ED-001764-25

Postsecondary Enrollment Options
Notice of Student Registration (NOSR) Form 2024-25

Instructions: Complete an enrollment form for each instructional term and postsecondary institution term of attendance. Once Sections 1 and 2 are completed, the next step is to work with the enrolling postsecondary institution to complete Section 3. Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE).

MDE College Student ID Number: _____

1. Student and Parent/Guardian Complete and Sign This Section

Student Name (Last, First, M.I.) _____ Male ◯ Female ◯ Unreported ◯ Birthdate (MM/DD/YYYY) _____

Address _____ City _____ ZIP Code _____ Phone _____

Postsecondary Institution This Term _____ Parent/Guardian Name _____ Address (if different from student) _____

Public School Students: Minnesota Statutes 2023, section 124D.09, subdivision 7, to assist the district in planning a pupil must inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying or not notifying the district by May 30.

_____ Date I/we notified the district the intent to enroll in PSEO, either semester, school year 2024-25.

All Students: Minnesota Statutes 2023, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received PSEO information (including transportation reimbursement for qualified students); are aware counseling services are available; understand PSEO course responsibilities. We have received the information required under Minnesota Statutes 2023, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

My signature(s) below indicates that I/we are aware that if I/we have not notified the enrolling district by May 30, 2024, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

Student Signature _____ Student Email _____

Parent/Guardian Signature (if student is under age 18) _____ Date _____

2. To be Completed by Secondary/Nonpublic/Home School

Secondary/Nonpublic/Home School Name _____ Secondary School Type (Select one) Public ◯ Nonpublic ◯ Home School ◯ Public Student SSID* Number _____

Attending Public School District Name _____ Attending Public School District Number (xxxx-xx) _____

Student grade level during the 2024-25 school year. (Select one): Grade 10 ◯ Grade 11 ◯ Grade 12 ◯

Note: High school graduates are not eligible.
Students may not enroll in PSEO courses in addition to a full high school class load. Students must also give up one period in their high school day. Does this student have at least one free class period during the high school day? Yes ◯ No ◯

Is the above student eligible for program application? (See Pages 3-4 requirements) Yes ◯ No ◯

My signature below certifies the student identified in Section 1 meets the eligibility requirements outlined on Pages 3-4 for participation in the PSEO program this term, and the information in Section 2 is accurate and applicable. The public school student has notified the enrolling public school district of intent to enroll by May 30, 2024, or the public school district has waived the deadline requirements.

Secondary School Contact Name	Contact Signature	Email	Phone	Date

Student Name (Last, First, M.I.) | Date of Birth (MM/DD/YYYY) | MDE College Student ID Number

3. To be Completed by the Postsecondary Institution

Name of Postsecondary Institution | PSI Number (xxxx-xx) | City of Postsecondary

Term of Attendance (Must Select one) Semester 1 ◯ Semester 2 ◯ Qtr 1 ◯ Qtr 2 ◯ Qtr 3 ◯

Postsecondary Institution Contact Name | PSI Contact Email | Telephone

Courses Taken for Secondary and Postsecondary Credit	Course Number	Course Credits
Course #1		
Course #2		
Course #3		
Course #4		
Course #5		

Minnesota Statutes 2023, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30, unless the public school district has waived the deadline as indicated in Section 2 of this form. Only public school students who have met this requirement are eligible for PSEO funding.

Minnesota Statutes 2023, section 124D.09, subdivision 5, requires the institution must notify: (1) the pupil about payment in the customary manner used by the institution: and (2) the pupil's school as soon as practicable if the pupil withdraws from the course or stops attending the course send written notice to the student and the student's school or district. The notice must indicate the course and hours of enrollment of that pupil.

My signature below indicates all statements below are true.

1. The student identified in Section 1 is registered this term for the courses indicated above, all courses are nonsectarian in content and are not remedial or developmental.
2. Tenth grade students during their first semester of PSEO participation may take only one Career or Technical Education (CTE) course and are eligible based on a passing score on the 8th grade reading MCA or a substitute reading assessment accepted by the postsecondary institution.
3. The student has indicated to me the courses above are to be taken for both secondary credit and fulfill the student's high school graduation requirements.
4. MDE may request a data sampling of postsecondary institution NOSR forms as part of a PSEO desk audit request.

Signature – Postsecondary Institution Contact | Contact Email Address | Date

*SSID stands for State Student Identification Number (i.e., MARSS Number)

Postsecondary Enrollment Options (PSEO) Student Eligibility

Minnesota Statutes 2022, sections 124D.68 and 124D.09

Public, Nonpublic and Home School Student Eligibility – 11th or 12th Grade, Minnesota Statutes 2023, section 124D.09, subdivision 4 and 5.

An 11th or 12th 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.

An 11th or 12th grade pupil who is not enrolled in a public school district and includes students attending nonpublic schools and students who are home schooled. A nonpublic or home school student must continue to submit the Letter of Intent to Continue to Provide Instruction to the resident school superintendent in order to participate in PSEO (even if the student is beyond age 17).

Public, Nonpublic and Home School Student Eligibility – 10th Grade CTE Pathway, Minnesota Statutes 2023, section 124D.09, subdivision 4 and 5(a).

A 10th grade public, nonpublic or home school student may enroll in one career or technical education course offered by an eligible institution during the first term of enrollment. A 10th grade student 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. If the 10th grade student received a “C” or better in the career or technical education course, the institution must allow the student to take additional postsecondary courses at that institution, not to exceed the limits in subdivision 8.

Career Technical Education (CTE) Course Definition and Payment

- CTE courses do not include Study Skills, First Year Experience, Career Development Skills or College Success courses.
- For the purpose of PSEO reimbursement for CTE courses taken by 10th grade students, MDE will only pay for courses that are part of a career and technical education program that is not also included in the Minnesota Transfer Curriculum.
- A "career or technical course" is a course that is part of a career and technical education program that provides individuals with coherent, rigorous content aligned with academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current and emerging professions and provide technical skill proficiency, an industry recognized credential, and a certificate, a diploma, or an associate degree.
- The Minnesota Transfer Curriculum consists of general education courses and goal area definitions and competencies designed for transfer among Minnesota public colleges and universities.

Public School Student Eligibility – 9th or 10th Grade, Minnesota Statutes 2023, section 124D.09, subdivision 5(b).

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.

Limit on Participation, Minnesota Statutes 2023, section 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 2023, section 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 2023, section 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 2023, section 124D.09, subdivision 11(a).

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 2023, section 124D.09, subdivisions 11(a) and 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.