOOL
INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM
TEACHER RECOMMENDATION
FOR PRE-IB or IB CANDIDATE**

To the student: Complete the first part of this form and give it to a teacher in whose class you have been enrolled this year. The teacher should return the form directly to the IB Coordinator.

Student Name _____ School _____

Student I.D. #: _____ Current Grade Level: _____

I am applying as a: ____ Pre-IB student (entering grade 9 or 10) ____ Diploma Candidate (entering grade 11)

Teacher Name _____ Subject _____

1 = strongly agree with the statement	3 = disagree with the statement
2 = agree with the statement	4 = strongly disagree with the statement

This student works well with others. 1 2 3 4

This student is highly motivated to pursue academic challenges. 1 2 3 4

This student has the ability to work independently 1 2 3 4

This student often shows original thinking and can connect areas of learning. 1 2 3 4

This student excels at written communication. 1 2 3 4

This student excels at oral communication. 1 2 3 4

This student has a good attendance record. 1 2 3 4

This student has developed good study habits and time management skills. 1 2 3 4

Student's grade in your class. A B C D

How would you assess this student's potential for success in a challenging high school academic program?

Signature

PLEASE RETURN TO: Dorothy Battenfeld, IB Diploma Program Coordinator
Montgomery High School
1250 Hahman Drive
Santa Rosa, CA 95405
(707) 528-5191 or 528-5522, ext. 6506
Fax : (707) 528-5056
Email: dbattenfeld@srcs.k12.ca.us

