



Walled Lake Consolidated School District

Educational Services Center
850 Ladd Road, Building D
Walled Lake, Michigan 48390
248-956-2000

Dear Student:

Historically, school districts, in an effort to offer a broader, challenging, rigorous curriculum to meet students' needs and interests, have allowed their students to attend courses at local colleges or universities, in addition to their regular high school curriculum. This is called "dual enrollment" or postsecondary enrollment.

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, a student is eligible if all of the following conditions are met:

1. Student is in grade 9, 10, 11 or 12.
2. Student has taken the Michigan Merit Exam (MME) and has achieved a qualifying score in all subject areas on the MME. The student who has NOT taken the MME must have achieved a qualifying score in all subject areas on the EXPLORE, PLAN, ACT or the College Board PSAT readiness assessment. If the student has not achieved a qualifying score in all subject areas on the MME, the ACT, EXPLORE, PLAN, or the College Board PSAT readiness assessment, the pupil is eligible only for the limited purpose of enrolling in one (1) or more eligible courses in a subject area for which he or she has achieved a qualifying score, or in computer science or foreign language not offered by the school districts, or in fine arts as permitted by the district at a postsecondary institution.
3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The district is not obligated to offer dual enrollment opportunities for courses that are currently part of their high school curriculum. An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby, craft, or recreational course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay the lesser of:
 - a. the actual charge for tuition, mandatory course fees, materials fees and registration fees; or
 - b. the statewide pupil-weighted average foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.
7. School districts are not required to provide financial support for transportation or parking costs necessary for an eligible student to participate in postsecondary enrollment.
8. The postsecondary institution is only to enroll students with a letter from the district recognizing them as eligible for tuition payment by the district.
9. The students may not drop any course without the express written permission from the school district responsible for the payment of the tuition. The eligible student shall repay to the school district any funds that were expended by school district for the course that are not refunded to the school district by the eligible postsecondary institution. This does not apply to an eligible student who does not complete the course due to a family or medical emergency.

Please review the contents of this letter with your parent(s)/guardian(s). If you believe you are eligible for dual enrollment, that you qualify for tuition and fee support, and you wish to participate, please contact your counselor.

PSEO CHECKLIST

**Separate packet required for each Term.
(Separate packet for each school if
enrolled in two different schools in a
semester.)**

For Counselor/Secretary Use.

YEAR: _____

PLEASE CIRCLE: **FALL** **WINTER**

SCHOOL: _____

LAST NAME (Student's): _____

FIRST NAME (Student's): _____

GRADE: (@ time of FALL term) _____

- ☐ Complete PSEO checklist.
- ☐ High school counselor meets with student to determine eligibility (benefits, limitations, risks, etc.). Counselor completes PSEO VERIFICATION CHECKLIST; Counselor, Principal, Student and Parent sign form. Counselor and student complete High School Guest Application if student is eligible.
- ☐ Student receives POSTSECONDARY ENROLLMENT REQUEST and returns completed form, signed by Student and Parent, to Counselor. Counselor signs and dates.
- ☐ Counselor provides student with completed VERIFICATION OF ELIGIBILITY FOR POSTSECONDARY ENROLLMENT VOUCHER LETTER to provide documentation of payment to the postsecondary institution. **(Exception: OCC does NOT require this letter.)** Counselor completes calculation worksheet.
- ☐ Counselor sends ENTIRE PACKET to Principal's secretary including the college dual enrollment & school authorization form.
- ☐ Principal's secretary forwards copy of entire packet to Kelly Tome' at the ESC and returns one completed copy to the Counselor.
- ☐ Student brings course registration from postsecondary institution to the counselor. Counselor adjusts schedule.
- ☐ Student submits receipt for reimbursement of textbook (partial or full), depending on tuition amount and the maximum allowable are not exceeded. Counselor/Secretary forwards receipt to Kelly Tome' at the ESC. ***(Please send book receipt immediately after student's book purchase.)***
- ☐ Student completes approved course and provides grade verification to the school counselor **(WHETHER HIGH SCHOOL CREDIT IS TO BE AWARDED OR NOT)**. If credit is to be awarded, it will be added to the high school transcript.



WALLED LAKE CONSOLIDATED SCHOOL DISTRICT

PSEO VERIFICATION CHECKLIST

DATE: _____

STUDENT NAME: _____

The above student currently attends the Walled Lake Consolidated School District and is eligible for postsecondary enrollment. We understand that your institution will transmit a bill to our district detailing the tuition and fees for the student. Please be advised that the school district will only pay for those classes identified.

Verification of Eligibility for Postsecondary Enrollment Option

Student has achieved qualifying scores in all subject areas in one of the following assessments:

☒ EXPLORE

☐ Michigan Merit Exam (MME)

☐ PLAN

☐ ACT

☐ PSAT

☐ SAT

Counselor's Signature

Principal's Signature

GUIDELINES FOR POSTSECONDARY ENROLLMENT OPTIONS

1. I agree that my college classes cannot conflict with my schedule at my high school.
2. I agree to pay any cost for tuition, fees, etc. that are above the costs paid by the school district.
3. To be scheduled as a postsecondary options student at my high school, I agree to return my completed college schedule to my high school counselor before the start of each semester for approval.
4. Courses are not to be dropped from college without authorization from a representative from your school responsible for tuition and fees payment. I further understand that I am responsible for all funds expended by the school district, if I drop a class after the drop/add deadline, unless it is due to a family or medical emergency.
5. I understand that in order to receive high school credit for my college work, I must bring my college transcript to my high school counselor after completion of the class. If the student does not want high school credit, a copy of his/her transcript must still be presented to the high school counselor. Failure to provide a transcript will result in an (E) entered on the high school transcript and no credit will be earned for the course.
6. I understand that the college classes I select must be the approved postsecondary options courses listed below:

1. _____

2. _____

NUMBER OF:

_____ High School Classes

_____ College Classes

CREDITS:

_____ High School Credit Only

_____ College Credit Only

_____ Both College and
High School Credit

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____



WALLED LAKE CONSOLIDATED SCHOOL DISTRICT POSTSECONDARY ENROLLMENT REQUEST

To Be Completed by Student/Parent

Name:	High School:
	Grade:
Address:	
Course Interest:	
<ol style="list-style-type: none">1. I agree that my college classes cannot conflict with my schedule at my high school.2. I agree to pay any cost for tuition, fees, etc. that are above the costs paid by the school district.3. I agree to repay the district any funds that were expended by the district for a course that I did not complete, unless the course was not completed due to a family or medical emergency.4. To be scheduled as a postsecondary options student at my high school, I agree to return my completed college schedule to my high school counselor before the start of each semester for approval.5. I understand that in order to receive high school credit for my college work, I must bring my college transcript to my high school counselor after completion of the class. If the student does not comply, an (E) will be entered on the high school transcript and the student will not earn any credit for the course.	

Date

Parent's Signature

Date

Student's Signature

Date Rec'd.

Counselor's Signature