TJHSST Application Guidelines for Public 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.

☐ Give the application form and processing fee to the middle school liaison counselor 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 processing fee for the application process, 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

Turn in the application and processing fee together to the TJHSST liaison counselor at your school. The counselor must complete the bottom of the application form before it is submitted to the Admissions Office. Do not submit it separately to the Admissions Office. Please do not staple anything onto the application.

*NOTE: Some counselors have an earlier internal deadline for applications, but must accept applications through October 21, 2011. If you turn in an application on October 21, you must do so before the liaison counselor leaves school.