# Postsecondary Enrollment Options (PSEO) Program Notice of Student Registration 2021-22

ED-001763-22

**2021-22**

**Instructions**: Complete an enrollment form for each instructional term and postsecondary institution 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).

**College Student ID Number:** _____

## 1. To be Completed and Signed by the Student and Parent/Guardian

_____ ◯M ◯F ◯U _____

Student Name (Last, First, M.I.) (Unreported) Date of Birth (MM/DD/YYY)

_____ _____ _____ _____

Address City ZIP Code Phone Number

_____ _____ _____

Postsecondary Institution This Term Parent/Guardian Name Address (if different than above)

**Public School Students:** Minnesota Statutes, 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.

_____ Date I/we notified the public school of the intent to participate in PSEO for either semester of the 2021-22 school year.

My signature(s) below indicates that I/we are aware that if I/we have not notified the enrolling district by May 30, 2021, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

**All Students:** Minnesota Statutes, 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, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

_____ _____

Student Signature Student Email

_____ _____

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

**Upon completion of Section 1, pass this form to the pupil's secondary school for completion of Section 2.**

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

_____ ◯Public ◯Nonpublic ◯Home School _____

Secondary/Nonpublic/Home School Name School Type (Select one) Public School Student's MARSS* Number

_____ _____

Attending School District Name Attending School District Number

Select student's grade level during the 2021-22 school year. (Select only one): ◯Grade 10 ◯Grade 11 ◯Grade 12

**Note: High school graduates and 21-year-olds are not eligible.**

Students may not enroll in PSEO courses in addition to a full high school class load. Does this student have at least one free class period during the high school day? (Select one) ◯Yes ◯No

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

My signature below certifies the student identified in Section 1 meets the eligibility requirements outlined on Page 3 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, 2021, 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) | College Student ID Number

## 3. To be Completed by the Postsecondary Institution

Name of Postsecondary Institution (PSI) | PSI Number | City of Postsecondary Institution

Term of planned attendance (Select one) ◯ Semester 1 ◯ Semester 2 ◯ Quarter (Qtr) 1 ◯ Qtr 2 ◯ Qtr 3

Postsecondary Institution Contact Name | Email | Telephone

| **Courses Taken for Secondary Credit** | Course Number | Course Credits |
|---|---|---|
| Course #1 | | |
| Course #2 | | |
| Course #3 | | |
| Course #4 | | |
| Course #5 | | |
| Course #6 | | |

Minnesota Statutes, 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. A public school student who has not met this requirement is not eligible for PSEO funding.

Minnesota Statutes, 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 indicates that 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. Tenth grade students during their first semester of PSEO participation may take only one Career or Technical Education (CTE) course. The student has indicated to me the courses are to be taken for secondary credit and fulfill the student's high school graduation requirements.

Signature – Postsecondary Institution Contact | Title | Date

*MARSS stands for Minnesota Automated Reporting Student System

# Postsecondary Enrollment Options (PSEO) Student Eligibility

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

**Public School Student Eligibility – 11th or 12th Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 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.

**Public School Student Eligibility – 9th or 10th Grade Pupil, Minnesota Statutes, 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.

**Nonpublic/Home School Student, Alternative Pupil Eligibility – 10th, 11th or 12th Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 4.**

Alternative pupil means a 10th (Career or Technical Education (CTE) only), 11th, or 12th grade student who is not enrolled in a public school district and includes students attending nonpublic schools and students who are home schooled. An alternative pupil must register with the commissioner of education before participating in the PSEO program.

A 10th grade student qualifies as an alternative pupil if the student: (1) is enrolled in a career or technical education course offered by an eligible institution; and (2) received a passing score on the 8th grade Minnesota Comprehensive Assessment, or another reading assessment accepted by the enrolling postsecondary institution. A career or technical education course must meet the requirements under subdivision 5a. If an alternative pupil in 10th grade receives a grade of "C" or better in the career or technical education course taken under this subdivision, the postsecondary institution must allow the student to take additional postsecondary courses for credit at that institution, not to exceed the limits in subdivision 8.

**Public School Student CTE Eligibility – 10th, 11th or 12th Grade, Minnesota Statutes, section 124D.09, subdivision 5(a).**

A 10th, 11th or 12th 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 enroll in a CTE course offered by a Minnesota state college or university. A 10th grade pupil applying to a CTE course 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.

**Limit on Participation, Minnesota Statutes, 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, 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, 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, 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, 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.