

MILFORD MILL ACADEMY

BUSINESS MANAGEMENT AND FINANCE

The program helps students to develop managerial and technical skills for entry-level positions in business or college. Students use word processing, spreadsheet and presentation software while learning the principles of business management and administration, financial management, accounting and entrepreneurship. Students have the opportunity to be involved in an internship or work-based learning experience. They have the opportunity to earn articulated college credit and Microsoft Office Specialist (MOS) certification.

Magnet Transportation Information: Milford Mill Academy (Northwest Area)

Transportation is provided at community pick-up points only for students who are zoned for high schools in the Northwest or Southwest areas, as well as those who would otherwise attend Dulaney or Towson High School.

Open House: Saturday, October 29, 2011 1- 3 p.m.

2012-2013 Assessment Guidelines

Assessments Date: Saturday, January 14, 2012 *Assessments by Appointment*


Assessment reminders will be mailed to all applicants.

Parents/Guardians of applicants who have NOT received notification at least five (5) days prior to the assessment date MUST contact the school to verify/schedule an appointment.

Parent(s)/guardian(s) should contact both the school and Magnet Office immediately if the applicant cannot attend or complete the scheduled assessment due to an unforeseen illness or emergency. Please be aware that assessments will not be rescheduled without documentation verifying the illness or emergency.

Inclement Weather Date: Saturday, January 21, 2012, at the previously scheduled appointment time

Inclement Weather: In the event that schools are closed due to inclement weather, weeknight magnet assessments will be postponed. Weekend magnet assessments will be postponed if the snow emergency plan is put into effect for Baltimore County. Postponed assessments will occur on the designated inclement weather date.

<p>MILFORD MILL ACADEMY 3800 Washington Avenue Baltimore, MD 21244</p>	<p><u>Directions to Milford Mill Academy:</u></p> <p>FROM THE BELTWAY (I-695):</p> <ul style="list-style-type: none">• Take Exit 18B, toward Randallstown (MD-26/Liberty Road)• Merge onto Liberty Road, toward Randallstown• Turn RIGHT onto Washington Avenue• 3800 Washington Avenue is on the LEFT <p>FROM LIBERTY ROAD - southbound</p> <ul style="list-style-type: none">• Turn LEFT onto Washington Avenue• 3800 Washington Avenue is on the LEFT <p>FROM LIBERTY ROAD – northbound</p> <ul style="list-style-type: none">• Turn RIGHT onto Washington Avenue• 3800 Washington Avenue is on the LEFT
	
<p><u>Magnet Coordinator</u> Barbara Birt 410-887-0660 410-922-5219 bbirt@bcps.org</p>	

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Prior to the Assessment

This **MUST** be completed prior to coming to the audition.

- A. On assessment day, you will write an essay about your goals. You may practice for that essay by following the directions for the sample essay below.

Directions for Sample Essay:

During your high school years, you will make many decisions that will affect your life.

In a well-developed essay, please explain why you would like to be a part of the Automotive Service Technology Program at Milford Mill Academy.

To strengthen your response, please be sure to include the following:

- why you want to be part of this magnet program
- the experiences you have had related to this magnet program
- your goals for the future and how you think this magnet program will help you to achieve those goals

- B. Complete the 2012-2013 Applicant Self-Evaluation included with these guidelines.

On the Day of the Assessment

The assessment takes approximately 90 minutes.

It is the responsibility of the parent(s)/guardian(s) to:

- ensure that the applicant attends the assessment on the scheduled date and time.
- contact the schools if scheduled magnet assessment appointments conflict.

Failure to attend an assessment WILL result in disqualification.

Registration Information

Assessment notices with a scheduled time will be mailed to all applicants. Parents/Guardians of applicants who do NOT receive notification by January 9, 2012, should call Barbara Birt, Magnet Coordinator, 410-887-0660, ext. 240 or email bbirt@bcps.org.

All applicants are required to attend the magnet assessment held at Milford Mill Academy. Applicants will be invited to the school to be interviewed by the magnet teacher, write an essay on their goals and complete a reading and individual subject assessment on January 14, 2012 between the hours of 8 a.m. - 1 p.m. All applicants will be contacted regarding a specific appointment date and time. Any applicant who has a scheduling conflict with another magnet school can receive an alternate time by contacting the schools directly.

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Applicants should be accompanied to the assessment by at least one parent/guardian. Applicants should arrive 15 minutes prior to the scheduled assessment time and will need to register for the assessment in the main lobby. **Applicants arriving more than 15 minutes after the scheduled assessment time will not be allowed into the testing area.**

Assessment Description

On assessment day, students will meet with the magnet teacher for an interview. After the interview, the students will complete an assessment on basic computer knowledge. Students will then complete a basic reading comprehension assessment and a writing assessment, describing their goals.

All supplies needed for the assessments will be provided. The assessments are not timed; however, the assessment generally takes approximately 90 minutes to complete. Accommodations will be provided for parents who wish to wait for their children during the assessment, or parents may return to the school within 90 minutes.

Documented testing accommodations, as appropriate to the assessment, will be provided.
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Applicants must score an 80% or higher to qualify for admission.

Magnet Events

Magnet EXPO!	Saturday, September 24, 2011 Crowne Plaza Timonium	10 a.m. - 2 p.m.
Magnet Application Meetings	Tuesday, September 27, 2011 Woodlawn HS Auditorium	Program starts at 6p.m.
	Wednesday, September 28, 2011 Kenwood HS Auditorium	Program starts at 6p.m.
Application Deadline	Wednesday, November 30, 2011	

Application packets are available at www.bcps.org/offices/omp. Applications must be hand delivered or postmarked on or before **November 30, 2011**. Late applications are not processed.

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APPLICANT SELF-EVALUATION 2012-2013
Business Management and Finance

DO NOT include this worksheet with your application.

Important: All applications must be postmarked by the application deadline of **November 30, 2011**. Incomplete applications will not be considered for admission.

Admission Criteria

Magnet Program	Admission Criteria
Business Management and Finance	<ul style="list-style-type: none"> ✓ C average (1.5 or better) in English/Lang Arts, Math, Social Studies and Science ✓ Satisfactory Attendance (94% or higher) ✓ Performance on Written Assessment ✓ Performance on Interview ✓ Performance on Reading Comprehension Assessment ✓ Performance on Magnet Assessment

Magnet Assessment Date

On January 14, 2012, (inclement weather date: January 21, 2012), all applicants will be required to attend the interview, writing assessment, reading comprehension assessment, and magnet performance assessment held at Milford Mill Academy. Applicants should be accompanied by at least one parent/guardian. All applicants will be contacted regarding a specific appointment date and time. Any applicant who has a scheduling conflict with another magnet school can receive an alternate time by contacting the schools directly.

Placement Prior to the Lottery

According to Superintendent's Rule 6400, *at the high school level where the number of qualified applicants exceeds the number of available seats, up to 20% of the seats may first be filled with candidates who show exceptional commitment and promise in the specialized program as evidenced by their performance on the approved magnet assessment(s). The remaining seats will be filled using the centralized random lottery selection process from the remaining pool of qualified applicants.* Specifically, applicants who earn the highest combined scores on the interview, written assessment, reading comprehension assessment, and magnet performance assessment, may fill up to 20% of the seats available in the magnet program.

Qualifying for Admission

The applicant must earn at least 80 points from the stated criteria in order to qualify for admission.

How to Calculate Your Grade Average

Convert your marking period grades to points (A=4, B=3, C=2, D=1, E=0). Then divide by the number of marking periods.

Subject	Last Year's Report Card				Current Year's Report Card	Total Points	Total Marking Periods (4 or 5)	Grade Average
	1 st marking pd. grade/points	2 nd marking pd. grade/points	3 rd marking pd. grade/points	4 th marking pd. grade/points (if applicable)	1 st marking pd. grade/points			
English/Lang Arts								
Math								
Science								
Social Studies								

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Criteria		Scoring		My information	My Score
Admission Criterion #1 Grade Average (see "How to Calculate Your Grade Average")	"C" average or higher: (1.5 or higher)	Score 5 points for each Grade Average equaling "C" or higher (1.5 or higher) Score 0 points for each Grade Average less than "C" (less than 1.5)		English /Lang. Arts Average: _____	_____ /5 pts
				Math Average: _____	_____ /5 pts
				Science Average: _____	_____ /5 pts
				Social Studies Average: _____	_____ /5 pts
Admission Criterion #2 Attendance	94% Attendance Total unexcused absences in prior year -plus- first quarter/trimester of current year	Total unexcused absences in prior year -plus- first quarter/trimester of current year = 14 days or less.	10 points	Total unexcused absences in prior year (all quarters/trimesters) = ____ days -plus- Total unexcused absences in current year (first quarter/trimester) = ____ days Total unexcused absences = ____ days	_____ /10 pts
		Total unexcused absences in prior year -plus- first quarter/trimester of current year = 15 days or more.	0 points		
Admission Criterion #3 Essay	Score determines total points earned.	Applicants may earn up to 20 points.		To be determined on January 14, 2012.	_____ /20 pts
Admission Criterion #4 Personal Interview	Score on interview determines total points earned.	Applicants may earn up to 20 points.		To be determined on January 14, 2012.	_____ /20 pts
Admission Criterion #5 Reading Assessment	Score on test determines total points earned.	Applicants may earn up to 20 points.		To be determined on January 14, 2012.	_____ /20 pts
Admission Criterion #6 Magnet Assessment	Score on assessment determines total points earned.	Applicants may earn up to 10 points.		To be determined on January 14, 2012.	_____ /10 pts
Points to Qualify:	80 points				My Score: _____ /100 pts

DO NOT include this worksheet with your application.

FOR STUDENT SELF-ASSESSMENT USE ONLY – does not indicate qualification for programs.