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## **HIGH SCHOOL SPECIAL ENROLLMENT**

Special enrollment provides educational opportunities for high school students who can benefit from college level instruction. High school students can take approved Peralta Community College courses with the permission of their high school counselor and a parent or guardian. High school students enrolling in college level courses must satisfy the prerequisites of the courses they take and follow all college rules and policies.

Special enrollment provides high school students with opportunities to accelerate their academic or vocational career and expands access to higher education.

High school students with special enrollment are exempt from paying California Community College tuition and fees. There are some restrictions on the courses that can be taken by special enrollment high school students. Please meet with your high school or college counselor to confirm that the courses you sign up for are appropriate.

### **Policy and Guidelines**

- **Who can take special enrollment courses?** Students in grades 9–12 with the approval of their high school counselor and a parent or guardian. \*
- **All courses taken become part of the students' official college record.** This means special enrollment students have a big responsibility because their performance in these courses will be on their permanent record and can affect their admission to other colleges or universities, their eligibility for financial aid and their eligibility for athletics.
- **Tuition and Fee:** Special admit High School students who are California residents will not be charged enrollment fees or any other college/district fees.

\* Home schooled students must get written approval from their local high school district.

### **Steps to Apply for High School Special Enrollment**

1. Talk to a high school counselor to choose a course or courses that will help you make progress toward your educational and professional goals.
2. Visit [www.peralta.edu](http://www.peralta.edu) and click "Apply Now" to complete an Admissions application.
3. Complete this High School Special Enrollment form. It must be signed by a high school counselor as well as a parent or guardian.
4. Bring this High School Special Enrollment Form, your high school transcript and a photo ID to the Admissions and Records Office at the college you plan to attend.

Students will receive college credit for the successful completion of a Peralta course. Their high school may also provide high school credit for courses taken in the Peralta Colleges. The Peralta Office of Admissions and Records will send a transcript to the high school upon request.



## HIGH SCHOOL SPECIAL ENROLLMENT

Request for High School students to attend:  Alameda  Berkeley  Laney  Merritt

Term:  Summer  Fall  Spring Year: 20\_\_\_\_ H.S. Grade Level (on the 1<sup>st</sup> day of the college term): \_\_\_\_\_

### High School Student Information

Student's Name: \_\_\_\_\_  
Last Name
First Name
M.I.

Peralta Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
or last 4 digits of SSN

Address: \_\_\_\_\_  
Street
City
State
Zip

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

H.S. Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that I am the parent/guardian of the above-named student and am in agreement with, and give my consent for, his/her attendance at the above named college(s). We have read and understand the Steps for High School Special Enrollment Program and authorize the college to release information requested by my school.

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HIGH SCHOOL AUTHORIZATION

Permission is granted for the above-named student to enroll in courses at: \_\_\_\_\_

High School Currently Attending: \_\_\_\_\_

High School Location: \_\_\_\_\_  
Street
City
State
Zip

H.S. School Counselor's Name: \_\_\_\_\_ Dat: \_\_\_\_\_

H.S. School Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* Per Education Code Section 48800, for summer sessions, K-12 principals may not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of the recommendation.*

### HIGH SCHOOL DISTRICT AUTHORIZATION (FOR HOME SCHOOLED STUDENTS ONLY)

H.S. District Official's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

H.S. District Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### AUTHORIZED CLASS SCHEDULE

CLASS CODE	DEPT. & COURSE #	COURSE TITLE	HOURS	DAYS	ROOM	INSTRUCTOR	UNITS	H.S. COUNSELOR APPROVAL

### ADMISSIONS AND RECORDS USE ONLY

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_