

	Division of School Finance	<b>POSTSECONDARY ENROLLMENT OPTIONS EARLY/MIDDLE COLLEGE PROGRAM NOTICE OF STUDENT REGISTRATION</b>	ED-02476-04
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**NOTE:** Complete a separate form for each instructional term, AND for each postsecondary institution attending. Please print and use black ink. **ALL BOXES MUST BE COMPLETED.**

School Year: 2017-2018

College Student ID Number: \_\_\_\_\_

**1. TO BE COMPLETED BY THE STUDENT**

Student Name (Last, First, M.I.):		Select Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (MM/DD/YYYY):
Address:	City:		Zip Code:
Student Email:		Telephone Number:	
Postsecondary institution you plan to attend this term:			
Parent/Guardian Name:		Address (if different than above):	
Minnesota Statutes, section 124D.09, requires that the student and parents/guardian sign a form indicating they have received information about the program, are aware that counseling services are available and understand the responsibilities regarding enrollment in postsecondary courses.			

Signature – Student

Signature –Parent/Guardian (if student is under 18)

Date

**Please pass this form to the State Approved Alternative Program (SAAP) for completion of section two.**

**2. TO BE COMPLETED BY THE STATE APPROVED ALTERNATIVE PROGRAM (SAAP)**

Name of State Approved Alternative Program (SAAP):	SAAP 3-digit Number:	13-Digit MARSS Student Number:
Name of Enrolling School District:		Enrolling School District Number and Type:
During period of attendance at postsecondary institution student's secondary grade level will be: <input type="checkbox"/> Grade 11 *Public Students Only <input type="checkbox"/> Grade 12 *Public Students Only		<b>NOTE: HIGH SCHOOL GRADUATES AND 21 YEAR-OLDS ARE NOT ELIGIBLE</b>
Student may not enroll in PSEO in addition to a full high school course load. Does the student have reduced high school instructional time? <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>Is the student enrolled full-time in SAAP:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
Is the student eligible for program application? (see page 3 for requirements) <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>IF NOT ELIGIBLE, RETURN FORM TO STUDENT, DO NOT CONTINUE PROCESSING.</b>

**STATE APPROVED ALTERNATIVE PROGRAM (SAAP) VERIFICATION**

I certify that the student identified in section 1 meets the eligibility requirements outlined in Minnesota Statutes, section 124D.09, to apply for participation in the Postsecondary Enrollment Options (PSEO) program this term, and that the information in section 2 is accurate and applicable to the student.

Signature - Secondary School Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary School Contact's Name (printed):	Title:
Email Address:	Telephone Number:

**Please pass this form to the Postsecondary Institution for completion of section three.**

Student Name (Last, First, M.I.):	Date of Birth (MM/DD/YYYY):	College Student ID Number:
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3. TO BE COMPLETED BY THE POSTSECONDARY INSTITUTION		
Name of Postsecondary Institution:	Postsecondary Institution Number:	City of Postsecondary Institution:
Term of Planned Attendance (Select one only): <input type="checkbox"/> Summer <input type="checkbox"/> Qtr 1 <input type="checkbox"/> Qtr 2 <input type="checkbox"/> Qtr 3 <input type="checkbox"/> Qtr 4 <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2		
Postsecondary Institution Contact Person:	Title:	
Email Address:	Telephone Number:	

COURSES TAKEN FOR DEVELOPMENTAL EDUCATION CREDIT ONLY	COURSE NUMBER	COURSE CREDITS
1.		
2.		
3.		
4.		
5.		
6.		

COURSES TAKEN FOR POSTSECONDARY CREDIT ONLY	COURSE NUMBER	COURSE CREDITS
1.		
2.		
3.		
4.		
5.		
6.		

POSTSECONDARY REGISTRATION VERIFICATION		
I certify that the student identified in section 1 is registered this term for the courses indicated, that all courses indicated are non-sectarian in content, and that the student has indicated to me that the courses are to be taken for secondary credit.		
_____ Signature	_____ Title	_____ Date

The postsecondary institution must mail a LEGIBLE copy of this form within 10 days to the Minnesota Department of Education at the following address:

Minnesota Department of Education  
 Division of School Finance  
 1500 Highway 36 West  
 Roseville, MN 55113

Additionally, copies must be returned to the student indicated in section 1 and the State Approved Alternative Program of attendance indicated in section 2.

## POSTSECONDARY ENROLLMENT OPTIONS EARLY MIDDLE COLLEGE PROGRAM

Legislation passed in 2014 provides the opportunity to leverage Postsecondary Enrollment Options (PSEO) funding for developmental coursework under specific circumstances. In Subdivision 9 of Minnesota Statutes, section 124D.09 the following language has been added to an existing clause:

*An institution must not enroll secondary pupils, for postsecondary enrollment options purposes, in remedial, developmental, or other courses that are not college level except when a student eligible to participate in the graduation incentives program under section 124D.68 enrolls full time in a middle or early college program specifically designed to allow the student to earn dual high school and college credit. In this case, the student shall receive developmental college credit and not college credit for completing remedial or developmental courses.*

STUDENT ELIGIBILITY - Refer to Minnesota Statutes, section 124D.68, and section 124D.09

Students are considered eligible if they are enrolled in a core school day state approved alternative program under the graduation incentives program as defined by the Minnesota Department of Education.

- A. A student must be enrolled in school in the 11<sup>th</sup> or 12<sup>th</sup> grade;
- B. A student who enters the program:
  - 1) A the **beginning** of the 11<sup>th</sup> grade year may continue in the program for the equivalent of two academic high school years, except for state approved Learning Year Programs pursuant to Minnesota Statutes, section 124D.128.
  - 2) At the **beginning** of the 12<sup>th</sup> grade year a student may continue in the program for the equivalent of one academic high school year.
- C. For purposes of determining PSEO eligibility, the student must have reduced instructional time in the secondary setting. Students cannot access PSEO on top of a full course load at the state approved alternative program.
- D. In either case, if the student first enters the program **during** the academic year, the window of opportunity is reduced proportionally.
- E. If a student withdrew from high school for medical or other unavoidable reasons prior to the beginning of the postsecondary institution's 2<sup>nd</sup> semester and generated no general education revenue through the remainder of the school year after withdrawal, the student would be eligible to extend eligibility by one semester.
- F. An institution shall **not** enroll secondary pupils, for postsecondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are **not** college level unless the student is participating full-time in a state approved alternative program and early/middle college program designed to help the student earn a certificate or degree.
- G. In 2003, the PSEO law was amended so that the books are now returned to the college not the high school. Minnesota Statute, section 124D.09, Subdivision 20 (2002), is amended to read: "*Subdivision 20, **TEXTBOOKS; MATERIALS**. All textbooks and equipment provided to a pupil, and paid for under subdivision 13, are the property of the pupil's **postsecondary institution**. Each pupil is required to return all textbooks and equipment to the **postsecondary institution** after the course has ended.*"

For more detailed information on the program and its requirements, please [view the Postsecondary Enrollment Options Program information](http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/index.html) (<http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/index.html>) on the Minnesota Department of Education's website.