



**RICHLAND COLLEGIATE HIGH SCHOOL
APPLICATION PACKET FOR THE
GRADUATING CLASS OF 2020**

Thank you for your interest in the Richland Collegiate High School. Once you have completed filling out all forms and secured the necessary documents, please deliver the packet in person to:

**Richland Collegiate High School
12800 Abrams Road,
Crockett Hall C165 Dallas, TX 75243**

Enrollment is a multi-step process and will take some time to complete. Please make arrangements that allow you time to complete each step when enrolling your student. If you have any questions, please feel free to call the RCHS office at (972) 761-6888.

Our office hours are Monday-Friday from 8:00AM to 5:00PM

Please bring the following documents:

- **Richland Collegiate High School Application**
- **Minor Emergency Form**
- **Richland College Online Application Summary**
- **Current School Transcript**
- **Most recent standardized test scores (EOC, STAAR, PSAT, etc.)**
- **Attendance Report & Immunization Record**
- **Parent/guardian photo ID**
- **Copy of the most recent utility bill from the student's legal residence (water, gas, electric)**
- **Student's Birth Certificate**
- **Student's Social Security Card**
- **Permanent Resident Card, Green Card or Visa (if applicable)**

Richland College Online Application: (Please complete each outlined step below)

1. Please log on to: www.richlandcollege.edu
2. Go to the (**Admissions**) link located on top of the main page
3. Click on (**Step 1: Apply**)
4. Under "Three Ways to Apply" click on (**Online**)
5. Under (**High School Student Dual Credit**)
6. Click (**Begin the Dual Credit Application**) and create your account by completing (**User Information**) and be sure to select the (**Richland Collegiate High School**) in the indication of admission selection.
7. After you fill out all areas necessary, click "Create and Continue" to proceed to the Richland College Online Application
8. When you finish completing the Richland College Online Application, click the submit button. An **application summary** will appear. You will need to print out this **application summary (which is the third item listed on the checklist above)** and turn it in along with the other required documents to the RCHS office located in Crockett Hall room 165.

How to Print your Application Summary:

- Log on to econnect.dcccd.edu and select the "Future Student Menu"
- Select "Your Application Summary" from the "Admissions Information" menu
- Log into your application account and select print
- *If you have forgotten your username and password, follow the "Forgot your username or password?" instructions at the bottom of the page.*

DCCCD Minor Student

Under Age 18

Print Name (Last, First, Middle)

Date of Birth

Program

Consent to Emergency Treatment

Dallas County Community College District on behalf _____ College is an educational institution in which _____, a student, is enrolled and College has received written authorization to consent to emergency medical treatment from a person having the right to consent as follows:

I, _____, the _____ [relationship to student] grant College permission to authorize emergency medical treatment to the above named student in the event that the College is unable to contact me. This authorization is effective until _____ [date]. The undersigned is responsible for all medical costs associated with the authorization.

Signature of Parent or legal guardian

Date

Work No.

Home No.

Cell Phone

Pager No.

In the event that parent or legal guardian cannot be reach, please contact

Emergency Contact #1:

Name

Relationship

Work/Home No.

Emergency Contact #2:

Name

Relationship

Work/Home No.

Voluntary Health Information

Allergies: _____

Current Medications & Dosages: _____

List Health Problems You Believe the College Should Be Aware of In Case of Emergency: