



# Postsecondary Enrollment Options (PSEO)

## Program Notice of Student Registration

### 2019-20

ED-01763-20  
**2019-20**

**Note:** Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1 and 2 are completely filled out, mail the enrollment form to the postsecondary institution. Do not mail 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

Student Name (Last, First, M.I.)	M      F	Gender	Date of Birth (MM/DD/YYYY)
Address	City	ZIP Code	Phone Number
Postsecondary Institution This Term	Parent/Guardian Name	Address (if different than above)	

Minnesota Statutes, section 124D.09, subdivision 6, requires students and parent/guardian sign a statement indicating they have received information about the program, are aware counseling services are available and understand the responsibilities regarding enrollment in postsecondary courses. 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 (must be original/wet signature)	Student Email
Parent/Guardian Signature (if student is under age 18) (wet signature)	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

Secondary/Nonpublic/Home School Name	Public      Nonpublic      Home School	Student MARSS* Number
	School Type (select one)	
Attending School District Name	Attending School District Number	Resident District Name Resident District Number
Select student's grade while attending this Postsecondary Institution:	Grade 10 Public Only	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 Pages 3 and 4 for requirements) (select one)      Yes      No

### Secondary/Nonpublic/Home School Verification

I certify the student identified in Section 1 meets the eligibility requirements outlined in Minnesota Statutes, section 124D.09, to apply for participation in the PSEO program this term, and the information in Section 2 is accurate and applicable to the student.

Secondary School Contact Name	Contact Signature (wet signature)	Email	Phone	Date
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**Directions: Upon completion of Section 2, pass this form to the postsecondary institution for completion of Section 3.**

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


I certify the student identified in Section 1 is registered this term for the courses indicated above, all courses are non-sectarian in content, are not remedial or developmental, and the student has indicated to me the courses are to be taken for secondary credit.

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Signature – Postsecondary Institution Contact (wet signature)

Title

Date

Required under Minnesota Statutes, section 124D.09, subdivision 5

“If an institution accepts a secondary pupil for enrollment under this section, the institution shall send written notice to the pupil, the pupil’s school or school district. The notice must indicate the course and hours of enrollment of that pupil.”

**The postsecondary institution must mail a copy of this form to the following address:**

Minnesota Department of Education  
Division of School Finance  
1500 Highway 36 West  
Roseville, MN, 55113

\*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 – 11<sup>th</sup> or 12<sup>th</sup> Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 5.**

An 11<sup>th</sup> or 12<sup>th</sup> 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 – 9<sup>th</sup> or 10<sup>th</sup> Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 5(b).**

A 9<sup>th</sup> or 10<sup>th</sup> 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 11<sup>th</sup> and 12<sup>th</sup> grade students, and consistent with section 120B.022 governing world language standards, certificates, and seals.

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

Alternative pupil means an 11<sup>th</sup> or 12<sup>th</sup> grade student not enrolled in a public school district, and includes students attending nonpublic schools and students who are homeschooled.

### **Career or Technical Education (CTE) Eligibility – 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> Grade, Minnesota Statutes, section 124D.09, subdivision 5(a).**

A 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> 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 10<sup>th</sup> grade pupil applying to a CTE course must have received a passing score on the 8<sup>th</sup> grade Minnesota Comprehensive Assessment (MCA) in reading as a condition of enrollment. A current 10<sup>th</sup> grade pupil who did not take the 8<sup>th</sup> 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.