



High School Recommendation Form

Admissions and Records
 2300 E. Gibson Road, Woodland, CA 95776
 (530) 661-5700

The student named below is recommended as a special PART-TIME community college student to undertake course(s) of instruction offered at the community college level. The intent of this recommendation is to provide educational enrichment opportunities for the student as authorized in Education Code 48800 and 76001. Students may not register in a course with a prerequisite unless the prerequisite has been met previously.

Students are required to pay the Student Services Fee at the time of registration. The ENROLLMENT FEE will be waived for part-time students.

The following conditions are associated with admission as a special part-time student to the college:

- The course content is not altered and is intended for adults;
- The student is treated as an adult, and is expected to act in a mature manner in the classroom and on campus;
- Grades earned are entered onto the student's permanent college transcript;
- Parents must communicate with their son/daughter about academic progress and not with the instructor or other college personnel;
- No physical education courses may be taken.

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____
 Student ID (YCCD provided) _____ Birth Date _____ Grade Level you will be in when
 Classes begin (i.e. 9th, 10th., 11th, 12th)
 FALL _____ SPRING _____ SUMMER _____ 20_____
 High School: _____ Address: _____ City, State, Zip: _____

Class Code	Course Title	Units	Days	Time

Required Signatures

I, _____, as the parent/guardian of the above-named student, authorize him/her to enroll in Woodland Community College course(s) and understand that in accordance with FERPA regulations, information may NOT be released to the parent without written permission from the student

Parent Signature _____ **Date** _____

I, _____, agree to abide by all rules and regulations of the Yuba Community College District, and authorize the release of all academic information back to the high school.

Student Signature _____ **Date** _____

Based on the student's academic background, I verify this student is eligible to enroll in advanced scholastic or vocational work, and is recommended for admission to the college.

Designated School Official Signature _____ **Date** _____

Approval to take over 6 units is required from the Director of Admissions & Enrollment Services.

Dir., Admissions & Enrollment Services Signature _____ **Date** _____

Concurrent enrollment is subject to the following requirements:

- **Students must have completed the 8th grade;**
- **Students must complete the appropriate college Assessment Exam** when registering for an English, Mathematics or Reading course that has a prerequisite;
 - (1) Students should present to the Admissions & Records Office their photo identification (driver's license or another form of photo identification) for assessment testing and to receive testing results; and,
 - (2) the High School Recommendation Form signed by the High School Designee or County Superintendent;
- **Student must have met** any course prerequisite requirements;
- **Student should enroll in college-level coursework;**
- **Students are required** to fulfill the minimum day requirement at their high school, or for charter/home school students, the parent has to verify that the proposed college coursework will not interfere with the student's basic high school coursework;
- **Charter/home-school students must present** a grade equivalency certification, documenting the grade level they have achieved;
- **Charter/home-school students must present** a copy of the affidavit submitted to the State or County Office of Education to document the student's involvement in an educational process;
- **Students are responsible** to discuss the use of the college course with the high school **PRIOR TO ENROLLING IN THE COURSE**. The college assumes no responsibility for the agreement between the high school and the student. Students attending a class with the Yuba Community College District are expected to abide by all rules and regulations of the District. **Non-residents will be REQUIRED to pay non-resident tuition.**

See Schedule of Classes or College Webpage for registration dates for high school students.

Concurrent Enrollment Administrative Procedures

In accordance with Board Policies 5010 and 5011, the Yuba Community College District will admit students under the age of 18 who do not hold high school diplomas or the equivalent, as special part-time students, provided these students are recommended by their high school as being able to benefit from advanced scholastic and vocational coursework, **excluding physical education courses**. Students must have the written recommendation of their high school designee/county superintendent, **and** written parental approval.

Information for High School Designee/Principal/County Superintendent Only

By signing this recommendation form, the High School designee is certifying that he/she is in compliance with Section 48800 of the Education Code.

For Summer Session Classes ONLY:

Note: The High School Principal may recommend a pupil for community college summer session for the following courses regardless of the 5% limitation:

- (1) College course-level coursework that applies toward the IGETC or CSU GE requirement;
- (2) College-level occupational coursework that is part of a sequence of career-technical education courses leading to a degree or certificate in that subject area.
- (3) Courses that are necessary to assist pupils who have not passed the California High School Exit Exam.

Other than these **3** exemptions to the 5% rule, the High School Principal may only recommend a pupil for community college summer session if that pupil meets all of the following criteria:

- (A) Demonstrates adequate preparation in the discipline being studied;
- (B) Exhausts all opportunities to enroll in an equivalent course, if any, at his/her school of attendance.

If the pupil does not qualify for one of the **3** exemptions, a High School Principal **may not** recommend for community college summer session attendance more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation.