

Congratulations on Your Acceptance into the 2026-2027 CTE Emergency Medical Technology Program!

Welcome to EMT Dual Enrollment!

NOTE: You are receiving this packet because your school counselor has identified you as enrolled in this course. If you are unsure of your enrollment status, please contact your school counselor for clarification.

To be eligible for the EMT program, students must complete all paperwork by the deadline(s) outlined in the attached checklist.

To ensure you are fully prepared for the dual-enrolled EMT course at KVCC's Culinary Allied Health Building, please carefully review the enclosed *Student Guidelines Packet* and complete each required step by the deadlines outlined in the timeline.

EMT Guidelines for High School Students

The EMT classes take place in the KVCC Culinary Allied Health Building, located at the Bronson Healthy Living Campus at 418 E. Walnut, Kalamazoo. **Transportation is the responsibility of the student.** Taking dual enrolled classes as a high school student is a wonderful way to begin your college career. Students who choose to dual enroll need to be fully aware of the extra duties and responsibilities that high school students face as new college students. These guidelines are meant to introduce students to some of these responsibilities. This document is not meant to be inclusive of all the guidelines and policies imposed by your high school, CTE, and/or KVCC. Consequently, CTE strongly suggests students also read the KVCC Student Handbook prior to the beginning of the fall term. A copy of the handbook can be found on the KVCC website (www.kvcc.edu) and searching for *student handbook*.

KRESA Career & Technical Education (CTE) is fortunate to partner with KVCC in the offering of the EMT program. KVCC has one of the finest Emergency Medical Services (EMS) programs in Southwest Michigan. As a Basic EMT student you will learn cardiopulmonary resuscitation (AHA Healthcare Provider), fracture splinting and bleeding control. You will also learn IV set up and emergency airway equipment, evaluating a patient with multi-system trauma, hazardous materials awareness and Automatic External Defibrillation (AED). The coursework will include lectures, discussion, lab and clinical experiences. **Detailed course descriptions can be found on the KVCC website.**

Upon successful completion of KVCC's EMT 105, 111, 112, and EMT 115 courses:

- Students are eligible for **MFR licensing** through the Michigan Department of Health and Human Services, via the National Registry of EMTs certification exam, **after completing EMT 105**; *If students have completed both semesters of EMT there is no need to sit for MFR exam because EMT is higher licensure than MFR.*
- Students are eligible for **EMT licensing** through the Michigan Department of Health and Human Services, via the National Registry of EMTs certification exam, **after completing EMT 105, 111, 112 and 115.**

Sose Klein, Registrar
KRESA Career & Technical Education
sose.klein@kresa.org
269-443-7531

Heather Brown, Health Careers Coordinator
Kalamazoo Valley Community College
healthcareers@kvcc.edu
269-488-4743 or 269-548-3229

EMT Student Checklist

Submit by June 1	ADMITTANCE TO KVCC You MUST apply and be accepted to KVCC as a high school student entering a dual enrollment program. The application can be found on www.kvcc.edu/apply. Step 1 → - Follow the online instructions to create an account and submit your application. There is no application fee. - You should receive your acceptance letter by mail within 1 week. This will include your Valley number and your KVCC email address. You must establish your KVCC account and email. See instructions attached. Please KEEP your acceptance letter and bring it with you on your first day of class. IMPORTANT: Be sure to check your KVCC email regularly for important updates and information throughout the summer and the duration of your program.												
Step 2 →	COMPLETE THE KVCC HEALTH CAREERS ONLINE APPLICATION USING YOUR VALLEY NUMBER LISTED ON YOUR ACCEPTANCE LETTER Students MUST complete STEP 1 and obtain their Valley number before submitting the health careers online application. Health Careers Application Link: https://p2.kvcc.edu/utilities/health_careers/												
Step 3 →	SUBMIT THE FOLLOWING FORMS <u>IN PDF FORM</u> TO THE CTE REGISTRAR sose.klein@kresa.org 1. Dual Enrollment Guidelines Acceptance Form 2. KVCC’s Authorization for Release of Information High School Dual Enrollment Form – FERPA 3. American Heart Association (AHA) Basic Life Support (BLS) Certification: If you have already completed AHA BLS ➤ You must provide proof of completion ➤ Submit both certification e-cards (AHA and BLS). ➤ Email them to Sose.Klein@kresa.org												
Submit by July 1	KVCC PLACEMENT TESTING 1) KRESA is asking dual enrolled students to demonstrate that they have met the minimum benchmarks in Reading, Writing, and Math (see table below). 2) Students will need to complete placement testing with KVCC testing centers. 3) To view available hours, please follow this link to the KVCC Testing Center: https://www.kvcc.edu/services/testing/. 4) Students must apply to KVCC and have a Valley number before testing. 5) Students need to bring their Valley number and a picture ID when testing. 6) Placement test scores must be on file prior to registering for course(s). <table><tr><th></th><th>Aleks</th><th>NG Accuplacer</th></tr><tr><td>Writing</td><td></td><td>230</td></tr><tr><td>Reading</td><td></td><td>248</td></tr><tr><td>Math</td><td>14</td><td>260 Arithmetic OR 200 Quantitative Reasoning</td></tr></table>		Aleks	NG Accuplacer	Writing		230	Reading		248	Math	14	260 Arithmetic OR 200 Quantitative Reasoning
	Aleks	NG Accuplacer											
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By August 1 →	Once you are approved and accepted, KVCC's Health Coordinator, Heather Brown, will send the required health forms directly to your KVCC email address. Here is what you will get, • MyValley login and registration instructions • Mandatory Live Scan fingerprinting (criminal background check processed in the KVCC Public Safety office). <u>Must be completed by August 1, 2026</u> • Michigan Waiver and Statement Form • Immunization form to be signed by your health care provider or MCIR • Physical Exam form to be signed by your health care provider • 2-step TB FAQ's – Please read so you understand the requirements • TB form – 2-step TB, QuantiFERON Gold or T-Spot TB blood test is mandatory • COVID-19 vaccine form – Please sign the bottom portion if you did not receive the vaccine • Huron Valley Hold Harmless Form • Life EMS Hold Harmless Form • Uniform Policy • Marijuana PSA • CAH Parking Map & Instructions • Flu Vaccine Form <u>IMPORTANT:</u> ❖ <i>Do NOT wait until the last minute, as scheduling a doctor's appointment can take time.</i> ❖ <i>Check your KVCC email regularly for important updates and information.</i> ❖ <i>Students may be dropped from the program if this deadline and all other requirements are not met.</i>
Step 1 →	HEALTH FORMS ▪ Immunization form: Have your healthcare provider complete the form or provide a copy of your MCIR - Michigan Care Improvement Registry record (mdhhsmiimmsportal.state.mi.us) ▪ Physical form: Must be good for the entire next school year (cannot receive any earlier than March of the current year) ▪ TB form: Tuberculosis TB testing is required for all EMT students (KVCC will send a 2-step TB FAQ)
Step 2 →	REGISTER FOR FALL KVCC COURSE(S) Once placement scores have been received and audited for successfully meeting minimum benchmarks, KVCC and/or CTE Registrar will email approval to register for your course(s).
Step 3 →	KVCC LIVE SCAN FINGERPRINTING MUST BE COMPLETED ▪ Form will be emailed to you from KVCC with your approval to register. ▪ The day of fingerprinting, take your completed Live Scan form and your driver's license or state ID (your school/Valley ID is NOT sufficient) to room # 5120. The cost for the scan is approximately \$60. CTE will cover the expense. For CTE to pay, the student MUST identify themselves as a CTE EMT student at the time of testing.
Late August	STUDENT ID KVCC requires all students to have a valid KVCC ID. Students will not be able to obtain their ID until the above steps are completed and approved by KVCC. Visit their website at: https://www.kvcc.edu/admissions/student-service.php for more details.

August TBA KVCC Texas Township Campus	TO PARTICIPATE IN THE BASIC EMT Program, KVCC REQUIRES CURRENT AMERICAN HEART ASSOCIATION (AHA) BASIC LIFE SUPPORT (BLS) CERTIFICATION Student must attend the American Heart Association (AHA) Basic Life Support (BLS) Certification Training Save the date: Training will be in August 2026 and will start promptly at 8am - 4pm Location: Kalamazoo Valley Community College, Texas Township Campus, Room #TBA NOTE: CTE will email students with additional training details soon. IMPORTANT: If you have a current AHA BLS certification, please email a copy of your e-card from the AHA website by June 1 to Sose Klein at sose.klein@kresa.org.
Last August	ATTEND MEET AND GREET FOR STUDENTS & PARENTS Please bring this packet and your KVCC acceptance letter. The meet-and-greet will include: a tour of Bronson Healthy Living Campus at 418 E. Walnut, Kalamazoo. A visit to the lab space and lecture classroom, distribution of Textbooks, and EMT T-shirt!
September 9	CLASSES BEGIN – Welcome, Kalamazoo Valley Cougars! EMT Lab classes take place at the KVCC Culinary Allied Health Building, located at the Bronson Healthy Living Campus at 418 E. Walnut. Transportation is the responsibility of the student.
October 15	SUBMIT PROOF OF FLU VACCINE TO Heather Brown - healthcareers@kvcc.edu

ACADEMIC CALENDAR AND PROGRAM SCHEDULE

Students must maintain flexible schedules to accommodate extended class times and the KVCC academic calendar. Students are expected to attend **all scheduled KVCC classes**, even when their high school is not in session. This includes high school breaks—that as Spring Break—that may differ from KVCC’s recess periods listed below. The full academic calendar is available on the KVCC website.

Fall 2026 Semester

Semester Begins: **Wednesday, September 9**

Thanksgiving Recess: **Wednesday, November 25 – Sunday, November 29**

Semester Ends: **Saturday, December 19**

Winter 2027 Semester

Semester Begins: **Monday, January 11**

MLK, Jr. Recess: **Monday, January 18**

Spring Recess: **Monday, March 8 – Sunday, March 14**

Semester Ends: **Monday, April 26**

FALL SEMESTER (September- December)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		EMT 105 (weeks 1-14) Medical First Responder 1:00 p.m. – 5:00 p.m. 3 Credits		
WINTER SEMESTER (JANUARY – APRIL)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
EMT 111 (weeks 1-7) EMT Basic I 1:00 – 4:00 p.m.		EMT 111 (weeks 1-7) EMT Basic I LAB 1:00 p.m. – 5:00 p.m. 3 Credits		
EMT 112 (weeks 8-14) EMT Basic II 1:00 – 4:00 p.m.		EMT 112 (weeks 8-14) EMT Basic II LAB 1:00 p.m. – 5:00 p.m. 3 Credits		
EMT 115 (concurrently with EMT 112 weeks 8-14) – Mandatory Clinical Orientation in March (date TBD) To be eligible for the CLINICAL ROTATION, students must pass the preceding coursework. Students will sign up for clinical time in EMT 112. <u>Days and Times TBD</u>				

CANVAS

Canvas is the course management system where faculty can place course materials and record grades. Each student will have a Kalamazoo Valley login, which will give access to all courses through Canvas. Here, KVCC students should be able to monitor grades, find instructional materials, take assigned quizzes, and upload required work. The faculty's use of Canvas may vary from course to course.

FERPA

Family Educational Rights to Privacy Act (FERPA) grants an eligible student the right to privacy for all education records. An eligible student is someone who has reached 18 years of age or who is attending an institution of post-secondary education. At Kalamazoo Valley Community College, FERPA rights for a dual-enrolled student begin the day the student is first admitted and enrolled in a class at Kalamazoo Valley (regardless of age). FERPA rights do not apply to prospects or students who have been admitted but have not enrolled at Kalamazoo Valley. Under these rules, parent/guardians may attend a student's orientation and initial academic counseling session. Kalamazoo Valley instructors will only communicate with the students. Students should check their Kalamazoo Valley email account daily for important messages from instructors. Consequently, it is the student's responsibility, not the parent/guardian, to consult with the instructor regarding assignments, tests, and grades.

INCLEMENT WEATHER

Students follow KVCC, NOT local high school, weather-related closures. Listen to local news outlets for information about campus closures. The KVCC website provides information on how to receive campus closure notifications.

KVCC COMMUNICATION

Due to FERPA, KVCC instructors will communicate student progress only to the student. Postsecondary instructors do not initiate communication with parents or other third parties, such as school counselors, principals, etc. Parents, counselors, and principals should email Sose Klein at sose.klein@kresa.org with any questions. Students are asked to complete an authorization for release form to release limited information to an organization or individual (i.e. parent). The form can be found in this packet.

OFFICE FOR STUDENT ACCESS

As a new college student, you will be responsible for advocating for yourself to access special services and college resources that may be needed to be successful at KVCC. Neither your high school, nor your parents, can initiate this communication for you. **The Office for Student Access**, located in room 2220 (Texas Township Campus), brings together campus services to help students navigate through the college experience. Individualized Education Plan (IEP) and 504 plans are not applicable at the college level; however other services may still be available. Students currently eligible for accommodation and services in high school must register with Kalamazoo Valley's Office for Student Access in Room 2220 on the Texas Township Campus to receive academic support in college-level courses. For more information, call 269-488-4397.

TEXTBOOKS

CTE will purchase the required textbook(s) and loan them out for student use. All textbooks, not purchased by students, are to be returned to the instructor on the last day of each semester in usable condition. Students are liable for lost or unusable textbooks. High schools will be notified to place a HOLD on diplomas until any liability is cleared. If you need to replace a textbook, used textbooks, deemed as in reasonable condition, by CTE, are acceptable, provided the textbook is the same publisher's edition issued to you.

TRANSCRIPTS, GRADES, and CREDITS

Students have the option of earning both high school and college credit for successfully passing dual-enrolled courses. Local high schools set the number of high school credits awarded for each class. For each course, the KVCC transcript grade will be reported to the high school at the end of the corresponding KVCC semester. **It is extremely important to take your dual-enrolled course seriously.**

CTE dual-enrolled course grade(s) will go on your official college transcript.

IMPORTANT: If you do not pass the fall term, you are not eligible to continue for the winter term.

Grading Scale						
100-94% = 4.0	93-88% = 3.5	87-82% = 3.0	81-76% = 2.5	75-70% = 2.0	69-65% = 1.5	64-60% = 1.0
- Clinical Evaluations..... Pass / Fail - Practical examinations/standard selection of skills..... Pass / Fail - Professional Behavior Evaluation..... Pass / Fail						
KVCC EMT 105 requires a minimum 2.0 GPA to continue with EMT 111.						
KVCC EMT 111 requires a minimum 2.0 GPA to continue with EMT 112.						
Correspondingly, students must pass EMT 112 with a 2.0 or better to be eligible for EMT 115 (clinical).						

CHANGING OR DROPPING A CTE DUAL ENROLLED COURSE

Dual-enrolled CTE students are enrolled in their program through the high school and through KVCC. To register, withdraw, or DROP a course, a student needs to communicate enrollment change with the high school AND KVCC Admissions, Registration and Records Office (My Valley Account on the KVCC website). ***A student who does not properly drop or withdraw from KVCC will have a failing grade of 0.00 entered on his/her permanent college record.***

TUITION and CLASS FEES

CTE covers tuition and class fees associated with enrollment in this program. If you receive communication from KVCC that your tuition and/or fees are due, please contact Sose Klein, Registrar, in the CTE office at sose.klein@kresa.org.

If you decide not to enroll in this program at any time, immediately notify your high school and CTE. You will need to drop the college course correctly through KVCC.

Out-of-Pocket Student Expenses			Expenses CTE Covers	
Black Pants	Black Shoes	Dark Socks	Live Scan Fingerprinting (\$60)	Drug Screen (\$25)
White Undershirt		A stethoscope is not required. The instructor will advise if students should purchase one.	Online Clinical Data Tracking Tool (\$30)	Name badge (approx. \$10)
Additional EMT T-Shirt		Wristwatch w/ Second Hand	Textbooks and Platinum cards (\$200)	Tuition & Fees (approx. \$2,200)
			EMS Program T-shirt (\$20)	

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendent of Human Resources. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

MYVALLEY Account Setup Instructions

Step 1: Create your MyValley self-service portal account

1. Access www.kvcc.edu/new
2. Enter your Kalamazoo Valley e-mail address: username@mail.kvcc.edu
3. Enter your New Account Code (NAC) to verify your identity
4. Create your password following the listed criteria



Microsoft
Authenticator

Step 2: Set up Multi-factor Authentication (MFA)

MFA is an additional level of security requiring you to enter a code sent to you when logging in.

1. Click on the MyValley logo at www.kvcc.edu to log in.
2. Enter your Kalamazoo Valley e-mail address and the password you created in step 1.
3. Choose the type of MFA you wish to use on your mobile phone.
 - a. Recommended: Download an MFA app from your mobile phone app store
 - i. Kalamazoo Valley uses **Microsoft Authenticator** for MFA
 - ii. You may use another MFA app if you prefer
 - b. Option: Receive a code via text message or call to your mobile phone
Note: Due to bad reception in some areas on campus, you may not receive texts or calls.
4. Follow the Microsoft prompts to set up MFA.
 - a. If you will not be using the Microsoft Authenticator app, choose "Use a different verification option" when prompted.
 - b. You will need to scan a QR code for the app or enter your mobile phone number.

Contact the IT technical staff at it@kvcc.edu or go to the Student Computer Lab for help with any questions, if you forget your phone or get a new phone. Please include your Valley ID Number in your e-mail or bring photo ID with you when you visit the Student Computer Lab.

LEAVE BLANK



**2026-27
DUAL ENROLLMENT
EMT GUIDELINES
ACCEPTANCE FORM**

Turn in this page at orientation or by June 1, 2026, to Sose Klein at sose.klein@kresa.org.

I received a copy of the CTE Dual Enrollment Guidelines and reviewed them. By signing below, I acknowledge understanding the requirements for successful completion of this program I understand KVCC EMT 105 requires a minimum 2.0 GPA to continue with EMT 111. KVCC EMT 111 requires a minimum 2.0 GPA to continue with EMT 112. Correspondingly, students must pass EMT 112 with a 2.0 or better to be eligible for EMT 115 (clinical).

Student name (printed): _____

Student signature: _____

By signing below, I acknowledge understanding the requirements for successful completion of this program.

Parental/Legal Guardian name (printed): _____

Parental/Legal Guardian signature: _____

Date: _____

Summer Contact Information (please print legibly)

KVCC email: _____ **@mail.kvcc.edu** Valley #: **V00** _____

(Plan to check this on a regular basis, beginning with your acceptance. KVCC & CTE will communicate with you through this email.)

Student Cell Number: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email: _____

Mailing Address: _____

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendent of Human Resources. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

LEAVE BLANK

High School Authorization

Authorization allows KVCC faculty and staff to communicate with your high school principal, counselor or business/finance office representatives to provide appropriate support services, program evaluation, and grade reporting requirements. E-mail addresses are provided solely for the exchange of information that does not contain personally identifiable information from your education record, unless the message is encrypted or the confidential information is in a secured attachment.

Kalamazoo County Schools:

- | | | |
|---|---|---|
| ☐ Climax-Scotts High School
Ph: 269-746-2300
@csschools.net | ☐ Kalamazoo Central High School
Ph: 269-337-0300
@kalamazoopublicschools.net | ☐ Portage Central High School
269-323-5200
@portageps.org |
| ☐ Comstock High School
Ph: 269-250-8700
@comstockps.org | ☐ Kalamazoo Public Schools Administration
Ph: 269-337-0055
@kalamazoopublicschools.net | ☐ Portage Northern High School
269-323-5400
@portageps.org |
| ☐ Galesburg-Augusta High School
Ph: 269-484-2010
@gacsnet.org | ☐ Loy Norrix High School
Ph: 269-337-0200
@kalamazoopublicschools.net | ☐ Schoolcraft High School
269-488-7350
@schoolcraftschools.org |
| ☐ Gull Lake Community Schools
Ph: 269-548-3500
@gulllakecs.org | ☐ Parchment High School
269-488-1100
@parchment.k12.mi.us | ☐ Vicksburg High School
269-321-1100
@vicksburgschools.org |

Van Buren County Schools:

- | | | |
|--|--|---|
| ☐ Bangor High School
269-427-8844
@bangorvikings.org | ☐ Gobles High School
269-628-9347
@gobles.org | ☐ Mattawan High School
269-668-3361
@mattawanschools.org |
| ☐ Bloomingdale High School
269-521-3917
@bdalecards.org | ☐ Hartford High School
269-621-7000
@hpsmi.org | ☐ Paw Paw High School
269-415-5611
@ppps.org |
| ☐ Covert High School
269-764-3700
@covertps.org | ☐ Lawrence High School
269-674-8232
@lawrencetigers.com | ☐ South Haven High School
269-637-0507
@shps.org |
| ☐ Decatur High School
269-423-8853
@raiderpride.org | ☐ Lawton High School
269-624-7806
@lawtoncs.org | |

☐ Other: _____ Ph: _____ E-mail: _____

Early/Middle College and PSEO Representatives

Authorization allows Kalamazoo Valley faculty and staff, Early/Middle College representatives who coordinate with the high schools, and the high schools to exchange information and communicate with each other to provide appropriate support services, grade reporting and program evaluation.

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|---|------------------|-------------------------|
| ☒ Kalamazoo Regional Educational Service Agency (KRESA) | Ph: 269-250-9200 | E-mail: @kresa.org |
| ☐ Gull Lake Early College | Ph: 269-548-3400 | E-mail: @gulllakecs.org |
| ☐ Van Buren Intermediate School District (VBISD) | Ph: 269-674-8001 | E-mail: @vbisd.org |
| ☐ Other: _____ | Ph: _____ | E-mail: _____ |

Parent or Individual Being Authorized

- | | |
|--|-------|
| ☐ Parent's name(s) | _____ |
| ☐ Individual's name | _____ |
| Relationship: | _____ |

Admissions, Registration and Records Office, Room 9140
6767 West O Ave, PO Box 4070, Kalamazoo, MI 49003-4070
Phone: 269-488-4281, Fax: 269-488-4161, arr@kvcc.edu



High School Authorization for Release of Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of eligible students' education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Directory Information, including a student's name, address, telephone numbers, date of birth, enrollment status, enrollment dates, major and degrees earned, may be shared without consent unless the student has placed a confidential hold on their records.

Kalamazoo Valley Community College will not release information, other than directory information, without an Authorization for Release of Information signed by the student, unless it is expressly allowed within the act. Even with this authorization, Kalamazoo Valley is not required to release any information. Upon request of the designated individual or organization, Kalamazoo Valley will use discretion when determining what information may be released.

Information will only be released to authorized parents or individuals in person with photo ID or by written request. Based on established relationships and allowances within FERPA, communication with high school personnel and college coordinators will occur via their identified contact methods or address. Only the most recently signed authorization will be honored. Your authorization will remain effective for the duration of your participation in the Early/Middle College or Dual Enrollment program or the defined period.

Student's Identification		
Name:	First _____	Middle Initial _____ Last _____
Valley Number:	<u>V</u> _____	If Valley Number is unknown, provide your birth date: _____
Reason for Disclosure		
Participation in the	☐ Early/Middle College program	☒ Postsecondary Enrollment Options Act (PSEO)
	☐ Career Launch Kalamazoo (CLK) Pre-Apprenticeship Program	
Information to be Released		
☒ All Educational Records (including, but not limited to, the items listed below)		
Or, specify individual records: (check all that apply)		
<u>Enrollment</u>	<u>Grades</u>	<u>Financial</u>
☐ Class Schedule	☐ Grade Point Average (GPA)	☐ Tuition, fees, payment and refunds
☐ Number of credit hours enrolled in	☐ Grades	☐ Tuition Bill (includes class schedule)
☐ Program of Study Plan	☐ Transcript	
	☐ Placement Test Scores	
☐ Other: _____		
Effective Dates of Authorization		
☐ Valid for the duration of participation in the Early/Middle College Program.		
☒ Valid for one academic year beginning April 1, 2026 and ending with reporting PSEO participation to the State June 30 the following year.		
☐ Valid from this date: _____ to this date: _____		
Note: The period cannot exceed one year.		
Student's Authorization		
I authorize Kalamazoo Valley Community College to release the specified information to the individual or organization identified. This release remains in effect for the period defined above or until I provide a signed termination letter to the Kalamazoo Valley Admissions, Registration and Records office prior to that expiration date.		
Signature: _____		Date: _____

Please indicate on the back of this form to whom the information can be released.

High School Authorization

Authorization allows KVCC faculty and staff to communicate with your high school principal, counselor or business/finance office representatives to provide appropriate support services, program evaluation, and grade reporting requirements. E-mail addresses are provided solely for the exchange of information that does not contain personally identifiable information from your education record, unless the message is encrypted or the confidential information is in a secured attachment.

Kalamazoo County Schools:

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|---|---|---|
| ☐ Climax-Scotts High School
Ph: 269-746-2300
@csschools.net | ☐ Kalamazoo Central High School
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@kalamazoopublicschools.net | ☐ Portage Central High School
269-323-5200
@portageps.org |
| ☐ Comstock High School
Ph: 269-250-8700
@comstockps.org | ☐ Kalamazoo Public Schools Administration
Ph: 269-337-0055
@kalamazoopublicschools.net | ☐ Portage Northern High School
269-323-5400
@portageps.org |
| ☐ Galesburg-Augusta High School
Ph: 269-484-2010
@gacsnet.org | ☐ Loy Norrix High School
Ph: 269-337-0200
@kalamazoopublicschools.net | ☐ Schoolcraft High School
269-488-7350
@schoolcraftschools.org |
| ☐ Gull Lake Community Schools
Ph: 269-548-3500
@gulllakecs.org | ☐ Parchment High School
269-488-1100
@parchment.k12.mi.us | ☐ Vicksburg High School
269-321-1100
@vicksburgschools.org |

Van Buren County Schools:

- | | | |
|--|--|---|
| ☐ Bangor High School
269-427-8844
@bangorvikings.org | ☐ Gobles High School
269-628-9347
@gobles.org | ☐ Mattawan High School
269-668-3361
@mattawanschools.org |
| ☐ Bloomingdale High School
269-521-3917
@bdalecards.org | ☐ Hartford High School
269-621-7000
@hpsmi.org | ☐ Paw Paw High School
269-415-5611
@ppps.org |
| ☐ Covert High School
269-764-3700
@covertps.org | ☐ Lawrence High School
269-674-8232
@lawrencetigers.com | ☐ South Haven High School
269-637-0507
@shps.org |
| ☐ Decatur High School
269-423-8853
@raiderpride.org | ☐ Lawton High School
269-624-7806
@lawtoncs.org | |

☐ Other: _____ Ph: _____ E-mail: _____

Early/Middle College and PSEO Representatives

Authorization allows Kalamazoo Valley faculty and staff, Early/Middle College representatives who coordinate with the high schools, and the high schools to exchange information and communicate with each other to provide appropriate support services, grade reporting and program evaluation.

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|---|------------------|-------------------------|
| ☒ Kalamazoo Regional Educational Service Agency (KRESA) | Ph: 269-250-9200 | E-mail: @kresa.org |
| ☐ Gull Lake Early College | Ph: 269-548-3400 | E-mail: @gulllakecs.org |
| ☐ Van Buren Intermediate School District (VBISD) | Ph: 269-674-8001 | E-mail: @vbisd.org |
| ☐ Other: _____ | Ph: _____ | E-mail: _____ |

Parent or Individual Being Authorized

- ☐ Parent's name(s) _____
- ☐ Individual's name _____
- Relationship: _____

Admissions, Registration and Records Office, Room 9140
6767 West O Ave, PO Box 4070, Kalamazoo, MI 49003-4070
Phone: 269-488-4281, Fax: 269-488-4161, arr@kvcc.edu

