

College in the High School Application

Everett Public Schools has established interlocal agreements with Everett Community College (EvCC), Edmonds College (EC), and the University of Washington in the High School (UWHS) to offer College in the High School (CiHS) for some courses taught by qualified high school teaching staff.

To become a CiHS teacher, please complete the application below. **To review teachers and courses currently approved for CiHS, please check [HERE](#).** **If a teacher and a course are currently on this list, there is no need to re-apply.** However, each institution may have a process for re-approval, especially if last approval was three years ago or longer.

It is important to note that if a teacher and course are approved as CiHS by more than one college or university that CiHS courses may not be combined between institutions within the same course section. For example, in a Spanish IV CiHS class, college credit can only be offered through EvCC, EC or UWHS. The class cannot be offered for CiHS credit through multiple colleges or universities for the same class period.

CiHS must be approved by the college AND by the district. A teacher must be approved for each course.

College/University	Application Window for 2025-26 School Year	Application information
Everett Community College (EvCC)	January 6 – May 30 Tentative dates – EvCC has not confirmed that they are accepting new applications	Complete <u>Parts One and Two</u> of CiHS Application (below) and send to CiHS@everettsd.org
Edmonds College (EC)	January 6 – May 30	Complete <u>Part One only</u> of CiHS Application (below) and send to CiHS@everettsd.org for more information
University of Washington in the High School (UWHS)	November 4 –18	Complete <u>Part One only</u> of CiHS Application (below) and send to CiHS@everettsd.org ; Applicant will also need to complete the UWHS application. More information can be found on the <u>UW in the High School</u> website.

Part One – For EvCC, EC, and UWHS CiHS Applicants

Application Date: _____

Teacher's Name: _____ **High School:** _____

CiHS Program: ☐ EvCC ☐ EC ☐ UWHS

Everett Public Schools Course Number(s) and Course Title(s):

First Semester _____ **Second Semester** _____

Is this course an AP course? Y N **Is this course a CTE Dual Credit course?** Y N

College Course Number(s) and Course Title(s):

First Term _____ **Second Term** _____

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If you are applying to be a CiHS teacher through EC or UWHs, please send Part One of this application to CiHS@everettsd.org. If you are applying to be a CiHS teacher through EvCC, go on and complete Part Two of this application and send Parts One and Two, upon completion, to CiHS@everettsd.org.

Part Two – For EvCC CiHS Applicants Only

For prospective CiHS teachers applying to EvCC, the following documents are required to accompany part one of this application. Send your complete EvCC application packet to CiHS@everettsd.org

- ☐ **Complete the [EvCC employment application](#) and attach a PDF of completed employment application.** For reference, please review the EvCC [Minimum Teacher Qualifications](#) prior to completing the online employment application.
- ☐ **Resume**
- ☐ **Unofficial Transcript**
- ☐ **An assessment sample:** This is used to determine that the students are assessed comparably to a student in the same on-campus course.
- ☐ **Syllabus:** Click [HERE](#) to access the CiHS syllabus template. Please include all the information for your course in the syllabus template, as well as the course descriptions and outcomes which can be found on the college [Course Information Form](#). The EvCC student learning outcomes and core program outcomes must be included.

The following statements will appear on page 2 of the syllabus:

- “This course qualifies for EvCC’s College in the High School Program (CHS). Students seeking to earn college credit must enroll in the EvCC CHS program. CHS program processes and deadlines can be found at www.everettcc.edu/chs”
- **Please remove the following statement from page 2 of the template if this is NOT an AP course:** “This course is considered a co-delivered College in the High School and Advanced Placement course. Please visit [Dual Credit Comparison](#) to explore which option is best for you.”