



POSTSECONDARY ENROLLMENT OPTIONS PROGRAM
NOTICE OF STUDENT REGISTRATION

ED-01763-15

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. This form must be mailed to the Post-Secondary Institution you choose to attend. Students should not mail this application to MDE.

School Year: 2015-16

College Student ID Number: _____

1. TO BE COMPLETED BY THE STUDENT

Student Name (Last, First, M.I.): _____ Circle one M F Date of Birth (MM/DD/YYYY): _____

Address: _____ City: _____ Zip Code: _____

Student Email: _____ Telephone Number: _____

Parent/Guardian Name: _____ Address (if different than above): _____

Postsecondary institution you plan to attend this term: _____

Minnesota Statutes, section 124D.09, requires that students and parent/guardians sign a statement indicating they have received information about the program, are aware that counseling services are available and understand the responsibilities regarding enrollment in postsecondary courses. We have received the information required under Minnesota Statutes, section 124D.09, and are aware the above student is enrolling in postsecondary courses.

Signature - Parent/Guardian (if student is under 18) _____ Signature - Student _____ Date _____

Directions: Upon completion of Section 1, please pass this form to the pupil's secondary school for completion of Section 2.

2. TO BE COMPLETED BY THE SECONDARY/NON-PUBLIC/HOME SCHOOL

Name of Secondary/Non-Public/Home School Attending: _____ School Classification (Circle one only): Public Non-public Home

13 Digit MARSS Student Number (public student only): _____

Name of School District of Attendance: _____ Attendance District Number and Type: _____

Resident District: _____ Resident District Number and Type: _____

Is the above student eligible for program application? (see page 3 for requirements)(Circle one) YES NO IF NOT ELIGIBLE, RETURN FORM TO STUDENT, DO NOT CONTINUE PROCESSING.

During period of attendance at postsecondary institution student's secondary grade level will be: (Circle Grade)

Grade 10 *Public Students Only Grade 11 Grade 12

NOTE: HIGH SCHOOL GRADUATES AND 21 YEAR-OLDS ARE NOT ELIGIBLE

Student may not enroll in PSEO in addition to a full high school course load. Does the student have at least one free class period during the school day? (Circle One) YES NO

SECONDARY/NON-PUBLIC/HOME SCHOOL 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 _____ Title _____ Date _____

Secondary School Contact Name Typed or Printed _____ Telephone Number _____ Email Address _____

Directions: Upon completion of Section 2, please pass this form to the postsecondary institution for completion of Section 3.

Student Name (Last, First, M.I.):	Date of Birth (MM/DD/YYYY):
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3. TO BE COMPLETED BY THE POSTSECONDARY INSTITUTION

Name of Postsecondary Institution:	City of Postsecondary Institution:
College Student ID Number:	Term of Planned Attendance (Circle one only):
	Qtr 1 Qtr 2 Qtr 3 Sem 1 Sem 2
Postsecondary Institution Contact Person:	Title:
Telephone Number:	E-Mail Address:

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

POSTSECONDARY REGISTRATION VERIFICATION

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

Signature – Postsecondary Institution Contact Person	Title	Date
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Direction: Within 10 days following completion of section 3, the postsecondary institution must mail a LEGIBLE copy of this form to the following address: Minnesota Department of Education, Division of School Finance, 1500 Highway 36 West, Roseville, MN, 55113. Additionally, copies of the completed form must be sent 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 Minnesota Statutes, section 124D.68, and section 124D.09

Any pupil in a Minnesota public, nonpublic, home school or American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, classified as an 11th or 12th grader and accepted by a postsecondary institution, may enroll either full- or part-time in nonsectarian courses at an eligible postsecondary institution. Eligible 10th grade students may enroll in a Career and Technical Education (CTE) course offered by a Minnesota state college or university. Please review requirements below.

A. A student must be enrolled in school in the 11th or 12th grade;

OR

A student who is in the 10th grade may apply to an eligible postsecondary institution for the purpose of enrolling in a Career and Technical Education (CTE) course. The 10th grade student must have taken the 8th grade MCA reading test in the 8th grade and have met the composite proficiency level of meets or exceeds.

B. Limit on Participation:

- 1) A pupil who first enrolls in grade 9 may not enroll in postsecondary courses for more than the equivalent of four academic years.
- 2) A pupil who first enrolls in grade 10 may not enroll in postsecondary courses for more than the equivalent of three academic years.
- 3) A pupil who first enrolls in grade 11 may not enroll in postsecondary courses for more than the equivalent of two academic years, except for state approved Learning Year Programs pursuant to Minnesota Statutes, section 124D.128, summer sessions are not included.
- 4) A pupil who first enrolls in grade 12 may not enroll in postsecondary courses for more than the equivalent of one academic year.
- 5) If a pupil in grade 9, 10, 11, or 12 first enrolls in a postsecondary course for secondary credit during the school year, the time of participation shall be reduced proportionately.

C. For purposes of determining PSEO eligibility:

- 1) An academic year is equivalent to a school year. A school year is defined as July 1 through June 30.
- 2) If a pupil is in a learning year or other year-round program and begins each grade in the summer session, summer sessions shall not be counted against the time of participation.
- 3) A pupil who has graduated from high school cannot participate in a PSEO program.
- 4) A pupil who has completed course requirements for graduation but who has not received a diploma may participate in the program.

D. If a student first enters the program **during** the academic year, the time of participation 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 2nd 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 an alternative education student participating in an approved full-time early/middle college program designed to 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 School Finance](#) page MDE > School Support > School Finance > Postsecondary Enrollment Options on the Minnesota Department of Education's website.