

PERMISSION TO ENROLL: HIGH SCHOOL STUDENTS

Instructions: Before completing this form, be sure you have read the information for Steps to Enroll for High School Students on our website at www.tmcc.edu/steps-to-enroll/high-school/.

Submit this signed/completed form to the Jump Start Dual Credit Program in person or via email at dualcredit@tmcc.edu. All forms must include all required signatures and information; missing information will delay the enrollment process.

- If you are a high school student: submit this form to your high school counselor or administrator for approval.
- If you are homeschooled: you must provide a completed *"Notice of Intent to Home School"* form, appropriately filed in the school district where they reside. Please contact us for further instructions.
- If requested course(s) has prerequisites: attach all supporting documentation (i.e., ACT scores, high school transcripts, AP scores, etc.)

Student's Information			
NSHE ID (TMCC 10-digit ID number)		Date of Birth	
Last Name		First Name	MI
Telephone		Email Address	
Street Address	City	State	Zip Code

Parent/Legal Guardian Information	
Last Name	First Name
Telephone	Email Address

List the TMCC class(es) in Which you Wish to Enroll			
Class # (5-digits)	Class Title	Credits	Notes (for TMCC Use Only)

Are you taking this course(s) for Dual Credit? Yes No

Semester: Fall Spring Summer Year: _____

High School Information		
High School Name	Grade Level	High School ID Number
Home Schooled: <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", Grade Level: _____		

Permission to Enroll: High School Students

Student's Information		
Last Name	First Name	MI

Counselor/Administrator Signature <i>(required for high school students)</i>		
This student has permission to make changes to the schedule listed on this form <i>(please note that significant changes will require a new form and/or email authorization)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
High School Administrator or Counselor Signature		Date
Printed Name	Title	
High School Name	Email Address	Telephone Number

Agreement and Student/Parent Signatures <i>(required)</i>	
<p>My signature below indicates that I have read and agree to the following:</p> <ul style="list-style-type: none"> I have completed TMCC's application for admission. I have read and understand all policies and requirements listed on this form. I have attached all required documentation needed to process my enrollment request. I agree to meet with my high school counselor each semester to ensure the classes in which I register meet my high school graduation requirements. I will also notify my counselor if I make any changes to my TMCC class schedule. It is my responsibility to understand how TMCC classes will transfer to my high school to earn high school credit. I understand I will be enrolling in a college-level class that will require rigorous academic work and regular classroom attendance. A low grade in a TMCC course could cause me to not meet my high school requirements or have consequences with my future college studies. I understand the grade I earn (including a W) will become a permanent part of my college record. If I choose to withdraw from a TMCC class, I understand that it is my responsibility to withdraw by the TMCC published deadlines and failing to do so may result in a failing grade, owing fees, and could impact my high school graduation. To withdraw from a class, I understand that I must email dualcredit@tmcc.edu 3-5 days in advance of the posted deadline. I agree to check my schedule carefully and ensure I am registered for all appropriate classes. I will contact the Jump Start Program in a timely manner if I have any questions and at least 3-5 days before a deadline. I have read and agree to the Jump Start student and parent roles and responsibilities (https://www.tmcc.edu/jump-start-program). I have completed the online Jump Start Orientation and I understand and have shared with my legal guardian all the information provided. By submitting this form, I certify I meet the Jump Start Dual Credit minimum GPA requirement to take a TMCC class. <p>Authorization to Release Education Records and High School Authorization</p> <p>In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, neither TMCC nor the high school will disclose non-directory information from a student's education records without the written consent of the student.</p> <p>Students under age 18 in the JumpStart program must have written permission from his/her parent/guardian. By signing below, I give permission for TMCC and my high school to disclose, each to the other, for the purpose of dual enrollment, all information in my educational records, including but not limited to test results, college placement test results, class schedule information, attendance, grades, GPA, and transcripts necessary or desirable for the undersigned student's participation in the Jump Start Program.</p> <p>As a student, I further give permission for TMCC and my high school to disclose all information in my education records to my parent/guardian as it related to the JumpStart dual credit program.</p> <p>You can, at any time, email dualcredit@tmcc.edu to request to withdraw this permission.</p>	
Student's Signature	Date
Parent's Signature	Date

Homeschooled Students Dual Credit Office Signature <i>(required for homeschooled students sophomore level or below)</i>	
Dual Credit Office Designee	Date