

**MERCED COMMUNITY COLLEGE DISTRICT**

Admissions and Records  
3600 M Street  
Merced, CA 95348-2898

Los Banos Campus  
22240 Highway 152  
Los Banos, CA 93635

**PERMIT FOR SPECIAL K-12 STUDENTS TO ATTEND MERCED COLLEGE CLASSES**

Merced Colleges Board Policy 5010 requires written recommendation from the K-12 school principal or the principal's designee before a K-12 student may be admitted as a special part-time or as a special full-time student. Merced College also requires permission of parent(s).

**NOTE: MC Placement test is required for students enrolling in English, Math, or in 6 or more units: call 384-6000 for details on testing or on admissions/residency.**

**\*\*Submit completed K-12 form with all required signatures to : k12admissions@mccd.edu for processing\*\***

**TO BE COMPLETED BY STUDENT:** Term:  Fall  Spring  Summer \_\_\_\_\_ (yr.) Date: \_\_\_\_\_

Merced College ID number: \_\_\_\_\_ Grade Level (K-12) during term: \_\_\_\_\_ High school attending: \_\_\_\_\_

**PRINT Student Name:** \_\_\_\_\_ **Phone Number:** (\_\_\_\_) \_\_\_\_\_

**Student Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Emergency Contact Information:**

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_ **Phone Number:** (\_\_\_\_) \_\_\_\_\_

I have read and understand the guidelines stated on the reverse side of this form: Student Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_

**Parent Signature:** I approve my child to take the class listed below: (required unless proof of emancipation): \_\_\_\_\_

I authorize Merced College to share Grade and Attendance information with my designated High School District for any dual/concurrent enrollment course.

**Student Signature** \_\_\_\_\_ **Parent Acknowledgement** \_\_\_\_\_

**TO BE COMPLETED BY APPROVING K-12 PRINCIPAL OR DESIGNEE: (ONE COURSE PER FORM)**

SPECIAL PART-TIME student is one enrolled in 1-11 units or not subject to enrollment fees. FULL-TIME student is one enrolled in >11 or more units and subject to all fees.

Academic Term	Course Name /Section Number	Number of Units
_____	_____	_____

\*By signing this form, we certify that this student has demonstrated adequate preparation and has availed him/herself of opportunities to enroll in "equivalent" courses in the district(s) of attendance. We recommend this class, if approved by college officials:

**PRINT Name and Title of Approving K-12 Official** \_\_\_\_\_ **\* SIGNATURE of Approving K-12 Official** \_\_\_\_\_ **Date** \_\_\_\_\_

For Summer Session Enrollment: By signing this form the K-12 Official verifies that this approval is within the Title 5 requirement of no more than 5% of the prior term's respective class

**TO BE COMPLETED BY COLLEGE OFFICIAL: (Signature indicates approval for student to attend)**

Conditions, if any: \_\_\_\_\_

**9<sup>th</sup> TO-12<sup>th</sup> grade student:**

\_\_\_\_\_ **College Counselor Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**8<sup>th</sup> grade student:  
or below;**

\_\_\_\_\_ **College Counselor Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Area Dean Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Any Physical Education Course:** \_\_\_\_\_ **Vice-President of Instruction Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

## K-12 Enrollment at Merced College Parent/Guardian Information

Thank you for your interest in and support of education. Merced College wants each student's experience to be positive and successful, and we believe the information below is important for you to know.

Parents or guardians of K-12 students should understand that Merced College classes are not an extension of secondary school classes and that there will be significant differences in educational experience. The items for your consideration, which are guidelines related to K-12 students, include:

1. K-12 students must be present or have given signed written permission to their parent/guardian in order to enroll in classes.
2. K-12 students are required to pay:
  - Mandated health fee (\$21 Spring/Fall or \$18 Summer)
  - Transportation fee (less than 12 units \$6.95; >=12 units \$9.95)
  - textbooks or other required classroom supplies
  - Student rep fee (\$2)
  - Student body fee (\$10)(If the K-12 student is enrolling for 11 or fewer units, no tuition fees will be assessed)

The Student rep fee (\$2) and the student body fee (\$10) may be waived if the appropriate forms (<http://www.mccd.edu/resources/fees/forms.html>) are completed and turned in to the Student Fees Office by the end of the first week of the term you are enrolling in.

\*(Exceptions to the fees requirements is enrollment in the K12 CCAP program)

3. K-12 students will be held to the same grading standards as adult students. Their grades will become a part of a permanent academic record at Merced College
4. K-12 students taking AB288/CCAP classes acknowledge that grades earned from these classes will be shared with the students High School district office.
5. K-12 students may be in an adult instructional environment. The community college is an adult learning environment and reflects a diverse community of learners. Discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students. Course content will not be changed to accommodate minors.
6. K-12 students will not receive special counseling or support from the college's student services programs beyond what is provided for older students.
7. Merced College assumes no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is canceled and/or dismissed early
8. K-12 student educational records are considered confidential. Parents or guardians are not notified and may not obtain student academic or financial records without the signed written permission of the student as stated by the Family Educational Rights and Privacy Act (FERPA). Students MUST be present to sign the authorization to release student information form in front of an authorized Merced College staff member. Educational Records are defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.
9. K-12 student educational records are considered confidential. Parents or guardians are not notified and may not obtain student academic or financial records without the signed written permission of the student as stated by the Family Educational Rights and Privacy Act (FERPA). Students MUST be present to sign the authorization to release student information form in front of an authorized Merced College staff member. Educational Records are defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

If you have any questions about the appropriateness of the student's enrollment at Merced College, you are encouraged to speak with their school counselor, and/or the college.