Minnesota Department of Education	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	**POSTSECONDARY ENROLLMENT OPTIONS PROGRAM NOTICE OF STUDENT REGISTRATION**	ED-01763-14

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.**

1. TO BE COMPLETED BY THE STUDENT

Student Name (Last, First, M.I.):		☐ M ☐ F	Date of Birth (MM/DD/YYYY):
Address:	City:	Zip Code:	Telephone Number:
Parent/Guardian Name:	Address (if different than above):		

Postsecondary institution you plan to attend this term:

Do you plan to attend more than one Postsecondary Institution this term? ☐ YES ☐ NO
If YES, name of the other Postsecondary Institution(s):

Have you ever enrolled in PSEO program before now? ☐ YES ☐ NO
If YES, name of Postsecondary Institution(s) attended: Dates enrolled:

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 the counseling services are available and are aware of this responsibilities regarding participating in the program. We have received the information required under Minnesota Statutes, section 124D.09, and are aware that the above student is enrolling in postsecondary courses.

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

2. TO BE COMPLETED THE SECONDARY/PRIVATE/HOME SCHOOL

Name of Secondary/Home School Attending:	School Classification (check one only): ☐ Public ☐ Nonpublic ☐ Home	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) ☐ YES ☐ NO **IF NOT ELIGIBLE, RETURN FORM TO STUDENT, DO NOT CONTINUE PROCESSING.**

During period of attendance at postsecondary institution students' secondary grade level will be: ☐ Grade 10 ☐ Grade 11 ☐ Grade 12 **NOTE: 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 reduced high school instructional time? ☐ YES ☐ NO

SECONDARY/PRIVATE/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. If the above named school is a nonpublic school, student tuition shall be proportionally adjusted to reflect the above clock hours of postsecondary attendance.

Signature – Secondary School Contact Person	Title	Date

Telephone Number: _____

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

3. TO BE COMPLETED BY THE POSTSECONDARY INSTITUTE

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

COURSES TAKEN FOR SECONDARY CREDIT	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, 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 by the postsecondary institution to the Minnesota Department of Education (address on page 1). 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 Minnesota Statutes, section 124D.09 (2012).

Any Minnesota 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. Beginning fall semester of 2102, eligible 10th grade students may enroll in a Career and Technical Education (CTE) course. Please review additional requirements below. Foreign students participating in cultural exchange programs are not eligible.

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. A student who enters the program:
   1) At the **beginning** of the 10th grade year may continue in the program for the equivalent of three academic high school years, except for state approved Learning Year Programs pursuant to Minnesota Statutes, section 124D.128, summer sessions not included.
   2) A the **beginning** of the 11th 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, summer sessions are not included.
   3) At the **beginning** of the 12th 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 high school.

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 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.

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) on the Minnesota Department of Education's website.