

PERMIT FOR SPECIAL K-12 STUDENTS TO ATTEND MERCED COLLEGE CLASSES

Merced Colleges Board Policy 5010 requires **written recommendation from the K-12 school principal** or the principal's designee before a K-12 student may be admitted as a special part-time or as a special full-time student. Merced College also requires **permission of parent(s)**.

NOTE: MC Placement test is required for students enrolling in English, Math, or in 6 or more units: call 384-6000 for details on testing or on admissions/residency.

TO BE COMPLETED BY STUDENT: Date: _____

Student ID number: _____ Grade Level (K-12): _____

PRINT Student Name: _____ Phone: _____

Student Address: _____ City: _____ State: _____ Zip: _____

Name of K-12 School in Current District of Attendance: _____

Semester and Year that You Plan to Attend Merced College: _____

Parent Signature (required unless proof of emancipation): _____

I have read and understand the guidelines stated on the reverse side of this form:

_____ **Student Initial** _____ **Parent Initial**

TO BE COMPLETED BY APPROVING K-12 PRINCIPAL OR DESIGNEE:

SPECIAL PART-TIME student is one enrolled in 1-11 units or not subject to enrollment fees. **FULL-TIME student** is one enrolled in 12 or more units and subject to all fees. We certify that this student has demonstrated **adequate preparation** and has availed him/herself of opportunities to enroll in "equivalent" courses in district(s) of attendance. We recommend this class, if approved by college officials:

_____	_____	_____	(ONE CLASS PER FORM)
Academic Term	Class Title	# Units	

_____ **PRINT Name and Title** of Approving K-12 Official _____ **SIGNATURE** of Approving K-12 Official _____ **Date**

For Summer Session Enrollment: By signing this form the K-12 Official verifies that this approval is within the Title 5 requirement of no more than 5% of the prior term's respective class

TO BE COMPLETED BY COLLEGE OFFICIAL: (Signature indicates approval for student to attend)

Conditions, if any: _____

11 th or-12 th grade student:	_____	_____
	College Counselor Approval	Date

10 th grade student:	_____	_____
	College Counselor Approval	Date
	_____	_____
	Area Dean Approval	Date

9 th grade or below 9 th grade student:	_____	_____
	College Counselor Approval	Date
	_____	_____
	Area Dean Approval	Date
	_____	_____
	Professor of requested course Approval	Date
	_____	_____
	Vice-President of Instruction Approval	Date

Any Physical Education Course: _____

_____ **Vice-President of Instruction Approval** _____ **Date**

K-12 Enrollment at Merced College Parent/Guardian Information

Thank you for your interest in and support of education. Merced College wants each student's experience to be positive and successful, and we believe the information below is important for you to know.

Parents or guardians of K-12 students should understand that Merced College classes are not an extension of secondary school classes and that there will be significant differences in educational experience. The items for your consideration, which are guidelines related to K-12 students, include:

1. K-12 students must be present or have given signed written permission to their parent/guardian in order to enroll in classes.
EXCEPTION: AB288/CCAP enrollment will be collected at the high school for batch registration.
2. K-12 students are required to pay for the mandated health fee and for their textbooks or other required classroom supplies. (If the K-12 student is enrolling for fewer than 12 units, no enrollment fees will be assessed other than the health fee)
EXCEPTION: AB288/CCAP designated classes held on the high school campus have no fees to the student.
3. K-12 students will be held to the same grading standards as adult students. Their grades will become a part of a permanent academic record at Merced College
4. K-12 students may be in an adult instructional environment. They may be exposed to subjects of an adult nature.
5. K-12 students are not supervised while they are on campus grounds.
6. K-12 students will not receive special counseling or support from the college's student services programs beyond what is provided for older students.
7. K-12 student records are considered confidential. Parents or guardians are not notified and may not obtain student progress, final grade or attendance information without the signed written permission of the student.
(FERPA Family Educational Rights and Privacy Act 20U.S.C.& 1232g; 34 CFT Part 99)

If you have any questions about the appropriateness of the student's enrollment at Merced College, you are encouraged to speak with their school counselor, and/or the college.