TJHSST Application Guidelines for Private School Students

- **Completing the Application Form Checklist**
  - You, the applicant, must complete the top portion of the application form. Please print clearly and legibly with black or dark blue ink.
  - Select a test site from the list provided.
  - Complete the Ethnic and Race Categories on the form.
  - Have your parent/legal guardian sign the application.
  - Collect each of the three documents for proof of residency.
  - Give the application form, proof of residency, and processing fee to the middle school liaison counselor (or private school principal) at your school. He or she will complete the bottom portion of the application form before the application is submitted to the TJ Admissions Office.

- **Selecting a Test Site**

  The test site you select on your application form will be your assigned test site for the admissions test. You should select a test site even if you are requesting testing accommodations or an alternate test date for religious reasons. (NOTE: If you do not select a test site, you will be assigned to the site closest to your home address.)
Ethnic and Race Categories

The federal government requires school systems to collect the requested information regarding race and ethnicity. For more information, see www.fcps.edu/news/ethnicity_race.htm.

You must answer Question 1 (“Is the student Hispanic or Latino?” Answer “Yes” or “No.”) and you must answer Question 2 (“What is the student’s race?” You may select more than one.).

If you do not answer both questions, school personnel will be required to make a selection for both.

For additional information and guidance in completing this section of the application form, please see the descriptions below.

- **Hispanic or Latino**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- **American Indian or Alaska Native**: A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

- **Asian**: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **Black or African American**: A person having origins in any of the Black racial groups of Africa.

- **Native Hawaiian or Other Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **White**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Processing Fee

There is a $90 application processing fee, which should accompany the application form. Students who qualify for free or reduced-price meals pay a processing fee of $25. In addition, the fee may be waived (no fee) by calling the Admissions Office at 571-423-3770, or by speaking with the student’s middle school TJ liaison counselor.

Checks and money orders must be made payable to “Fairfax County Public Schools” or to “FCPS.” Checks and money orders made out to TJHSST will be returned. Cash will not be accepted.
*Please allow up to 8-10 for checks to clear.*
Turning in the Application

Applicants attending a private middle school must submit the application form, processing fee, and proof of residency in a school division that participates in TJHSST. DO NOT staple anything onto the application.

For proof of residency, please see the Proof of Residency Form on the freshman page of the admissions website.

The principal or designated liaison counselor for your school must complete the bottom of the application form before it is submitted to the TJHSST Admissions Office. Your school may collect applications for its students for submission to the Admissions Office. If the school does so, please submit your application through your school. If your school requires its students to send their completed applications directly to the TJ Admissions Office, this is acceptable. Please follow the mailing instructions on the application. (NOTE: Make sure the bottom of the form is completed by your school before you mail the application.)

All documentation must be submitted together before the application deadline.

If you must bring your application to the Admissions Office, make sure that the bottom section of the application form is completed by the appropriate school personnel before you submit your application.

The Admissions Office is located at:

Fairfax County Public Schools Gatehouse Administrative Center
8115 Gatehouse Road, Suite 2600
Falls Church, Virginia 22042

The Admissions Office is open Monday through Friday. Applications will be accepted between 8:00 a.m. and 3:30 p.m. (4:00 p.m. on October 21, 2011). All visitors must check in at the main desk in Suite 2400.

If no one is in the Admissions Office, DO NOT leave your application at Gatehouse Administrative Center.
If you must mail your application to the Admissions Office, make sure that the bottom section of the application form is completed by the appropriate school personnel before you mail the application. Mail the application to:

Fairfax County Public Schools Gatehouse Administrative Center
TJHSST Admissions Office
8115 Gatehouse Road, Suite 2600
Falls Church, Virginia 22042

PLAN AHEAD!! If you mail your application, keep in mind that we must receive your application by no later than October 21, 2011.

Make a copy of your completed application for your files.

The Admissions Office receives over 3,000 applications which must be processed immediately in late October. We, therefore, cannot respond to individual inquiries regarding the receipt of applications at that time.