



INDIANHILLS
COMMUNITY COLLEGE

Life. Changing.



RISE

Raise Individual Student Expectations

RISE is a secondary transitional preparatory program for students on a current Individualized Education Program (IEP)

www.indianhills.edu/rise



RISE/IHCC Packet Enclosures

- ☐ RISE Referral Guidelines
- ☐ RISE Referral Process for IEP teams
- ☐ New Student Checklist

RISE Referral Guidelines

PROGRAM DESCRIPTION

RISE is a 4+ program located at Indian Hills Community College. In conjunction with the student's high school, Indian Hills will continue to provide special education services to fulfill unmet transition needs as identified in the student's IEP.

CRITERIA FOR ENROLLMENT

- Enrolled in a high school special education program.
- Have unmet transition needs, as identified by the IEP team.
 - Use the 4+ Transition Rubric for guidance.
- Between the ages of 16 and 21.
- Show desire and motivation to cooperate and communicate with RISE staff.
- Have met high school graduation requirements.

SUGGESTED CRITERIA FOR ENROLLMENT

- Socially responsible behavior.
- Maintains district attendance standard of 95% or better.
- No inappropriate contact with students or staff. Follows the student code of conduct.
- A minimum grade point average of 2.0 has been achieved or shows academic potential.

Contact

Josey Sieren
4+ Instructor (RISE), Great Prairie AEA
josey.sieren@gpaea.org

Ashleigh Richmond
Department Chair, Academic Resources
Indian Hills Community College
641-683-5749 | Ashleigh.Richmond@indianhills.edu

Schedule a Visit Today!

www.indianhills.edu/rise

RISE Referral Process

RISE Procedures for IEP Teams

Identification of a potential RISE candidate should take place, at a minimum, during the junior year. The transition discussion should begin as early as age 14. Referral to the RISE program is a team decision and not an individual recommendation.

Referral Procedures

- 1) The IEP team should complete a reevaluation during the student's senior year to determine if the student continues to be eligible for special education services or not. If not, the student is exited and does not qualify for 4+ services. If the student does remain eligible, then the team should identify the student's needs, specifically those needs within the IEP, and discuss the placement options to meet those needs.
- 2) It is suggested that the student visit the RISE program before a referral is made. Contact the IHCC RISE Program to schedule a visit.
- 3) If RISE is determined as a viable option;
 - a. Complete the RISE referral form and return to ashleigh.richmond@indianhills.edu
 - b. Invite a RISE Representative to the IEP staffing. This staffing should take place the final semester before attending RISE
 - c. Submit RISE packet by appropriate deadline.

IEP Procedures

- 1) Complete the RISE Transition Rubric. www.indianhills.edu/rise
 - a. Utilize the RISE Transition Rubric, as early as age 14, to help identify unmet transition needs.
- 2) Page "I" should include the following information;
 - a. Vocational Rehabilitation information
 - b. Accuplacer or ACT scores
 - c. Recent goals in IEP
 - d. Any health issues
 - e. Any behavior issues
 - f. Plans for living and/or transportation
 - g. Other information that may be relevant, but not included in their IEP.
- 3) Page B should include the following information;
 - a. Post-Secondary expectation for living, learning and working

All steps must be completed and submitted before a student referral will be accepted. Send all referral information to Ashleigh Richmond, Department Chair, Academic Resources.

Indian Hills Community College
Attn: Ashleigh Richmond
525 Grandview Avenue
Ottumwa, IA 52501

Or
ashleigh.richmond@indianhills.edu

For questions, contact your AEA Consultant or call the RISE office at 641-683-5749.



RISE/IHCC Referral

(to be completed by a special education teacher)

Student _____ Date _____

DISTRICT INFORMATION

High School _____

IEP Teacher _____ Email _____

Name of District Administrator _____
Approving referral: _____ Date: _____

Is the student open enrolled from another school district? yes ☐ no ☐

If yes, which district? _____

If yes, name of district Administrator _____
Approving Referral: _____ Date: _____

ATTENDANCE & ACADEMIC HISTORY

Total Absences: _____
Senior Year _____ (as of _____) Junior Year _____ Sophomore Year _____
Current Cumulative GPA: _____
Explanation of Excessive Absences or Tardiness: _____

VOCATIONAL REHABILITATION

Does the student have a file with Vocational Rehabilitation? yes ☐ no ☐

IEP INFORMATION

Reevaluation Date: _____ Consultant: _____

Areas of Academic Need:
Math ☐ Reading Comprehension ☐ Written Expression ☐ Other (explain below) ☐
Transition Needs: _____

Accommodations: Please list all accommodations student is currently using:

(Continued on next page)

(IEP Information continued)

Student Transportation:

The sponsoring district will provide transportation in the following manner:

- ☐ School Bus or Van
☐ City Bus Pass
☐ Mileage Reimbursement
☐ IHCC Housing
☐ Other _____

The sponsoring district will provide a laptop computer: ☐ Yes ☐ No

Assistive Technology (specify): _____

REFERRAL APPROVAL

I certify that my answers are true and complete to the best of my knowledge

Teacher Signature: _____ Date: _____

Administration Signature: _____ Date: _____

APPLICATION SUBMISSION

Return to:

Indian Hills Community College
Ashleigh Richmond
525 Grandview Ave
Ottumwa, Iowa 52501

OR

ashleigh.richmond@indianhills.edu

It is the policy of Indian Hills Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status.

If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus and Academic Services, (641) 683-5181, disabilityservices@indianhills.edu (students with disabilities); or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number (312) 730-1560, fax (312) 730- 1576, ocr.chicago@ed.gov.

New Student Checklist

(to be completed by the student)

The following information/steps should be completed by the prospective student.

- ☐ Student Profile
- ☐ Send high school transcripts to IHCC — Indian Hills Community College
ATTN: Registrar
525 Grandview Ave.
Ottumwa, IA 52501
- ☐ Complete all IHCC program entry requirements. See specific IHCC program information for details.
Students will not be accepted into an IHCC program until all requirements are met.
- ☐ Review and sign the RISE Attendance Policy.
- ☐ Review and sign the RISE IHCC Student Conduct.
- ☐ Review and sign the Student Disability Services Release of Confidential Information.
- ☐ Complete IHCC Application form (must be completed paper copy, not online)
 - ☐ If already completed online, make notation here.
- ☐ After acceptance, students will receive a detailed letter with information on class registration and orientations.

Note: If a student is unable to attend IHCC/RISE, he/she must notify IHCC, RISE, and his/her high school.

Additional Information: Students in the RISE program do not qualify for financial aid and should not complete the FAFSA. RISE students are still considered high school students and their diploma will be held by the district until the student has exited from special education services.

It is the responsibility of the student to contact IHCC and RISE if their phone number, mailing address, and or email address changes any time after application materials have been submitted. Contact RISE at 641-683-5749 for additional information.

Student Profile

Program of Study: _____

Student

Name: _____

Address: _____

City, State, Zip: _____

Phone: (home) _____ (cell) _____

Date of Birth: _____ SSN# _____

Email: _____

Parent / Guardian

Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Phone: (home) _____ (cell) _____

Email: _____

Parent / Guardian

Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Phone: (home) _____ (cell) _____

Email: _____

Special Needs / Concerns

RISE Attendance Policy

- A total of three absences will be accepted during any given term (12-week period). Upon the fourth absence, an IEP meeting will be held to decide what action will be taken.
- Tardiness will not be tolerated. Three individual tardies will count as one missed class. Three individually missed classes will result in a day's absence.
- RISE students follow the IHCC scheduling, including weather delays or cancellations. If a student's family feels it is unsafe for him/her to travel, the student must notify all of the teachers of classes that will be missed. The student is responsible to make up all missed work.
- RISE is a closed campus program. The student's family assumes all responsibility and liability when the student is not in educational programming and if the student leaves the campus.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY.

Student Signature

Date

Parent Signature

Date

RISE/IHCC Student Code of Conduct

Indian Hills Community College is an academic community built on the principles of mutual respect, integrity, and honesty. The college strives to provide a community wherein individuals have the right to express their opinions and ideas, to assemble peacefully, and to associate freely in a manner that does not interfere with the rights of others and is in the confines of intellectual honesty. In order to thrive as an educational institution, the college has adopted this Student Conduct Code ("Student Code") to promote and preserve its educational mission for the benefit of all who are invited to be a part of the community.

Please read the Student Conduct Code at www.indianhills.edu/studentconduct

The IEP team reserves the right to exit the student from special education services and the RISE program, if deemed appropriate, due to misconduct and/or failing to maintain attendance and/or educational standards.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY.

Student Signature

Date

Parent Signature

Date

INDIAN HILLS COMMUNITY COLLEGE

Student Disability Services

Release of Confidential Information

Student's Name: _____

IHCC ID # _____ Birthdate: _____

Permission for IHCC Instructors/Professors & Appropriate Staff

I hereby give permission to the IHCC Office of Student Disability Services to release or request confidential information in order to set up academic accommodations and/or services connected to accessibility and my specific disability. I understand that I must provide the required documentation of my disability in order to receive accommodations and services.

(Student's Signature)_____
(Date)**Permission for Family, Agencies, and Others**

I hereby give permission to the IHCC Office of Student Disability Services to release confidential information on my behalf to the following:

☐ Parents/Guardians (list by name): _____☐ Vocational Rehabilitation Counselor: _____☐ Job Corps: _____☐ Other: _____

I understand that this authorization is in effect until I complete an updated form.

(Student's Signature)_____
(Date)

COMPLETED FORMS MAY BE EMAILED TO
disabilityservices@indianhills.edu.

Application for Admission

PERSONAL DATA

Legal Name _____
Last First Middle Maiden Former

*Social Security Number _____ - _____ - _____

(IRS regulations require Indian Hills Community College to request a SSN as a Taxpayer ID number for use in tax reporting. Any student applying for Financial Aid (grants and loans) must provide a social security number to Indian Hills Community College.)

Mailing Address _____
House No Street Box Apt No
City State Zip County

Primary Phone () ____ - ____ ☐ Accepts Texts Email Address _____

Secondary Phone () ____ - ____ ☐ Accepts Texts

Birth Date (mm/dd/yyyy) ____ / ____ / ____ Gender: ☐ Male ☐ Female

Ethnic Background:

Are you Hispanic or Latino? ☐ Yes ☐ No

Select one or more races: ☐ (AM) Amer Indian/Alaskan Native ☐ (HP) Native Hawaiian/or other Pacific Islander
☐ (AS) Asian ☐ (WH) White (not Hispanic)
☐ (BL) Black/African American

Will you be receiving assistance from the Veterans Administration ☐ Yes ☐ No

I am required to register as a sex offender ☐ Yes ☐ No

ACADEMIC INFORMATION

Start Term (check one only) ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER

Start Year _____

Program of Study _____ ☐ Ottumwa ☐ Centerville

***All programs and start terms offered are listed on back of application

Admit Status

After leaving IHCC, do you plan to:

- | | |
|--|---|
| <input type="radio"/> 1. Prepare to enter the job market | <input type="radio"/> 5. Transfer to another college/university |
| <input type="radio"/> 2. Improve skills for present job | <input type="radio"/> 6. Explore courses to decide on a career |
| <input type="radio"/> 3. Prepare to change careers | <input type="radio"/> 7. Self Improvement/Improve basic skills |
| <input type="radio"/> 4. Meet certification/licensure requirements
(other than for initial job entry) | <input type="radio"/> 8. Personal Interest |
| | <input type="radio"/> 9. Undecided/Unknown |

Educational Goals (check one only)

☐ Degree Seeking (plan to pursue a degree or diploma) ☐ Non Degree Seeking (do not plan to pursue a degree or diploma)

RESIDENCY INFORMATION

How long have you resided Iowa?

- | | |
|---|---|
| <input type="radio"/> 1. I don't live in Iowa | <input type="radio"/> 3. I was born in Iowa |
| <input type="radio"/> 2. Less than 90 days | <input type="radio"/> 4. More than 90 days |

What brought you to Iowa?

- | | |
|---|---|
| <input type="radio"/> 1. I came to Iowa to attend college | <input type="radio"/> 3. I don't live in Iowa |
| <input type="radio"/> 2. I was born in Iowa | <input type="radio"/> 4. I relocated for family or work |

Are you a U.S. Citizen? ☐ Yes ☐ No

If you are not a U.S. citizen, are you a permanent resident of the U.S.? ☐ Yes ☐ No

For information on campus housing, please contact the housing office at (641) 683-5152 or (800) 726-2585, extension 5152.

EDUCATION INFORMATION

All transcripts submitted become the property of IHCC and cannot be returned or sent to another institution. Please submit a copy of your high school transcript or High School Equivalency Diploma to the Admissions Office. Please submit all college transcript(s) to the Registrar's Office.

High School Attended _____ City _____ State _____

☐ Currently in High School - Anticipation Graduation: (month) _____ (year) _____

Have you attended another college other than Indian Hills? ☐ Yes ☐ No If yes, how many _____

FAMILY BACKGROUND DATA

Did either of your parents (or guardians) receive a four-year college degree? ☐ Yes ☐ No

If yes, select all that apply: ☐ Father ☐ Mother ☐ Guardian

CERTIFICATION

I certify that all information contained in this application is factually correct and complete. I understand that it is my responsibility to request official transcripts be sent to Indian Hills Community College from each academic institution I have attended. I also understand that the misrepresentation or omission of application information is sufficient grounds for canceling my admission or registration.

Signature of Applicant _____ Date _____

COLLEGE ADDRESSES

Office of Admission, Indian Hills Community College, 525 Grandview Avenue, Ottumwa, IA 52501.

Phone: (641) 683-5153 or (800) 726-2585, ext. 5153. No Application Fee

Office of Admission, Indian Hills Community College, 721 North First St., Centerville, IA 52544.

Phone: (641) 856-2143 or (800) 670-3641, ext. 2225. No Application Fee

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Ashleigh Richmond
Department Chair, Academic Resources
525 Grandview Ave
Ottumwa, IA 52501
641-683-5749
ashleigh.richmond@indianhills.edu



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AREA EDUCATION AGENCY