

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

<b>1</b> To Be Completed By The Student	Student Name (Last, First, M.I.)		<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth	
	Address		City	Zip Code	
	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? <input type="checkbox"/> NO <input type="checkbox"/> YES		If YES, name the other Postsecondary Institution(s):		
	Have you ever enrolled in PSEO program before now? <input type="checkbox"/> NO <input type="checkbox"/> YES		If YES, name of Postsecondary Institution(s) attended:		Dates last attended:
	Minn. Stat. § 124D.09 requires that students and 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	

<b>2</b> To Be Completed By The Secondary/Private/Home School	Name of Secondary/Home School Attending		School Classification (check one only): <input type="checkbox"/> Public <input type="checkbox"/> Nonpublic <input type="checkbox"/> Home	Name of School District of Attendance	District Type & Number	
	Name of District of Student (if not living in district of attendance)		District Type & Number	<b>MARSS Student Number (Public Students Only)</b>		
	Is the above student eligible for program application? (See reverse side for requirements) <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>IF NOT ELIGIBLE, RETURN FORM TO STUDENT DO NOT CONTINUE PROCESSING</b>			
	During Period of Attendance at Postsecondary Institution					
	Students' Secondary grade level will be: <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12		Class Rank _____ out of _____		NOTE: 21 YEAR-OLDS ARE NOT ELIGIBLE	
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			
<b>SECONDARY/ PRIVATE/ HOME SCHOOL VERIFICATION</b>		I certify that the student identified in Section 1 is eligible to enroll in the Postsecondary Enrollment Options (PSEO) Program this term, that the information in this Section is accurate and applicable to the student, student is eligible for two semesters in grade 11 and 2 semesters in grade 12. 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		

<b>3</b> To Be Completed By The Postsecondary Institute	Name and City of Postsecondary Institution Anoka-Ramsey Community College		College Student ID Number	Term of Planned Attendance (check one only): <input type="checkbox"/> Qtr 1 <input type="checkbox"/> Qtr 2 <input type="checkbox"/> Qtr 3 <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2		
	Postsecondary Institution Contact Person Janine Forrer		Title Registrar	Telephone Number (763 ) 433 - 1216	Fax Number (763 ) 433 - 1401	
	COURSES TAKEN FOR SECONDARY CREDIT		COURSE NUMBER	COURSE CREDITS	<b>POSTSECONDARY REGISTRATION VERIFICATION</b>  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.	
	1					
	2					
	3					
	4					
5						
6						
Signature		Title	Date			

**Upon completion of Section 3, a LEGIBLE copy of this form must be mailed within 10 days by the postsecondary institution to the Minnesota Department of Education at the above address. Additionally, copies must be returned to the student indicated in Section 1 and the secondary school of attendance indicated in Section 2.**



## POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

### STUDENT ELIGIBILITY - Refer to Minn. Stat. § 124D.09 (2006)

Any public, nonpublic, home school 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 high school 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 high school year.
  - 3) For purposes of determining PSEO eligibility, a full-time student must give up a class to become eligible. (Refer to Frequently Asked Questions on Minnesota Department of Education website:
- 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 postsecondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are **not** college level.
- F. In 2003, the PSEO law was amended so that the books are now returned to the college not the high school. Section 19 Minn. Stat. 2002, § 124D.09, subdivision 20, is amended to read: Subd. 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.