

San Jose City College
Telephone (408) 288-3700

Attendance Approval For Middle College Students ONLY

To the Director of Admissions & Records:

The student below has been granted approval to attend San Jose City College for the _____ term as a Special Part-time Student. This permission is for the term indicated ONLY. A new R-40M will need to be renewed each term of enrollment.

Please Print

Social Security Number _____ - _____ - _____ Telephone _____

Name _____ Date of Birth _____
Last First Middle Initial

Address _____
Number & Street City Zip Code

High School Now Attending _____ Grade (circle one) 9 10 11 12

Only classes authorized on this form by the High School Principal will be valid for credit upon completion. Any and all other classes registered without authorization from the High School Principal will be dropped.

APPROVED COURSES

MAXIMUM 12 UNITS

_____ or _____ _____
Principal Signature

_____ or _____ _____
Principal Signature

_____ or _____ _____
Principal Signature

Signature of Parent or Guardian** Relationship to Student Date

Signature of High School Principal** Date

In approving this student for enrollment in the class(es) listed on this R-40M, the principal confirms that the total number of his/her high school students recommended to attend SJCC courses adheres to the regulations and does not exceed the five percent limit outlined in CA Educational Code 76000/76001. **Principal's initials here** _____

****Mandatory Information**

PROCEDURES:

1. STUDENT **must complete a new application for admissions** and submit a current ATTENDANCE APPROVAL form each semester of enrollment.
2. STUDENT **must meet with the high school counselor** to determine which subject areas would be most beneficial.
3. STUDENT **must see that the high school principal signs** this ATTENDANCE APPROVAL form.
4. STUDENT **must obtain the signature of his/her parent or guardian** on this ATTENDANCE APPROVAL form.
5. STUDENT **must deliver the completed application** for admissions and the **signed ATTENDANCE APPROVAL** form to the Office of Admissions & Records.
6. STUDENT **must take the assessment test and see a college counselor** or a Middle College counselor for proper course placement. STUDENT must meet prerequisite and basic skill requirements for any class in which they intend to enroll.
7. STUDENT should hand carry a **copy of the high school transcript** to the college counseling appointment.
8. STUDENT wishing high school credit must consult their high school registrar before enrollment.
9. Most fees are waived for high school students, however, STUDENT should be prepared to pay for any material fees

* District policy requires that High School students **must attend at least a minimum day at their high school and be in the 9th, 10th, 11th, or 12th grade** (exception: Summer Session) to be eligible for admission to San Jose City College under this program. Student may enroll in approved courses only, and not more than 12 units.

Enrollment fees are waived for High School students. However, High School students must pay any material fees associated with the courses in which the student has enrolled. Beginning Summer 2000, courses taken at San Jose City College are offered for college credit only. Upon completion of the term, the student must request a transcript to be sent to the high school of attendance. **The High School will determine if the course may be used for High School Credit.**