

MENDOCINO COLLEGE

Office of Admissions and Records 707-468-3101
1000 Hensley Creek Road, Ukiah, CA 95482

K - 12 Special Admission Application

Indicate semester you are applying for:
__ Fall __ Spring __ Summer 20__

This form is required each semester for all students enrolled in kindergarten through high school who wish to concurrently enroll in 11 or less units of "advanced scholastic or vocational courses" at Mendocino College. Students who wish to enroll for more than 11 units, must have approval of their School Board of Education according to California Education Code 48800.5 and 76001. Special Admission students must meet the same prerequisites and student conduct requirements as regular students. All grades will become part of the student's permanent Mendocino College transcript and will affect future financial aid and other academic requirements.

Name _____ SSN/Colleague ID _____
Address _____ City, State, Zip _____
Name of K-12 school _____ Age _____
Grade Level (during term enrolled at Mendocino College) _____

Step 1. If you have never attended Mendocino College or have not attended for two semesters or more, a Mendocino College Application for Admission must be submitted. The application can be submitted online through the Mendocino College website (www.mendocino.edu) for students 14 or older, or by submitting a paper application to one of the registration locations listed below.

Step 2. Mendocino College Instructors *must* approve enrollments, by signature below, for students in grades K-10.

	<u>Course #</u>	<u>Section #</u>	<u>College Instructor</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Step 3. All K-12 students must obtain approval from their high school principal or other authorized personnel by signature below.

School Administrators, by signing below you are confirming the following:

School Assessment. The above named student meets all the following criteria as defined by Education Codes 48800.5 and 76001:
• Is able to benefit from the advanced course work.

For Summer Session Students ONLY:
• Demonstrates adequate preparation in the discipline to be studied.
• Has exhausted all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.
• This recommendation does not exceed five percent of the students at the same grade level.

School Principal Signature *Date*

Step 4. Parental consent is required by signature below for all students less than 18 years of age. Additionally, all students must sign below.

<p>Parent/Guardian:</p> <p>Under Section 49061 of the California Education Code and Title 20, Section 1232g (federal law), information about the student, regardless of the student's age, will not be released to the parent without written permission from the student.</p> <p>College level classes may address adult issues, please see back of this form for further information.</p> <p>If you are 18 years of age or over, please check here ___ and sign for yourself.</p> <p>_____ <i>Parent/Guardian Signature</i> <i>Date</i></p>	<p>Student:</p> <p>By signing below, I agree to abide by all rules and regulations of Mendocino College.</p> <p>_____ <i>Student Signature</i> <i>Date</i></p>
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Step 5. Students under age 13 at time of enrollment must receive approval from the Dean of Instruction.

Dean of Instruction Signature *Date*

Step 6. Return this completed form to a Mendocino College registration location.
Forms can be hand delivered or submitted by mail or fax to one of the following locations. Incomplete forms will be returned to the student.

- Mendocino College Admissions & Records: 1000 Hensley Creek Rd, Ukiah CA 95482; Fax: 707-468-3430
- Willits Center: 11 Marin St, Willits CA 95490; Fax: 707-459-6225
- Lake Center: 1005 Parallel Dr, Lakeport, CA 95453; Fax: 707-263-1908

IMPORTANT INFORMATION FOR K - 12 PARENTS/GUARDIANS/STUDENTS

The term "K - 12" refers to all students enrolled in kindergarten through high school.

STATE AUTHORIZATION

In accordance with California Education Code regulations (48800, 76001, 76002), a limited number of high school and pre-high school students may be eligible to enroll as special admission students.

APPLICATION PROCEDURES

Enrollment must be recommended by the student's school principal or designee and have parental consent. Students in kindergarten through the 10th grade must also obtain the approval of the college instructor prior to enrollment. In most cases, the instructor will not be available until the class begins. Approval and enrollment is not guaranteed for K-10 grade students. In addition, any student under the age of 13 at the time of enrollment must also obtain the approval of the Dean of Instruction. Special Admission students must meet the same prerequisite and student conduct requirements as the regular student.

HOME AND CHARTER SCHOOL STUDENTS

Home school students must attach a copy of the current Private School Affidavit to the K - 12 Special Admission Application. Affidavits submitted in the spring term will be used for summer and fall enrollments of the same year.

If a student is enrolled in a charter school and the school is listed in the official directories of Mendocino and Lake County schools, no other documentation is required from the school other than the signature of the official. If the charter school is not yet listed in the official directory, a copy of their authorization to act as a charter school must be attached to the K-12 Special Admission Application.

RELEASE OF INFORMATION

Under Section 49061 of the California Education Code and Title 20, Section 1232g (federal law), parents do not have the right of access to their child's college record, regardless of the child's age. Once a student turns 18 years of age or is admitted to a college as a student, the rights of access to education records is transferred from the parent to the student. No information about attendance, behavior, or grades may be released to the parent without the written consent of the student.

Two exceptions are allowed under the same laws: 1) parents or guardians who document that the student is a dependent under Internal Revenue Service regulations and 2) the student's K-12 school. The signature on the K - 12 Special Admission Application will not serve as proof of the student's dependency. A copy of the current IRS tax records would be required by the Office of Admissions and Records to determine whether the education records could be released without the written consent of the student to a parent.

NOTICE TO MINOR STUDENTS AND THEIR PARENTS/GUARDIANS

Minor students and their parents/guardians must understand that they are entering a college environment, which is designed with adults in mind. Thus, the atmosphere of the campus in general, and of classrooms in particular, will frequently reflect an adult population. Courses may have frank discussions about sensitive topics. Audio-visual presentations may be graphic in their content. Students may be exposed to adult language and situations on campus. Instructors cannot inform anyone, including parents, of last minute cancellations or early class releases. If classes are released early, instructors cannot sit with underage students while they wait to be picked up. College campuses are open to all members of the public which may include those on probation or parole.