

## How to apply to Polk State Chain of Lakes Collegiate High School for the 2020-21 School Year

1. It is ***highly recommended*** to attend an information night on Thursday, Feb. 6, or Thursday, Feb. 20, at 6:30 p.m. in WST 126 on campus at 999 Ave. H N.E., Winter Haven. There, you will learn more about the admission process.
2. Complete an online application to Polk State College at [www.polk.edu/admission-aid](http://www.polk.edu/admission-aid). Check “Dual Enrollment” (option 4) when asked about your student status.
3. Allow 3 to 5 days to receive your acceptance letter and Postsecondary Education Readiness Test (PERT) ticket via email.
4. Once you receive the acceptance and PERT ticket email, visit [www.polk.edu/teaching-learning-computing-center-tlcc/testing](http://www.polk.edu/teaching-learning-computing-center-tlcc/testing) for Teaching, Learning, Computing Center (TLCC) hours and testing times.
5. You may then proceed to a TLCC on the Winter Haven Campus (**WLR 203**) or Lakeland Campus (**LLC 2150**) to take the PERT. The test is untimed. It is recommended that you allow at least 3 hours to complete all three sections (math, writing, and reading).
6. Once your PERT is complete, you will need to **obtain a copy of your printed PERT scores**. This must be included with your Polk State Chain of Lakes Collegiate High School application.
7. A transcript or student course history is also required for your application. If you attend a Polk County Public Schools school and have access to the Focus Portal, you may obtain a record from the portal. Login to your portal account. Look to the left menu. Select “Final Grade GPA.” Your record will display on your screen. Then select the print icon and print the record to upload along with your application. **DO NOT EXPORT** the record into Excel.
8. If you do not attend a Polk County Public Schools school or do not have access to Focus, you may obtain a transcript or student scholastic record from your guidance/records office.
9. Now you should have your PERT scores and your course record in hand. You are ready to complete the Polk State Chain of Lakes Collegiate application at [www.polk.edu/chain-of-lakes-collegiate-high-school](http://www.polk.edu/chain-of-lakes-collegiate-high-school). You will be asked to upload your PERT scores and your course record within the application. A clear picture of those documents showing your student identifying information is acceptable. Be sure to answer every question completely and honestly before you click submit.
10. Applications will be accepted from Feb. 1 to March 2, 2020.