

REQUEST FOR ENROLLMENT IN A COLLEGE CLASS

Name _____ Current IUSD school _____

Student Signature _____ Parent signature _____

Irvine Unified School District has guidelines for students who wish to enroll in a college class, whether in the summer or during the school year, regardless of grade level. Student and parent, please initial next to each item to confirm your understanding of the enrollment process:

1. Students must obtain permission from the current school administrator or designee to determine eligibility (see IVC "K-12 Special Admission Request"). Students **will not** be approved for courses which *supplant the high school curriculum*. In addition, courses **will not** be approved for *advancement in a core curricular area or to skip levels* (e.g. math, world language).

_____ *Student and parent please initial here*

2. Courses for enrichment, e.g. courses not otherwise offered by the high school, **may** be approved based on student eligibility (i.e. meeting prerequisites). Enrichment courses **will not** be placed on the high school transcript. Students should plan to send their community college transcripts to the college or university to which they apply (in the fall of the senior year and/or upon graduation from high school).

_____ *Student and parent please initial here*

3. Any questions about these policies should be directed to the student's assigned school counselor or administrator.

_____ *Student and parent please initial here*

4. The "K-12 Special Permission Request" form must be signed by your school site representative. After signing the form, the representative will make a copy of the form to keep on file at the school site. The student will submit the original K-12 form to the college.

_____ *Student and parent please initial here*

TO BE COMPLETED BY THE SCHOOL OFFICIAL: INFORMATION FOR THE SECONDARY SCHOOL FROM IVC: A

signature constitutes the following: ● Students must be academically prepared and mature enough to succeed in college level course work. ● Students must have availed themselves of all opportunities to complete this course, if offered, through the primary or secondary school district. ● Students must meet all prerequisites and (if required) complete assessment testing prior to registration in math and English classes. ● The Education Code places enrollment restrictions for physical education courses for concurrently enrolled students. Consequently, IVC does not permit K-12 students to enroll in physical education courses. ● Students are limited to 11 units. ● Students are responsible for requesting official transcripts to be sent. (References: California Education Code Sections 48800-48802, 76001, and 76003.)

Course(s) Approved: _____

School Official's Signature: _____

revised 3/10/17

