



TASI
 TRADES ACADEMY SUMMER INSTITUTE
 an Education @ Work Initiative

June 17 - 28, 2024

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 ANN MARIE ROCHA AT arocha@hcoe.org

CHECK WHEN COMPLETED	APPLICATION REQUIREMENTS - DUE BY APRIL 12, 2024
	Obtain the following Documentation <ul style="list-style-type: none"> ● Official Transcript: Obtain a digital copy from your school office ● Attendance Record: Obtain a digital copy from your school office
	Short Responses <ul style="list-style-type: none"> ● What prior training do you have regarding safety? Please explain. ● What types of projects have you completed? Inside or outside the classroom? ● How can this summer program benefit your career goals?
	TASI Application Form <ul style="list-style-type: none"> ● Request an application by emailing Ann Marie Rocha at arocha@hcoe.org. You will be provided with a link to a Google form. You will be required to upload your transcript, attendance record, and essay.
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.	Teacher Recommendation Form <ul style="list-style-type: none"> ● Once you have gathered all of your information, send your transcript and attendance record to the teacher via email. ● Send an email to both Ann Marie Rocha arocha@hcoe.org and your teacher requisition the recommendation form see example below <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;"> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">To...</div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;"> arocha@hcoe.org, yourteacher@email.com </div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Send</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Cc...</div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;"> </div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Subject</div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;"> Teacher Recommendation Form Request </div> </div> </div>

Application and Teacher Recommendation Form must be submitted via Google Form no later than **April 12, 2024**
 Applicants will be notified of the interview status via email on April 23, 2024

Interviews are tentatively scheduled for May 13-17. Applicants will be notified of acceptance status via email on May 21, 2024.

Questions may be directed to: Tanya Trump at ttrump@hcoe.org or Ann Marie Rocha at arocha@hcoe.org.