

MERCED COMMUNITY COLLEGE DISTRICT

Admissions and Records
3600 M Street
Merced, CA 95348-2898

Los Banos Campus
22240 Highway 152
Los Banos, CA 93635

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

Merced Colleges 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).

****Submit completed K-12 form with all required signatures to : k12admissions@mccd.edu for processing****

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

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

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

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

Student Email Address: _____ Anticipated High School Graduation Date: _____

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)

K12 Students enrolled in 1-11 units are considered SPECIAL PART-TIME and are not subject to enrollment fees. K12 Students enrolled in >11 units are considered FULL-TIME and are subject to all fees.

Academic Term	Course Name /Section Number	Number of Units
_____	_____	_____

*By signing this form,we certify that this student has demonstrated adequate preparation and has availed him/herself of opportunities to enroll in "equivalent" courses in the 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 _____

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: _____

9 th TO-12 th grade student:	_____	_____
	College Counselor Approval	Date

8 th grade student or below:	_____	_____
	College Counselor Approval	Date
	_____	_____
	Area Dean 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.

2. **K-12 students are required to pay:**

- Textbooks 25\$ per unit(Effective: Summer 22) - Opt out deadline available

(If the K-12 student is enrolling for 11 or fewer units, no tuition fees will be assessed)

- **K-12 Students enrolled in >11 units are considered FULL-TIME and are subject to all fees.**

- Student body fee (\$10)

The Student rep fee (\$2) and the student body fee (\$10) may be waived if the appropriate forms (<http://www.mccd.edu/resources/fees/forms.html>) are completed and turned in to the Student Fees Office by the end of the first week of the term you are enrolling in.

(Exceptions to the fees requirements is enrollment in the K12 CCAP program.)

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.

4. K-12 students taking AB288/CCAP classes acknowledge that grades earned from these classes will be shared with the student's High School district office.

5. K-12 students may be in an adult instructional environment. The community college is an adult learning environment and reflects a diverse community of learners. Discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students. Course content will not be changed to accommodate minors.

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. Merced College assumes no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is canceled and/or dismissed early.

8. K-12 student educational records are considered confidential. Parents or guardians are not notified and may not obtain student academic or financial records without the signed written permission of the student as stated by the Family Educational Rights and Privacy Act (FERPA). Students MUST be present to sign the authorization to release student information form in front of an authorized Merced College staff member. Educational Records are defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

9. All students seeking admission into physical education classes must be approved by the Vice President of Instruction. The Chancellor's Office recommends that districts limit the number of special admin pupils in each physical education class section to 10 percent of the maximum enrollment specified for that section of the course.

10. Middle and Lower School Students: For students attending middle and lower schools (8th grade & below), the determination shall be made by the Area Dean and the instructor of the course. The school must provide transcripts and a letter signed by the principal indicating how in his or her opinion the student can benefit from instruction. The Area Dean will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected.

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.