



**NOTE:** Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1 and 2 are **completely** filled out, mail the enrollment form to the postsecondary institution. Do not mail this form to MDE.

**College Student ID Number:**

**1. TO BE COMPLETED AND SIGNED BY THE STUDENT & PARENT/GUARDIAN**

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

Street Address:    City:    Zip Code:    Telephone Number:

Postsecondary Institution This Term:                      Parent/Guardian Name:    Address (if different than above):

Minnesota Statutes, section 124D.09, subdivision 6, requires students and parent/guardian sign a statement indicating they have received information about the program, are aware 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 student above is enrolling in postsecondary courses.

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

**Upon completion of Section 1, pass this form to the pupil's secondary school for completion of Section 2**

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

Secondary/Non-Public/Home School Name    School Type – Select One    Students MARSS Number  
Public                      Non-Public                      Home School

Attending School District Name                      Attending School District #                      Resident District Name                      Resident District #

Student's grade while attending this Postsecondary Institution, Select grade level                      Grade 10                      Grade 11                      Grade 12  
Public Only

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

Students may not enroll in PSEO courses in addition to a full high school class load. Does this student have at least one free class period during the high school day? (select one)    Yes                      No

Is the above student eligible for program application? (See page 3 for requirements) (select one)    Yes                      No

**SECONDARY/NON-PUBLIC/HOME SCHOOL VERIFICATION**

I certify 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 the information in Section 2 is accurate and applicable to the student.

Secondary School Contact Name                      Contact Signature    Email Address    Telephone                      Date

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

Student Name (Last, First, M.I.)

Date of Birth (MM/DD/YYYY)

College Student ID Number

**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

Semester 1

Semester 2

Qtr. 1

Qtr.2

Qtr.3

Postsecondary Institution Contact Name

Email address

Telephone

**COURSES TAKEN FOR SECONDARY CREDIT****COURSE NUMBER****COURSE CREDITS**

Course #1

Course #2

Course #3

Course #4

Course #5

Course #6

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

Signature-Postsecondary Institution Contact Person

Title

Date

**REQUIRED UNDER MINNESOTA STATUTE, SECTION 124D.09, SUBD. 5**

"If an institution accepts a secondary pupil for enrollment under this section, the institution shall send written notice to the pupil, the pupil's school or school district, and the commissioner within ten days of acceptance. The notice must indicate the course and hours of enrollment of that pupil."

The postsecondary institution must mail a copy of this form, within ten days of acceptance, 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, within ten days of acceptance, to the student indicated in Section 1 and the secondary school of attendance indicated in Section 2.**

## **POSTSECONDARY ENROLLMENT OPTIONS (PSEO) STUDENT ELIGIBILITY**

### **Minnesota Statutes, section 124D.68 and section 124D.09**

#### **Public School Student Eligibility – 11<sup>th</sup> OR 12<sup>th</sup> Grade Pupil, Minnesota Statutes 124D.09, subdivision 5.**

An 11th or 12 grade pupil enrolled 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, may apply to an eligible postsecondary institution (PSI) to enroll in nonsectarian courses.

#### **Public School Student Eligibility – 9<sup>th</sup> or 10<sup>th</sup> Grade Pupil, Minnesota Statutes 124D.09, subdivision 5b.**

A 9th or 10th grade pupil enrolled in a district or an 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, may apply to enroll in nonsectarian courses offered under 124D.83, subdivision 10 courses according to agreements, if:

1. The school district and the eligible PSI providing the course agree to the student's enrollment; or
2. The course is a world language course currently available to 11th and 12th grade students, and consistent with section 120B.022 governing world language standards, certificates, and seals.

#### **Nonpublic School Student, Alternative Pupil Eligibility – 11<sup>th</sup> or 12<sup>th</sup> Grade Pupil, Minnesota Statutes 124D.09, subdivision 4.**

Alternative pupil means an 11<sup>th</sup> or 12<sup>th</sup> grade student not enrolled in a public school district, and includes students attending nonpublic schools and students who are homeschooled.

#### **Career or Technical Education (CTE) Eligibility -10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> Grade, Minnesota Statutes 124D.09, subdivision 5a.**

A 10th, 11th, or 12th grade pupil enrolled in a district or an 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, may enroll in a CTE course offered by a Minnesota state college or university. A 10th grade pupil applying to a CTE course must have received a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading as a condition of enrollment. A current 10th grade pupil who did not take the 8th grade MCA in reading may substitute another reading assessment accepted by the enrolling PSI.

#### **Limit on Participation, Minnesota Statutes 124D.09, subdivision 8.**

1. A pupil who first enrolls in grade 9 may not enroll in PSEO courses for more than the equivalent of four academic years.
2. A pupil who first enrolls in grade 10 may not enroll in PSEO courses for more than the equivalent of three academic years.
3. A pupil who first enrolls in grade 11 may not enroll in PSEO courses for more than the equivalent of two academic years.
4. A pupil who first enrolls in grade 12 may not enroll in PSEO courses for more than the equivalent of one academic year.
5. If a pupil in grade 9, 10, 11, or 12 first enrolls in PSEO during the school year, participation shall be reduced proportionately.
6. 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.
7. If a school district determines a pupil is not on track to graduate, the limit on participation does not apply to that pupil.
8. A pupil who has graduated from high school cannot participate in a program under this section.
9. A pupil who has completed requirements for graduation but who has not received a diploma may participate in the program.

#### **Academic Year**

For purposes of determining PSEO eligibility, an academic year is equivalent to a school year and is defined as July 1 through June 30.

#### **Early Middle College Program – Minnesota Statutes 124D.09, subdivision 9 (b).**

An institution **must not** enroll secondary pupils, for PSEO purposes, in remedial, developmental, or other courses that are **not** college level except when a student eligible to participate and enrolled in the graduation incentives program under section 124D.68 enrolls full time in a middle or early college program designed with a well-defined pathway to allow the student to earn a certificate or degree.

#### **Fees; Textbooks; Materials – Minnesota Statutes 124D.09, subdivision 20.**

All textbooks and equipment provided to a pupil, and paid for by the department, are the property of the pupil's PSI. Each pupil is required to return all textbooks and equipment to the PSI after the course has ended.

#### **Participation in High School Activities – Minnesota Statutes 124D.09, subdivision 11a.**

A school district must allow a student enrolled in a course under this section to remain at the school site during regular school hours.

#### **Access to Building and Technology – Minnesota Statutes 124D.09, subdivision 11(a) and subdivision 11(b).**

A school district must allow a student enrolled in a PSEO course to remain at the school site during regular school hours. A school district must adopt a policy that provides a student enrolled in PSEO with reasonable access during regular school hours to a computer and other technology resources the student needs to complete coursework for a PSEO course.

View the Postsecondary Enrollment Options School Finance webpage at MDE > Districts, Schools and Educators > Business and Finance>School Finance > Postsecondary Enrollment Options.

# PSEO Book Contract

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*This form must be read, completed, and signed by the PSEO student before books can be obtained from the Saint Paul College Bookstore.*

All required textbooks and required, consumable equipment/materials are provided to PSEO students by the PSEO program, free of charge. When the semester ends, all of those books and equipment must be returned to the Saint Paul College Bookstore in good condition.

If books and equipment are not returned to the Bookstore in good condition by the deadline, which is the **last day of the semester**, the student will be billed for the cost of the books and equipment, and a hold will be placed on the student's record until the bill is paid in full. This bill will not be paid by the PSEO program.

*Non-consumable equipment/materials that are not used up or depleted such as a camera, uniform, stethoscope, etc., are not covered by the PSEO program. PSEO students are responsible for paying for those items out of pocket, and may keep them after the end of the semester.*

I, \_\_\_\_\_, have read the above PSEO Book  
*Please print full name*

Contract and agree to the terms of the policy.

I understand that the PSEO textbooks and equipment lent to me must be returned to the Saint Paul College Bookstore in good condition **by the last day of the semester.**

Student / Tech ID#: \_\_\_\_\_

Email: \_\_\_\_\_

I am a:

New Saint Paul College PSEO Student

Returning Saint Paul College PSEO Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

