Cosmetology Program
Stonewall Jackson Senior High School
8820 Rixlew Lane
Manassas, VA 20109
703.365.2900

Attention: Mrs. Elizabeth Payne/Mrs. Melanie Switzer

Due Date: March 15, 2018

Dear Prospective Cosmetology Student:

Thank you for inquiring about our School of Cosmetology. Enclosed are the requirements for entrance for the Cosmetology Program.

Please Note: Acceptance into the Cosmetology Program is by Application Only! Students who do not complete the application with references will not be considered. Applications are available from your guidance counselor and online: https://pwcs-stonewallhs.ss9.sharpschool.com/cms/One.aspx?portalId=416929&pageId=613903 ONLY COSMETOLOGY I STUDENTS NEED TO APPLY.

APPLICATION PROCESS

Student's Responsibilities

Pick up an application in your guidance department or download the application from the CTE or Stonewall Jackson High School start page and complete the application and return it to your guidance counselor.

Complete the top portion of each reference form with your name and address. Give the form to three of your current teachers and ask them to complete it and return it to your guidance counselor's mailbox within one week.

When registering for classes, sign up for cosmetology. If Stonewall is not your base school, you will be transported by PWCS buses from your base school to Stonewall Jackson High School for Cosmetology and then back to your base school for dismissal.

Counselor’s Responsibilities

Collect the student's application for the cosmetology program and completed references. Attach a copy of the student's transcript including grades to date for the current school year. Attach a copy of the student’s attendance and tardies for the current school year. Please print the screen that shows total days absent.

Forward the completed application (student application, teacher references, transcript and attendance record) to the appropriate cosmetology program.

Battlefield H.S., Brentsville H.S., Hylton H.S., Osbourn Park H.S. Patriot H.S and Stonewall H.S. students should return their applications to Elizabeth Payne and Melanie Switzer, Cosmetology instructors at SJHS.

The application, three reference forms, and transcripts are due to the appropriate program above no later than March 15, 2018.
STUDENT SELECTION

Once your application is received, an admissions committee of instructors and practicing cosmetologists will review applications and make recommendations for acceptance into the program. There are a limited number of seats in the cosmetology program and it is not always possible to accept all students. Past attendance, current grades, references and level of interest will all be considered during the selection process.

Students accepted into the program will be notified during the first two weeks of April. All students are required to acknowledge their intent on being in the program in writing within two weeks of receiving their letter of acceptance into the program. If additional seats are available after this process, students will be taken off the waiting list to fill these vacancies.

High school guidance directors will receive a list of successful applicants by the end of April. Directors will then reschedule students who were not accepted into the program.

PROGRAM SUPPLIES

Cosmetology students will be required to purchase the following supplies.

<table>
<thead>
<tr>
<th>Item</th>
<th>Approximate Cost</th>
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<tbody>
<tr>
<td>Smock to protect clothes during lab activities</td>
<td>$30.00</td>
</tr>
<tr>
<td>Mannequin for practice sets and cuts</td>
<td>$60.00</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$90.00</td>
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</tbody>
</table>

Students will be asked to submit a check for these supplies with their letter acknowledging their intent to enroll in the program. A form will be included with the student’s letter of acceptance into the program.

Please read and follow the above directions carefully. If you have additional questions feel free to email the Cosmetology Instructors:
Elizabeth Payne: payneed@pwcs.edu
Melanie Switzer: switzemh@pwcs.edu

Sincerely,
Elizabeth Payne
Melanie Switzer
Cosmetology Instructors at SJHS

Enclosures
Prince William County
Cosmetology Program
Stonewall Jackson Senior High School
8820 Rixlew Lane
Manassas, VA 20109
703.365.2900

Attention: Mrs. Elizabeth Payne, Mrs. Melanie Switzer

Application for Admission

Date Submitted ____________________________ Date Received ______________________

Name

Address: include city and zip:

Phone Number

Presently attending High School. Current Grade

Name, address, and phone number of present employer (if applicable) ____________________________

(Circle one)

Date employed Full Time/ Part Time Hours worked per week

Job responsibilities

Number of days missed from school or work in the last 12 months Reason ____________________________

List Any Allergies ____________________________

List below the names of three current teachers, you will be using for references. Provide each of these teachers with one of the attached references and ask them to return the completed reference to your guidance counselor within one week.

1. ____________________________
2. ____________________________
3. ____________________________

How did you learn about this program?

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What do you expect from this program? Be as specific as possible

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In the following space please write a paragraph of 8-10 sentences highlighting why you would like to be a cosmetologist. Include qualities that you feel you possess that would make your successful in this career.

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Signature ___________________________ Date __________________________

The Prince William County Public School Division does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, national origin, religion, sex, pregnancy, age, veteran status, or disability.

Director of Compliance
Prince William County Public Schools
P. O. Box 389
Manassas, Virginia 20108

Mr. Keith Johnson
Associate Superintendent for Human Resources
703.791.8377
Attention: Mrs. Elizabeth Payne, Mrs. Melanie Switzer

APPLICANT'S PERSONAL REFERENCE

DATE_____________________

NAME OF APPLICANT__________________________________________________________

HIGH SCHOOL

Dear Teacher,

The above individual has applied for admission to the cosmetology program. Kindly give us your candid opinion of this applicant's suitability for the duties of a cosmetologist. All information will be kept confidential. The completed form should be returned to the student's guidance counselor within one week.

HOW LONG HAVE YOU KNOWN THE APPLICANT?

IN WHAT RELATIONSHIP HAVE YOU KNOWN HIM/HER?

WOULD YOU PLEASE CHECK THE FOLLOWING PERSONAL QUALITIES AS THEY APPLY TO THE ABOVE CANDIDATE:

<table>
<thead>
<tr>
<th>Personal Quality</th>
<th>Superior</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
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Because the job of a cosmetologist can be physically demanding and places the worker in direct contact with the public, it is essential that applicants be in good physical health, demonstrate good interpersonal skills and have good manual dexterity and coordination. **Please use this form to provide us with any additional information you feel would be useful in helping us determine this student’s chance for success in this program/career**

Please make any other comments that may help us in deciding the applicant's suitability.

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Date __________________________
Print Name __________________________________________________________
Signature ______________________________________________________________
School _________________________________________________________________
Attention: Mrs. Elizabeth Payne, Mrs. Melanie Switzer

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DATE _______________________

NAME OF APPLICANT ____________________________________________

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Date __________________________________________
Print Name _______________________________________
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School ___________________________________________
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