DEPARTMENT OF EDUCATION

# Postsecondary Enrollment Options
# Notice of Student Registration Form 2

ED-001763-26

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

MDE College Student ID Number: This is your College Student or Tech ID. All numbers and no letters!

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

Student Name: Last, First, M.I — Male ◯ Female ◯ Unreported ◯ — Student Date of Birth: Month/Day/Year

Student Name (Last, First, M.I.) — Birthdate (MM/DD/YYYY)

Student Address — City Student Lives In — Student Zip — Student Phone Number

Address — City — ZIP Code — Phone

Name of College Student Wants to take PSEO AT — Print Parent/Guardian Name — *Fill out if parent/guardian has a different address

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

**Public School Students**: Minnesota Statutes 2024, section 124D.09, subdivision 7, to assist the district in planning a pupil must inform the district by October 30 or May 30 of each year the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.

Date you told high school: Month/Day/Year — Date I/we notified the district the intent to enroll in PSEO, either semester, school year 2025-26.

**All Students**: Minnesota Statutes 2024, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received Postsecondary Enrollment Options (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 2024, Section 124D.09, and are aware the student above is enrolling in postsecondary courses.

My signature(s) below indicates I/we are aware that if I/we have not notified the enrolling district by May 30, 2025 or October 30, 2025, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

Student Signature Here — Student email used to apply to college

Student Signature — Student Email

Parent/Guardian Signature — Date of Signature: Month/Day/Year

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

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

High School Does this section!

Public ◯ Nonpublic ◯ Home School ◯

Secondary/Nonpublic/Home School Name — School Type (Select one) — Public School SSID*Number

High School Counselor Completes this section

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

High School Counselor Completes this section

**Student grade level during the 2025-26 school year:** (Select one) 9th grade ◯ 10th grade ◯ 11th grade ◯ 12th grade ◯

**Eligibility 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 ◯

High School Counselor Completes this section

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

My signature certifies the student in Section 1 meets the eligibility requirements, pages 3-4, for PSEO participation this term, and information in Section 2 is accurate and applicable. The public-school student notified the enrolling public-school district of intent to enroll in postsecondary by May 30 or October 30, for PSEO enrollment during the following academic term, or the public-school district has waived the deadline requirements.

High School Counselor Completes this section

Secondary School Contact Name — Contact Signature — Email — Phone — Date

Student Name: Last, First, M.I
Student Name (Last, First, M.I.)

Student Date of Birth: Month/Day/Year
Date of Birth (MM/DD/YYYY)

This is your College Student or Tech ID. All numbers and no letters!
MDE College Student ID Number

**3. To be Completed by the Postsecondary Institution** College Completes this Section

College Completes this Section

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 ◯

College Completes this Section

Postsecondary Institution Contact Name | PSI Contact Email | Telephone

| Courses Taken for Secondary and Postsecondary Credit | Course Number | Course Credits |
|---|---|---|
| Course #1 | College Completes this Section | |
| Course #2 | | |
| Course #3 | College Completes this Section | |
| Course #4 | | |
| Course #5 | College Completes this Section | |
| Course #6 | College Completes this Section | |

Minnesota Statutes 2024, section 124D.09, subdivision 7, requires public school students to inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term to assist the district in planning. A pupil is bound by notifying or not notifying the district by October 30 or 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 2024, section 124D.09, subdivision 5, requires the institution to 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 arenonsectarian 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 TechnicalEducation (CTE) course.
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.

College Completes this Section

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 2024, sections 124D.68 and 124D.09**



Student Keeps This

**Public, Nonpublic and Home School Student Eligibility – 11th or 12th Grade, Minnesota Statutes 2024, 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 2024, section124D.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 2024, 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 withsection 120B.022 governing world language standards, certificates, and seals.

Student Keeps This

Student Keeps This

**Limit on Participation, Minnesota Statutes 2024, 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 fouracademic years.
2. A pupil who first enrolls in grade 10 may not enroll in PSEO courses for more than the equivalent of threeacademic years.
3. A pupil who first enrolls in grade 11 may not enroll in PSEO courses for more than the equivalent of twoacademic years.
4. A pupil who first enrolls in grade 12 may not enroll in PSEO courses for more than the equivalent of oneacademic 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 applyto 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 mayparticipate 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 2024, 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 2024, 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 2024, 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 2024, 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.

Student Keeps This