



PERMIT FOR SPECIAL K-12 STUDENTS TO ATTEND MERCED COLLEGE CLASSES

Merced College Board Policy 5010 requires **written recommendation from the K-12 school principal** or the principal's designee before a K-12 student may be admitted as a special part-time or as a special full-time student. Merced College also requires **permission of parent(s)**.

NOTE: MC Placement test is required for students enrolling in English, Math, or in 6 or more units: call 384-6000 for details on testing or on admissions/residency.

TO BE COMPLETED BY STUDENT: Term: Fall Spring Summer _____ (year) Date: _____

Merced College ID number: _____ Grade Level (K-12) during term: _____ School District attending: _____

PRINT Student Name: _____ Phone Number: (____) _____

Student Address: _____ City: _____ State: _____ Zip: _____

Emergency Contact Information:

Name _____ Relationship _____ Phone Number: (____) _____

I have read and understand the guidelines stated on the reverse side of this form: Student Initial _____ Parent Initial _____

Parent Signature: I approve my child to take the class listed below: (required unless proof of emancipation): _____

I authorize Merced College to share Grade and Attendance information with my designated High School District for any dual/concurrent enrollment course.

Student Signature _____ Parent Acknowledgement _____

TO BE COMPLETED BY APPROVING K-12 PRINCIPAL OR DESIGNEE: (ONE COURSE PER FORM)

SPECIAL PART-TIME student is one enrolled in 1-11 units or not subject to enrollment fees. FULL-TIME student is one enrolled in 12 or more units and subject to all fees.

Academic Term	Course Title/Name	Number of Units
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*We certify that this student has demonstrated **adequate preparation** and has availed him/herself of opportunities to enroll in "equivalent" courses in district(s) of attendance. We recommend this class, if approved by college officials:

PRINT Name and Title of Approving K-12 Official	* SIGNATURE of Approving K-12 Official	Date
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For Summer Session Enrollment: By signing this form the K-12 Official verifies that this approval is within the Title 5 requirement of no more than 5% of the prior term's respective class

TO BE COMPLETED BY COLLEGE OFFICIAL: (Signature indicates approval for student to attend)

Conditions, if any: _____

11 th or-12 th grade student:	_____ College Counselor Approval	_____ Date
10 th grade student:	_____ College Counselor Approval	_____ Date
	_____ Area Dean Approval	_____ Date
9 th grade or below 9 th grade student:	_____ College Counselor Approval	_____ Date
	_____ Area Dean Approval	_____ Date
	_____ Professor of requested course Approval	_____ Date
	_____ Vice-President of Instruction Approval	_____ Date

Any Physical Education Course: _____

 Vice-President of Instruction Approval _____ Date _____

K-12 Enrollment at Merced College Parent/Guardian Information

Thank you for your interest in and support of education. Merced College wants each student's experience to be positive and successful, and we believe the information below is important for you to know.

Parents or guardians of K-12 students should understand that Merced College classes are not an extension of secondary school classes and that there will be significant differences in educational experience. The items for your consideration, which are guidelines related to K-12 students, include:

1. K-12 students must be present or have given signed written permission to their parent/guardian in order to enroll in classes.
EXCEPTION: AB288/CCAP enrollment will be collected at the high school for batch registration.
2. K-12 students are required to pay for the mandated health fee and for their textbooks or other required classroom supplies. (If the K-12 student is enrolling for fewer than 12 units, no enrollment fees will be assessed other than the health fee)
EXCEPTION: AB288/CCAP designated classes held on the high school campus have no fees to the student.
3. K-12 students will be held to the same grading standards as adult students. Their grades will become a part of a permanent academic record at Merced College.
EXCEPTION: Students taking AB288/CCAP classes acknowledge that grades earned from these classes will be shared with the student's High School district.
4. K-12 students may be in an adult instructional environment. They may be exposed to subjects of an adult nature.
5. K-12 students are not supervised while they are on campus grounds.
6. K-12 students will not receive special counseling or support from the college's student services programs beyond what is provided for older students.
7. K-12 student records are considered confidential. Parents or guardians are not notified and may not obtain student progress, final grade, or attendance information without the signed written permission of the student.
(FERPA Family Educational Rights and Privacy Act 20U.S.C.& 1232g; 34 CFT Part 99)

If you have any questions about the appropriateness of the student's enrollment at Merced College, you are encouraged to speak with their school counselor, and/or the college.