MINNESOTA DEPARTMENT OF Children, Families & Learning	PSEO Program 1500 Highway 36 West Roseville, MN 55113-4266	**POSTSECONDARY ENROLLMENT OPTIONS PROGRAM** **NOTICE OF STUDENT REGISTRATION**	ED-01763-08

NOTE: Complete a separate form for each instructional term, **and** for each postsecondary institution attending (please print & use black ink)

1 To Be Completed By The Student

Student Name (Last, First, M.I.)	Date of Birth	Social Security Number *

Address	City	Zip Code	Telephone Number ( ) -

Parent/Guardian Name	Address (if different than above)

Name the Postsecondary Institution you plan to attend this term:

Do you plan to attend more than one Postsecondary Institution this year? ☐ NO ☐ YES	If YES, name the other Postsecondary Institution(s):
Have you ever enrolled in program before now? ☐ NO ☐ YES	If YES, name of Post secondary Institution(s) attended: Dates last attended:

Minn. Stat. § 124D.09 requires that students an parents/guardians sign a statement indicating they have received information about the program, are aware that the counseling services are available and are aware of their responsibilities regarding participating in the program. We have received the information required under Minn. Stat. § 124D.09 and are aware that the above student is enrolling in postsecondary courses.

Signature – Parent/Guardian (if student under 18) | Signature - Student | Date

***Note:** Although you are not required to provide your social security number, failure to do so may lead to student misidentification, resulting in improper processing of program information and/or delay in payment of fees.

2 To Be Completed By The Secondary School

Name of Secondary School Attending	School Classification (check one only): ☐ Public ☐ Nonpublic ☐ Home	Name of School District of Attendance	District Type & Number

Name of District of Student (if other than above)	District Type & Number	MARSS Student Number (Public Students Only)

Is the above student eligible for program application? (See reverse side for requirements) ☐ YES ☐ NO	IF **NOT ELIGIBLE,** RETURN FORM TO STUDENT **DO NOT CONTINUE PROCESSING**

During Period of Attendance at Postsecondary Institution (respond to both items):
1. Will student be 21 years of age or older? ☐ YES ☐ NO 2. Students's Secondary grade level will be: ☐ Grade 11 ☐ Grade 12

Total WEEKLY clock hours (excluding lunch periods) that the student's secondary school is in session: _____ Clock Hours	Estimated WEEKLY clock hours (excluding study halls) that the above student will be enrolled in SECONDARY courses for credit: _____ Clock Hours

SECONDARY SCHOOL VERIFICATION

I certify that the student identified in Section 1 is eligible to enroll in the Post Secondary Enrollment Options (PSEO) Program this term, that the information in this Section is accurate and applicable to the student, and that the student, if twenty-one years of age or older, is enrolled in this district under the Graduation Incentives Program. If the above named school is a nonpublic school, student tuition shall be proportionally adjusted to reflect the above clock hours of postsecondary attendance.

Secondary School Contact Person | Title | Telephone Number | Date

3 To Be Completed By The Postsecondary Institute

Name and City of Postsecondary Institution	Term of Planned Attendance (check one only): ☐ Qtr 1 ☐ Qtr 2 ☐ Qtr 3 ☐ Sem 1 ☐ Sem 2

Postsecondary Institution Contact Person	Title	Telephone Number ( ) -	Fax Number ( ) -

COURSES TAKEN FOR SECONDARY CREDIT	COURSE NUMBER	COURSE CREDITS
1		
2		
3		
4		
5		
6		

POSTSECONDARY REGISTRATION VERIFICATION

I certify that the student indicated in Section 1 above is registered this term for the courses indicated, that all courses indicated are non-sectarian in content, are not remedial or developmental, and, that the student has indicated to me that the courses are to be taken for secondary credit.

Signature

Title | Date

Upon completion of Section 3, a LEGIBLE copy of this form must be mailed within 10 days to the Minnesota Department of Children, Families & Learning at the above address. Additionally, copies must be returned to the student indicated in Sect 1 and the secondary school of attendance indicated in Section 2.

POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

STUDENT ELIGIBILITY - Refer to Minn. Stat. § 124D.09 (1999)

Any public, nonpublic, homeschool or American Indian-controlled tribal contract or grant student classified as an 11th or 12th grader and accepted by a postsecondary institution, may enroll either full- or part-time in nonsectarian courses or programs at an eligible postsecondary institution. Foreign students participating in cultural exchange programs are not eligible.

A. A student must be enrolled in school in the eleventh or twelfth grade or if a non-graded alternative secondary program, must be enrolled at a level equivalent to eleventh or twelfth grade.

B. A student who enters the program:

1) At the beginning of the eleventh grade year may continue in the program for the equivalent of two academic years, except for state approved Learning Year Programs pursuant to Minn. Stat. § 124D.128, summer sessions not included.

2) At the beginning of the twelfth grade year a student may continue in the program for the equivalent of one academic year.

C. In either case, if the student first enters the program during the academic year, the window of opportunity is reduced proportionally.

D. If a student, after the beginning of the academic year, drops membership in the school for medical or other reasons, the running of the window of opportunity, under Paragraph B, is suspended until the student reestablishes membership in the school and returns to eligibility under Paragraph A. For example, a student dropped from high school membership after completing half of the eleventh grade year would retain the opportunity to enroll in a postsecondary institution over the second half of that academic year.

E. An institution shall **not** enroll secondary pupils, for post-secondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are n**ot** college level.

F. All textbooks and equipment provided to a pupil, and paid for under Minn. Stat. § 124D.09 (1999) subdivision 20, are the property of the pupil's school district of residence. Each pupil is required to return all textbooks and equipment to the school district after the course has ended.