



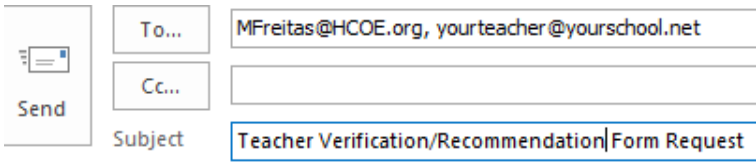
**TESI**

Technology Exploration Summer Institute  
An Education at Work Initiative

June 21 - July 7, 2022

## STUDENT APPLICATION CHECKLIST

PLEASE ENSURE THAT YOU HAVE OBTAINED/COMPLETED ALL OF THE FOLLOWING DOCUMENTS TO COMPLETE THE APPLICATION PROCESS.  
TO REQUEST AN APPLICATION, EMAIL MEGAN FREITAS AT [mfreitas@hcoe.org](mailto:mfreitas@hcoe.org)

CHECK WHEN COMPLETED	APPLICATION REQUIREMENTS - DUE BY April 22, 2022
	<p><b>Obtain Following Documentation</b></p> <ul style="list-style-type: none"> <li>• Official Transcript: Obtain digital copy from your school office</li> <li>• Attendance Record: Obtain digital copy from school office <i>must include one full year of attendance</i></li> </ul>
	<p><b>Essay</b></p> <ul style="list-style-type: none"> <li>• Provide a one page or less (double spaced) essay discussing your motivation for participating in the Technology Exploration Summer Institute (TESI). Additionally, please include and describe your level of interest in attending College of the Redwoods for your post-secondary education. Be sure to double check your work for errors.</li> </ul>
	<p><b>TESI Application Form</b></p> <ul style="list-style-type: none"> <li>• Request an application by emailing Megan Freitas at <a href="mailto:mfreitas@hcoe.org">mfreitas@hcoe.org</a>. You will be provided with a link to a Google form. You will be required to upload your transcript, attendance record, and essay.</li> </ul>
<p><i>*Once the email is received, the form will then be sent to just your teacher to be completed. You will receive an email informing you the form has been sent to the teacher.</i></p>	<p><b>Teacher Verification/Recommendation Form</b></p> <ul style="list-style-type: none"> <li>• Once you have gathered all of your information, send your transcript and attendance record to the teacher via email</li> <li>• Send an email to both Megan Freitas <a href="mailto:mfreitas@hcoe.org">mfreitas@hcoe.org</a> and your teacher requesting the recommendation form* <i>see example below</i></li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>

Application and Teacher Verification Forms must be submitted via Google Form no later than **April 22, 2022**.

Applicants will be notified of interview status via email on April 29, 2022

Interviews will be held **May 12 & 13**. Applicants will be notified of acceptance status via email on May 19, 2022.

*Questions may be directed to: Tanya Trump at [ttrump@hcoe.org](mailto:ttrump@hcoe.org) or Megan Freitas at [mfreitas@hcoe.org](mailto:mfreitas@hcoe.org)*