

Post-Secondary Enrollment Options Application Instructions  
**10<sup>th</sup>-grade option** – Career and Technical Education only – 1 class

**CAREER AND TECHNICAL EDUCATION:** A student who is in 10th grade, who is enrolled in a district may enroll in a career or technical education course at Ridgewater College. A student who is in 10th grade and has attained a passing score on the 8th grade Minnesota Comprehensive Assessment in reading and meets any the other course prerequisites or course enrollment standards established by the college, including but not limited to assessment test scores, program admission, or other requirements, may enroll in one (1) career or technical education course at a system college. (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 provides technical skill proficiency, an industry recognized credential, and a certificate, diploma, or an associate degree.) If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms.

A student who first enrolls under this provision while in 10th grade and wishes to enroll in general education courses as an 11<sup>th</sup>- or 12<sup>th</sup>-grade student must take the New Student Assessment Testing and achieve the required scores prior to enrollment.

**Please read and follow directions carefully. Incomplete applications will be returned.**

**Step 1:** Visit with your High School Counselor regarding taking one Career or Technical Education course as a sophomore.

**Step 2** Students: Complete the *Applicant Information* portion (Section 1) of the application.

**Step 3:** Parents/guardians: Complete the *Parent/Guardian Support and Acknowledgement* portion (Section 2) of the application.

**Step 4:** Visit your high school counselor/contact to complete the *High School / Home School* portion (Section 3) of the PSEO application as well as section 2 of the Minnesota Department of Education PSEO Notice of Student Registration Form.

**Step 5:** ***Please submit the PSEO APPLICATION, HIGH SCHOOL TRANSCRIPT and MCA scores***

**Step 6:** After submission of all application materials, you will receive written notification of the admission decision. Application materials must be received by the deadline. Please consider sufficient time for meeting with high school counselors. If you have questions, please contact:

Leah Kadelbach  
Director of Enrollment Services  
320-222-5980 or 1-800-722-1151

*Please see website  
for recommended application deadlines.*

Ridgewater College  
Post-Secondary Enrollment Options Application for Admission  
10th grade only

**Section 1: Application Information (To be filled out by Student)**

**Personal Information**

Print Full Legal Name \_\_\_\_\_

Social Security Number\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Last First Middle Initial

Many colleges/universities use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about system programs through data matches with other state agencies.

Permanent Address \_\_\_\_\_

Number and Street

\_\_\_\_\_

City State Zip County

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

High School Currently Attending \_\_\_\_\_

Is your high school on Quarters \_\_\_\_ or Semesters \_\_\_\_?

HS Graduation Year \_\_\_\_\_

Are you a resident of Minnesota?  Yes  No

\* If yes, how long? \_\_\_\_ years \_\_\_\_ months \*If no, what state are you a resident of?

Are you a U.S. citizen?  Yes  No

Permanent resident (if applicable):  
 Refugee  Resident alien

\* If not, type of visa: \_\_\_\_\_  
(International students and non-immigrants must complete a separate application form)

**Academic Data** Ridgewater College campus you are applying to:  Hutchinson  Willmar

I am a sophomore interested in taking a Career or Technical Education class.

Please indicate which what type of class you would be interested in taking: \_\_\_\_\_

Indicate Start Term and Year:  Fall  Spring Year \_\_\_\_\_

## Request for Confidential Information

Providing the following information is voluntary. This information will assist Minnesota State in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

Gender:  Male  Female

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture regardless of race)?

Yes  No

### Race and ethnic background (select any that apply)

- American Indian or Alaskan Native-(A person having origins in any of the original peoples of North, Central or South America and maintains tribal affiliation or community attachment)
- Asian-(A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent)
- Black or African American-(A person having origins in any of the black racial groups of Africa)
- Native Hawaiian or Other Pacific Islander-(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White-(A person having origins in any of the original peoples of Europe, the Middle East or North Africa)

### What is the highest level of education for your parent(s)/guardian(s)?

Please respond for the parent(s), step-parent(s), adoptive parent(s) or guardian(s) who raised you. Check only one box for each parent/guardian.

#### Parent/Guardian #1

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> No high school diploma | <input type="checkbox"/> Some college                    | <input type="checkbox"/> Bachelor's degree or higher |
| <input type="checkbox"/> High school diploma    | <input type="checkbox"/> Two-year college degree/diploma | <input type="checkbox"/> Not sure/don't know         |

#### Parent/Guardian #2

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> No high school diploma | <input type="checkbox"/> Some college                    | <input type="checkbox"/> Bachelor's degree or higher |
| <input type="checkbox"/> High school diploma    | <input type="checkbox"/> Two-year college degree/diploma | <input type="checkbox"/> Not sure/don't know         |

## Voluntary Release of Information

### Parental Information Release:

I authorize Ridgewater College to provide my parents/guardians with information related to my progress at Ridgewater College. Note: The Parental Release is not required for consideration in the PSEO program.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## Section 2: Parent/Guardian Support and Acknowledgement

(To be filled out by Parent / Guardian)

### Parent / Guardian Support:

I understand and support my child's participation in the Post-Secondary Enrollment Options program. As parents or guardians, we assume the responsibility for transportation and liability to and from the college. We are also aware that there will be social and academic differences from the high school setting.

By my signature below, I acknowledge that I am informed that the college cannot release to me private data from my child's education records unless he/she has voluntarily signed a release (such as the statement listed above) or such disclosure is authorized by law.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

**Section 3: High School / Home School Information (to be filled out by school contact)**

I confirm that this student has met with a counselor or other high school staff and we are aware of their intention to take one career or technical course as a sophomore.

**MCA Score – (8<sup>th</sup> grade) Reading:** \_\_\_\_\_ **Date Taken:** \_\_\_\_\_

**Additional Notes/Information:**

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\_\_\_\_\_  
**Signature of Secondary School Contact Person**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone**

**Note:** The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your application. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interest in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- To other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release
- To federal, state, or local officials for purposes of program compliance, audit or evaluation
- If the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law
- To an organization engaged in education research or an accrediting agency

Minnesota State abides by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin, or handicap and all other state and federal laws regarding equal opportunity. This document can be made available in alternate formats upon request by calling 800-722-1151 or through your preferred Telecommunications Relay Service.

**Notice to Students Regarding Possible Impact of Criminal Records:** If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

**NOTE:** Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1, 2, and 3 are **completely** filled out, mail the enrollment form to the postsecondary institution. Do not mail this form to MDE.

**College Student ID Number:** \_\_\_\_\_

**1. TO BE COMPLETED AND SIGNED BY THE STUDENT & PARENT/GUARDIAN**

Student Name (Last, First, M.I.)                      Select Gender    M            F                      Date of Birth (MM/DD/YYYY)

Street Address:                      City:                      Zip Code:                      Telephone Number:

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

Minnesota Statutes, section 124D.09, subd. 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                      Parent/Guardian Signature (if student is under 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/NON-PUBLIC/HOME SCHOOL**

Secondary/Non-Public/Home School Name                      School Type – Select One                      Student's MARSS Number  
Public or Non-Public or Home School

Attending School District Name                      Attending School District #                      Resident District Name                      Resident District #

Student's grade while attending this Postsecondary Institution                      Grade 10                      Grade 11                      Grade 12  
Select grade level                      Public only

**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

**SECONDARY/NON-PUBLIC/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 Postsecondary Enrollment Options (PSEO) program this term, and the information in Section 2 is accurate and applicable to the student.

Secondary School Contact Name                      Contact Signature                      Email Address                      Telephone                      Date

**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

Postsecondary Institution Number

City of Postsecondary Institution

Term of planned attendance  
Select one

Semester 1

Semester 2

Qtr. 1

Qtr.2

Qtr.3

Postsecondary Institution Contact Name

Email address

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.

Signature-Postsecondary Institution Contact Person

Title

Date

**REQUIRED UNDER MINNESOTA STATUTE, SECTION 124D.09, SUBD. 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, and the commissioner within ten days of acceptance. The notice must indicate the course and hours of enrollment of that pupil."

The postsecondary institution must mail a copy of this form, **within** ten days of acceptance, to the following address: Minnesota Department of Education, Division of School Finance, 1500 Highway 36 West, Roseville, MN, 55113.

**Additionally, copies of the completed form must be sent, within ten days of acceptance, to the student indicated in Section 1 and the secondary school of attendance indicated in Section 2.**

**POSTSECONDARY ENROLLMENT OPTIONS PROGRAM**  
STUDENT ELIGIBILITY - Minnesota Statutes, section 124D.68 and section  
124D.09

An 11<sup>th</sup> or 12 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 institution to enroll in nonsectarian courses offered by that postsecondary institution.

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, subd. 10 courses according to agreements, if

- (1) The school district and the eligible postsecondary institution 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.

Career and Technical Education (CTE) courses offered by a Minnesota state college or university

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 career or technical education course offered by a Minnesota state college or university. A 10<sup>th</sup> grade pupil applying for enrollment in a career or technical education 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 postsecondary institution

A. Limit on Participation:

- 1) A pupil who first enrolls in grade 9 may not enroll in postsecondary courses for more than the equivalent of four academic years.
- 2) A pupil who first enrolls in grade 10 may not enroll in postsecondary courses for more than the equivalent of three academic years.
- 3) A pupil who first enrolls in grade 11 may not enroll in postsecondary courses for more than the equivalent of two academic years.
- 4) A pupil who first enrolls in grade 12 may not enroll in postsecondary courses for more than the equivalent of one academic year.
- 5) If a pupil in grade 9, 10, 11, or 12 first enrolls in a postsecondary course for secondary credit during the school year, the time of participation shall be reduced proportionately.

B. For purposes of determining PSEO eligibility:

- 1) An academic year is equivalent to a school year. A school year is defined as July 1 through June 30.
- 2) 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.
- 3) If a district determines a pupil is not on track to graduate, the limit on participation does not apply to that pupil
- 4) A pupil who has graduated from high school cannot participate in a program under this section.
- 5) A pupil who has completed course requirements for graduation but who has not received a diploma may participate in the program.

C. An institution shall **not** enroll secondary pupils, for postsecondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are **not** college level unless the student is an alternative education student participating in an approved full-time early/middle college program designed with a well-defined pathway to allow the student to earn a certificate or degree.

D. All textbooks and equipment provided to a pupil, and paid for under Minnesota Statute, section 124D.09, Subdivision 13, are the property of the pupil's postsecondary institution. Each pupil is required to return all textbooks and equipment to the postsecondary institution after the course has ended.

For more information on the program and requirements, view the [Postsecondary Enrollment Options School Finance](#) webpage at MDE > Districts, Schools and Educators > School Finance > Postsecondary Enrollment Options.